

TIPTON-DURANT MIDDLE SCHOOL

PARENT-STUDENT

**Blue
Devils**



HANDBOOK

2025-2026

Tipton-Durant Middle School *is a thriving institution that is committed to providing quality education while fostering the whole child intellectually, socially, and emotionally.*

Tipton-Durant Middle School
2500 Tipton Street
Selma, AL 36701
Telephone: 334-872-8080 **Fax: 334-872-8008**



Celester Bolden Jr.
Principal

Mrs. Hattie Shelton
Interim-Superintendent

Board of Directors
Mrs. Mamie Solomon, Member
Mr. Leroy Miles, Member
Mrs. Melvin Flanagan-Brown, President
Mr. William Minor, Vice-President
Mr. Mark Story, Member

Tipton-Durant Middle School

*2500 Tipton Street
Selma, Alabama 36701
(334) 872-8080*

Dear Parents:

As we embark on another journey together, we are excited about the possibilities of our students this upcoming school year. Last year, we continued to grow together and formed unmistakable bonds. This year, we will move forward with our plans of building an institution that will have a positive and lasting effect on both our students and our community.

We seek to continue to break down barriers that have continually hindered our progress in the past and formed new relationships that will drive our data forward. Our confidence is rooted in the belief that all things are possible. Our focus is even more student driven and our determination is purposeful. With the help of our community stakeholders and parents, we are confident that our success is inevitable. This year we seek to ***Elevate*** every aspect of our school.

Lastly, we invite you to participate in our progress during our many programs and events and we look forward to your input during our monthly PTO meetings. We will keep you informed using our school messaging system, letters and social media. Our doors are always open to your warm wishes and concerns. Together, we will march down our chosen path.

Sincerely,

Mr. Celester Bolden Jr.

Celester Bolden Jr., Principal

TABLE OF CONTENTS

Vision & Beliefs	p.2
Staff Listing	p.3
Bell Schedule	p.4
Attendance Policy	p.5
Gifted Policy	p.6
Admissions Policy	p.7
Parent Engagement Policy	p.9
HIV Policy	p.12
Head Lice Policy	p.15
Academic Affairs	p.19
General School Information	p.20
Cellphone and Corporal Punishment Policy	p.24
Dress Code (District and School Policy)	p.25
Classification of Violations and Sanctions	p.27
Civil Liabilities & Criminal Penalties	p.37
Additional District Policies	p.40
Transportation	p.44
Social Media Policy	p.46
Anti-Harassment Policy	p.48
Harassment Complaint Reporting Form	p.51
Handbook Receipt	p.52

TDMS VISION STATEMENT

Tipton-Durant Middle School exists to build capacity so that all teachers can perform at optimal levels by providing best practices for instructional delivery, promoting student achievement through engaging lessons and activities while motivating students to excel through belief of teacher efficacy so that teaching and learning is evident and student success becomes reality (TDMS Leadership, Spring 2022).

TDMS BELIEF STATEMENTS

- Students should receive a good education while learning in a safe environment.
- Students should learn to work effectively and collaboratively with others.
- Parents should be actively engaged in the learning process.
- Students should be able to communicate effectively through oral and written expression.
- **ALL** students can learn.

Our Motto: Elevate: Soaring to New Heights

Our Goal: To improve academically and behaviorally, while positively impacting our community as a whole.

2025-2026 TDMS Staff Listing

Administrator

Celester Bolden Jr. Principal

Classified Personnel

Cheryl Perry Secretary/Bookkeeper/Database Manager
Mateal Walker Office Aide
Audrey Wilks Nurse

Certified Personnel

Ty'Sherica Milhouse Science 6/Computer Science Discoveries 8
Jeffery Anderson Physical Education/Athletic Director/Coach
Sherry Taylor Math 7 & 8
Angela Fincher Science 7-8
William Mosby Band
Felicia Glover Counselor
Rebecca McGhee English/Language Arts 7 & 8
Lefloris Jemison Librarian/ Media Specialist
Cynthia Cyrus Civics/Geo 7 and History 8
Vacant Math 6 / ELA 6
Wanda Tyler Physical Education
Aryle Washington Special Education 6-8
Vacant Social Studies 6/ Reading Skills 6

Support Personnel

Cynthia Walker Cafeteria Manager
Jacqueline Montgomery CNP
Carolyn Sigler CNP
Clifford Harrison Custodian
Crystal Bennett ISS Facilitator
Vacant ACCESS Lab Facilitator

TDMS BELL SCHEDULE 2025-2026

(364 Instructional Minutes)



7:15 - 7:27	Breakfast
7:30 - 7:35	Homeroom duties in 1 st Period
7:35 - 8:27	Period 1
8:27 - 8:30	3 minute class change
8:30 - 9:22	Period 2
9:22 - 9:25	3 minute class change
9:25 - 10:17	Period 3
10:17 - 10:20	3 minute class change
10:20 - 11:35	Period 4 (Plus 20 min. lunch wave)
11:35 - 11:38	3 minute class change
11:38 - 12:30	Period 5
12:30 - 12:33	3 minute class change
12:33 - 1:25	Period 6
1:28 - 1:38	Break (10 minutes)
1:38 - 2:30	Period 7

Lunch Waves

10:25 - 10:45	6th Grade
10:48 - 11:08	7th Grade
11:10 - 11:30	8th Grade

Arrival: Students will unload at the cafeteria at 7:15 a.m. for breakfast or pass to homerooms for advisory.

Dismissal: The school day ends at 2:30 p.m. Walkers and car riders will be dismissed at the front of the building. Bus riders will be dismissed at 2:35 p.m. from the cafeteria.

ATTENDANCE POLICY

ATTENDANCE

When a student is not in school, he or she misses valuable instructional time. For this reason, the Board equates attendance with academic achievement. Students enrolled in District schools are required to be in school each day school is in session. If a student is absent, the parent or guardian must provide school officials with a written explanation for each student's absence at the time the student returns to school. Failure to provide a written explanation shall result in the absence being classified as unexcused.

EXCUSED ABSENCES

Absences will be excused for the following reasons: illness; death or serious illness of an immediate family member; weather preventing attendance; legal requirements, such as a subpoena or other required court appearance; and the prior permission given by a Principal.

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

UNEXCUSED ABSENCES

An absence which is not an excused absence is an unexcused absence. Days absent due to suspension are unexcused. Students are allowed to make up work, tests, or other instructional activities missed due to unexcused absences. Principals shall avoid, if possible, suspending students on days the student takes nine-week tests or semester exams. Where suspension during nine-week tests or semester exams cannot be avoided, the Principal shall allow the student to make up missed tests or exams upon their return from suspension. In all cases, students must make up all missed assignments, tests or exams within five (5) days after a return from an unexcused absence.

Students attending District schools will possibly be denied promotion/credit for any grade, course, or subject in which he or she receives eleven (11) or more unexcused absences per semester or twenty-one (21) or more unexcused absences for the year.

CHECK-OUT POLICY

Parents/guardians are encouraged to schedule appointments before or after school hours to avoid disruption of the student's education. A parent/guardian must come to the main office to sign a student out. Students will not be permitted to check themselves out of school at any time during the school day. Identification is required when signing a student out of school. Students will only be released to persons listed on the registration card or STI demographics.

PERFECT ATTENDANCE

A student will be considered in perfect attendance if he/she has been present every school day without any tardies or checkouts.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

GIFTED EDUCATION: DALLAS COUNTY SCHOOL SYSTEM

The Dallas County School System would like to inform residents within its school district of the availability of Gifted Education services through our system.

1. Definition of Gifted: Gifted students are those who perform at high levels in academic or initiative 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 the populations, across all economic status and in all areas of human endeavor.
2. How Do We Identify Students in the Dallas County School System?

A student may be referred for consideration for gifted services 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 as potential gifted behavior checklists.

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

Aptitude

Aptitude should be assessed through an individual or group test of intelligence or creativity.

Characteristics

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

Performance

At least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, grades, product 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.

How Do You Make a Referral?

Referrals can be made by contacting your child's teacher or the school counselor. For further information call (334) 872-7075.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

2021 - 2026 ADMISSION POLICY

for English Language Learners (ELLs) , FOSTER CARE, HOMELESS, and MIGRANT STUDENTS

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

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

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

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

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

Enrollment Dispute

- If a dispute arises over school selection or enrollment in a school:
- The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.
- Local homeless liaison shall be informed immediately of the dispute.
- Dispute shall be resolved at the district level rather than the school level.
- The dispute resolution process shall be informal and accessible to all involved

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

and carried out as expeditiously as possible.

- Parents, guardians, and unaccompanied youth shall be informed that they can provide written or oral documentation to support their position.
- Written notice of the discussion shall be as strict as possible, simply stated and provided in a language the parent, guardian, or unaccompanied youth can understand.
- Notice of the right to appeal to the State if the district-level resolution is not satisfactory shall be given to the parents, guardian, or unaccompanied youth.

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

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

REGULATIONS REGARDING THE EDUCATION OF HOMELESS CHILDREN AND OTHER YOUTH.

First Reading: 6/24/2021

School Board Approved: 8/26/2021

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

DALLAS COUNTY SCHOOL SYSTEM
Parent and Family Engagement Policy/Plan
2021 - 2026
As required by section 1116(a) (1) (2) (B) (C) (D) (i) (E)
Every Student Succeeds Act (ESSA)

GENERAL EXPECTATIONS

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

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

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

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

(A) That parents or guardians play an integral role in assisting their child's learning;

(B) That parents or guardians are encouraged to be actively involved in their child's education at school;

(C) That parents or guardians are full partners in their child's education and are included, as appropriate, in

decision-making and on advisory Committees to assist in the education of their child;

(D) The carrying out of other activities, such as those described in section 1116 of ESSA.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

PARENT AND FAMILY ENGAGEMENT REQUIRED COMPONENTS

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

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

2. The Dallas County School System will take the following actions to involve parents in the process of school review and to implement "evidence-based" strategies under section 1116 (a) (2XE) of the ESSA:

- Each school will notify parents of the date of the Annual Title I meeting and invite parents to attend.
- Parents will be made aware that the school's policy/plan is being evaluated and given the opportunity for input by completing a parent and family engagement survey on which they may make comments or submit written comments to teacher, administrator, parent facilitators, or the federal program director.
- Schools implement "evidence-based" curricular
- Parents or guardians will be encouraged to serve on each school's Continuous Improvement Plan (CIP) Committee
- Notification will be provided to parents or guardians through flyers, school's newsletters, monthly calendars, marque, telephone calling system, and the LEA's website (www.dallask12.org)

3. The Dallas County School System will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve students' academic achievement and school performance under section 1116 (d)(e)(2)(D):

- The Local Education Agency has parent facilitators that work with each Title I school's administrators and parent and family engagement chairperson, and parents or guardians to develop parent and family engagement activities that meet the needs of the Title I parents or guardians such as:
 - A. *school-parent compacts*
 - B. *parent or guardian computer training*
 - C. *implement / "CARE" positive parenting/character education/mentoring program*
 - D. *parents or guardians volunteer program*
 - E. *bi-annual parenting meetings*
 - F. *fatherhood initiative.*

- The schools will hold meetings annually with the assistance of the Local Education Agency that will focus on understanding the interpreting standardized test data.

4. The Dallas County School System will coordinate and integrate parent and family engagement strategies in Title I Part A with parent and family engagement strategies under the following other programs: Head Start, HIPPY, (Home Instruction Program for Parents of Preschool Youngster) LEA's Pre-K Program, Extended Day Program, Community and Faith Based Organizations, under section 1116 (a)(2)(C) by:

- offering parents of preschool youngster an opportunity to participate in an early learning programs: HIPPY and LEA's Pre-K Program

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

- providing transition opportunities with Head Start Agency for children who will be attending schools within the system
- partnering with a community-faith based after-school tutoring program
- implementing the "I CARE" Character Education/ Mentoring/ Community Partnership Program.

REQUIRED BUILDING CAPACITY FOR PARENT and FAMILY ENGAGEMENT

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

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

ADOPTION

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

First Reading: 6/24/2021

School Board Approved: 8/26/2021

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

Student Human Immunodeficiency Virus (HIV) Policy

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

A. Students

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

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

B. Privacy

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

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

C. Related Services

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

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

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

related services as needed.

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

D. HIV and Athletics

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

E. HIV Prevention Education

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

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

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

F. Staff Development About current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

G. Infection Control

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

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

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

H. General Provisions

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

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

HEAD LICE (PEDICULOSIS) “NO NIT” POLICY

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

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

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

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

1. The System Nurse will coordinate in-service training for teachers and other school personnel regarding proper screening, classroom prevention, and control techniques at the beginning of each school year and as needed throughout the year. In-service training will address, at a minimum, the following:
 - a. Confidentiality.
 - b. Identification of pediculosis and nits.
 - c. Respect for sensitivity of students and family regarding pediculosis.
 - d. Precautions regarding self-contamination and cross-contamination.
 - e. Treatment options.
 - f. Precautions and myths regarding treatment.
 - g. Resources for treatment.
 - h. Reassessment and readmission requirements.
 - i. Environmental safeguards for classrooms.
 - j. Importance of educating students about pediculosis.
2. All schools that have experienced pediculosis outbreaks during the school year will implement a consistent screening program. Outbreaks occur most often in young children, but can occur in any age group.
3. Notify the child’s teachers, bus drivers, etc., as appropriate.
4. Students identified with pediculosis should be sent to the office or health room while respecting the student’s confidentiality. Thus, bringing the student to the office or health

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

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

- 5) Ask parents to come to the school to take the child home. This meeting provides an opportunity to talk with the parent about treatment procedures as well as to confirm the presence of infestation. Notification should be in a private setting to protect confidentiality.
 - a. Provide parents with a letter stating that pediculosis was found and provide written and verbal instructions for treatment and home cleanup that address the three steps in the control of pediculosis.
 - Treating with a pediculicide product.
 - Removing the nits.
 - Cleaning the home/car environment.
 - b. Teach parents how to screen for pediculosis.
 - c. Advise parents to notify the parents of neighboring children or frequent visitors to their home or other activity sites (sports, gymnastics, etc.) of the possibility of pediculosis infestation.

Requirement for Re-admittance to School

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

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

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

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

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

GUIDELINES:

A. What are head lice?

- Head lice are tiny gray or brown insects about the size of a sesame seed that live in human hair and must feed on human blood to survive.
- They lay tiny white oval eggs about the size of a knot in a thread called nits. The nits glue to each strand of hair close to the scalp.
- Nits are most often found in the hair behind the ears and at the back of the head and neck.

B. How do you get head lice?

- Occurs most often with elementary children.
- Children get lice from other children through head to head contact,
- sharing combs, hats, school lockers, or coats with a louse infested child.
- You can't spread NITS....only LIVE LICE.
- Head lice DO NOT spread disease.
- Any child can get head lice. It doesn't matter where they live, or go to school.

C. How do you get rid of head lice?

- If evidence of nits or lice is found, brothers and sisters should also be checked. Parents of those children found with lice are notified and asked to pick up their children and treat them. A letter stating that head lice were discovered should be given to the parent.
- Parents may obtain non-prescription medication from their pharmacist or obtain a prescription from their family physician. FOLLOW DIRECTIONS ON THE PACKAGE COMPLETELY.
- When evidence of head lice is found, all students in those classrooms shall be screened. If no additional cases are found, screening may be discontinued. However, if further cases are identified their contacts must also be screened.
- Treat your home at the same time you treat your child.
- Do the following:
- Soak combs and brushes in some of the lice shampoo for 1 hour; or in very hot water for 5-10 minutes.
- Wash sheets, blankets and other bedding in the hottest setting of water in the washing machine.
- Dry clean non washable items; or seal these items in a plastic bag for 1-2 weeks.
- Vacuum furniture, carpets and mattresses thoroughly.
- Treat hair for a second time after 7 days (or follow the manufacturer of the lice treatment's instructions) to make sure that you kill any lice that may have hatched from nits that might have been missed during the combing, before they lay eggs.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

- THERE IS NO NEED TO CUT HAIR. THE SAME PROCEDURES WILL HAVE TO BE FOLLOWED.
- Students who return to school without appropriate treatment will be sent home with a second letter of explanation. No more than 3 consecutive days absence should be considered excused when absence is due to head lice. After 3 consecutive days, absences should be considered unexcused.
- School nurses and each school principal should have a plan implemented to screen, prevent and control head lice.
- All teachers should be made aware of these guidelines.

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

Academic Affairs

PROMOTIONAL POLICY

Promotion standards have been set by the Dallas County Board of Education for the entire school system. Information on promotion standards is sent home each school year to be signed by parents.

Students in grades 6-8 must pass all core courses (Science, Social Studies, English, and Math) with a D or better to be promoted to the next grade level.

Other Promotion Requirements:

1. Acceptable attendance requirements are to be maintained at each grade level.
2. A passing grade is determined by homework, seatwork, classwork, projects, presentations, as well as tests.

GRADING and REPORT CARDS

Grading Scale:

Academic - 90-100 (A) 80-89 (B) 70-79 (C) 60-69 (D) 59- Below (F)

Conduct - Excellent (E) Satisfactory (S) Unsatisfactory (U)

PROGRESS REPORTS

Progress reports are sent home between the third and sixth week of each nine-week grading period. This tri-weekly progress report is designed to inform parents/guardians of the child's progress. Progress reports should be signed and returned to the school. It is recommended that parents call the school to schedule a parent/teacher conference.

CLASS PREPARATION

In order for significant educational progress to take place in school, a certain burden of responsibility rests on the individual student. It is expected that students arrive for class with the necessary tools for learning. These may vary from class to class, but generally include pencil, paper, textbooks, and homework assignments. All of these items are important because they are necessary for the academic success of your child.

HOMEWORK POLICY

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

Homework is an integral part of the educational process at Tipton-Durant Middle School. It is an extension of the learning that takes place at school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Teachers will assign homework which will be calculated as 10% of their grade.

GENERAL SCHOOL INFORMATION

We try to instill in students a degree of pride in the appearance of our school. Students must not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, marker, or any other instrument. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical system in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Students are not to bring large amounts of money, cell phones, jewelry, electronic equipment, CDs. Students found in possession of electronic equipment, games, CDs, or cassettes without special permission from their teacher will have the item taken by the teacher or principal and the parent will be contacted. If a student wears glasses or watches, we ask that the student take responsibility for the care of them. If it is necessary to bring more money than is needed to pay for lunch, students should leave it with the teacher for safekeeping. Do not leave money or other valuables in the desks. The school will not take responsibility for the loss or damage of personal items. However, the school will assist in every way to help students restore their personal possessions.

SCHOOL VISITATION

Parents are encouraged to visit our school frequently and actively participate in the education of their child. We request that parents avoid conferences with the teacher during these visits, but parents should schedule a conference for a mutually acceptable time to discuss any concerns. For the safety of the students, all visitors are to report to the office upon entering the building and obtain a pass to visit any area of the school. Please do not go directly to any classroom. Interrupting a class to speak with a child or teacher disrupts the educational process. Students from other schools are not allowed to visit the school with your child. This will be allowed on special occasions; however, an adult must accompany the visiting child.

PARENT CONFERENCES

Parents are encouraged to participate in parent-teacher conferences. Please call the front office to schedule a conference during the teacher's planning period. There will also be opportunities for dialogue held during school-wide opportunities to include report card pick up the first and third nine weeks.

TELEPHONE

The school telephone is for business calls only. Necessary plans should be made with children before they leave home in the morning. Children are called to the telephone only in case of emergency. Students will be allowed to use the phone to call home in case of illness or an emergency. If you wish to speak to a teacher, you must leave a message, and the teacher will return your call as soon as possible.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

EMERGENCY EVACUATION DRILLS

The safety of your child is one of our greatest responsibilities. Tipton-Durant Middle School holds periodic emergency evacuation drills to teach our students to respond calmly in the event of an actual emergency. Each drill will be treated as if it were an actual emergency. Procedures for fire and tornado drills are posted in each classroom. During emergency evacuations for fires, tornadoes, and buses-students must listen, follow directions, and conduct themselves in an orderly manner.

LIBRARY MEDIA CENTER

Our school library media center is a source of pride and a vital part of our instructional program. Through regularly scheduled class times and open library time, students are encouraged to explore the many books, research materials, audio-visual materials, and computer/software that our library media center contains.

In order to maintain an adequate collection, students, teachers, and parents must cooperate to see that materials are returned in good condition. If materials are not returned, a charge equal to the current replacement price is made.

PARENTAL INVOLVEMENT & P.T.O.

Parents are the first teachers a child has and their role continues even after the child enters school. Parents are a key factor as to how well a child performs in school. Your involvement in your child's education is extremely important to his/her academic success. We are asking for a \$20 membership fee for PTO participation. Tipton-Durant Middle School encourages parents to become involved in the P.T.O and to also engage in academic affairs of their child. Parents should have a minimum of one parent initiated conference per grading periods. We believe that your involvement provides an opportunity to contribute suggestions and support for the improvement of the educational program.

FIELD TRIPS

Field trips to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. Normal fees will be requested from each student to help defray transportation and admission costs. Students must wear the assigned Tipton-Durant Middle School uniform to participate in field trips. Parents are encouraged to attend field trips with their children upon request.

GUIDANCE AND COUNSELING PROGRAM

The counseling program at Tipton-Durant Middle School is designed to help all children as they grow and develop. Tipton-Durant Middle School is proud to house a counselor and a social worker! All students, teachers, and parents have access to counseling services at the school. A student may request a private conference when /she feels one is necessary.

Parents may request services for their child by calling the counselor or secretary to schedule an appointment. Conferences often focus on normal developmental concerns of children. In addition to

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

private conferences, the guidance counselor conducts large and small group counseling sessions. Also, the counselor conducts classroom guidance units for all students. These guidance units may cover a variety of topics related to the education of the complete child.

SCHOOL SERVICES

Textbooks: All textbooks are on loan to the students. However, students are responsible for the loss or damage of textbooks. Students must pay for any lost or damaged textbooks. No textbooks will be issued to students who owe for textbooks. A textbook card will be issued to the student, if he does not owe for textbooks. The parent/guardian must sign the textbook card.

Library books: Library books and materials that are checked out by your child are also the parent/guardian's responsibility. Any books that are lost or damaged must be paid for before the student can be issued any more books. Remember, the more a child reads the greater his/her chances of achieving academic success.

Social Worker: The social worker will provide services to the students to include but not limited to activities that will help promote the vision and mission of our school.

ILL STUDENTS

If a student should become seriously ill at school, there is a nurse on campus. The nurse will notify the parent and the principal immediately. It is the responsibility of the parent to come and pick up the child. No student will be released from school without notification of parents. If a parent cannot be reached, the person listed as an emergency contact on the registration card will be contacted for assistance. First aid will be administered for minor injuries during school hours.

CONTAGIOUS DISEASES

The following diseases are considered to be contagious: ringworm, measles, whooping cough, chicken pox, strep throat, mumps, pink eye and any other disease or condition which can be passed from one person to another. August and November are traditionally the "high season" for head lice; however, an outbreak can occur at any time. The recommended shampoo is "RID". Head lice thrive on the warm area of the scalp, the nape of the neck or behind the ears. Unlike dandruff, lice cannot be easily removed from the hair. **A clearance slip obtained from the health department or your family doctor is required upon the student's return to school after the infection of any of the above listed conditions.**

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

MEDICATION

It is not the policy of Tipton-Durant Middle School to administer medicine. However, for those students who may need to take prescribed medication, the following procedure applies. All medication must be kept in the nurse's station and will be dispensed only by approved personnel.

- All medications, whether Prescription or Over-the-Counter, must be turned into the school office by the student's parent/guardian or other responsible adult.
- Medications cannot be transported on the bus (except emergency medications and approved medications prescribed for self-administration).
- No student will be permitted to carry or possess any type of medications, whether Prescription or Over-the-Counter, on his/her person at any time (except emergency medications and approved medications prescribed for self-administration).
- Controlled Substances cannot be approved for self-administration by a licensed prescriber.
- The parent/guardian must sign a School Medication Physician/Prescriber /Parent Authorization Form (Form A) before any medication, Prescription or Over-the-Counter, can be administered at school.
- Over-the-Counter medications will require the parent/guardian signature only on the medication authorization form and is valid for the entire school year
- Prescription medication will require the physician/prescriber signature on the authorization form (Form A) as well as the parent/guardian signature.
- If the Prescription medication order is changed during the school year, a new authorization form (Form A) is required. Both physician/prescriber and parent/guardian must sign the form.
- For Prescription medications, a current pharmacy labeled container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, route and date of drug's discontinuation when appropriate.
- For Over-the-Counter medications, an unexpired, unopened, age appropriate, original manufacturer's container is required and all manufacturers' labeling must be clearly legible. The student's name must be written on the container.
- The school will not supply any Prescription or OTC medication to staff or students.
- All unused medications not picked up by parents/guardians by the last day of each school year will be discarded according to appropriate disposal guidelines.

These medication procedures were developed with your child's safety in mind. If you have any questions concerning these medication procedures, please contact your school nurse.

ACCIDENTS

If a student is injured at school he/she will be accompanied to the nurse's office with a written incident report, made as comfortable as possible, and parents will be contacted immediately

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

Wireless Device Policy

- **All cell phones and cellular devices will be secured and stored in a district approved security container (Yonder pouch) throughout the instructional school day. Failure to follow this policy will result in the following sanctions.**
- Devices associated with cellular devices are not permitted during instructional hours: **earbuds/headphones, smart watches, and other devices associated with cellular devices.**
- If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if a student is caught using it on campus during class time, a staff member will confiscate the device.
- Refusal to surrender the devices when asked is considered defiance. Defiance will result in disciplinary consequences, according to the Dallas County Safe Schools Handbook.
- Students will not record still/moving images or voices of students or the teacher without permission from the teacher when using Dallas County School devices.
- Students will not post or transmit recordings of still or moving images or voice recordings of students or teachers without permission from the teacher when using Dallas County School devices.
- Cellular devices are not permitted during assessments.
- Students will adhere to internet usage policy with online resources.

First Offense:

- Parent Conference and school disciplinary action according to the DCSS Discipline for Safe Schools Handbook.

Second Offense:

- The device will be held in the Administration office until the end of the school day. In School Suspension (1-3) along with Restorative Practices.

Third Offense:

- The device will be held in the Administration office until the end of the school day. Out of School Suspension (1-3)

Fourth Offense:

- Out of school suspension (3-5 days)

***The DCSS district nor schools are responsible for any damages, lost or stolen electronic device(s).**

First Read: June 3, 2025

Approved: June 26, 2025

Definitions

Instructional Day. Instructional time refers to the period between the first and final bell of the school day when students are expected to be engaged in academic activities under school supervision. This includes classroom instruction, transitions, lunch, and any other time not designated as open device use by school leadership.

Wireless Communication Device (WCD). A wireless communication device is any electronic device capable of transmitting or receiving voice, text, image, or data signals through wireless means. This includes, but is not limited to, cellphones, laptops, iPads, pagers, gaming devices, smartwatches, tablets, and other devices with Bluetooth, Wi-Fi, or cellular capabilities.

Storage. Storage refers to the secure placement of a student's wireless communication device in a district-approved location or container that prevents access and use during instructional time. Devices must not be kept on the student's person (e.g., in clothing or pockets) but may be stored in backpacks or other approved storage solutions as designated by the district.

Instructional Use. Instructional use refers to the use of a wireless communication device under the direct supervision of a certified staff member for a specific, approved academic purpose. This may include accessing educational content, participating in digital learning activities, or using tools or apps directly related to the lesson objectives. Use must be clearly connected to instruction and authorized by the teacher or school administrator.

Emergency: A situation that requires immediate communication for health, safety, or personal reasons, determined by the school administration.

Social Media: Social media should be defined as websites and applications where users can create and share content or participate in social networking (e.g., Facebook, Instagram, Snapchat, Reddit, Twitter(X), TikTok, etc.).

Certified Staff Member: Refers to Dallas County School (DCS) Board employees who hold certificates or comparable forms of licensure issued by the State Superintendent of Education under authority of ALA. CODE §16-23-1 (1975). This includes but is not limited to roles such as classroom teachers, instructional coaches, curriculum specialists, and administrators.

First Read: June 3, 2025

Approved: June 26, 2025

Acceptable Technology Use Policy

I. Purpose

This Internet Safety Policy is adopted in compliance with the Alabama FOCUS Act and reflects Dallas County Schools' commitment to student safety, digital citizenship, and equitable access to safe and effective technology for learning.

II. Internet and Network Use

All students, staff, and users of the DCS network are expected to follow the district's Responsible Use Policy. The district shall maintain technology protection measures that block or filter access to visual depictions that are obscene, child pornography, or harmful to minors. Students are prohibited from attempting to disable or circumvent content filters.

III. Digital Citizenship Education

Students will receive regular instruction in responsible and appropriate online behavior, including:

- Respectful online communication and etiquette
- Safe use of social media and email
- Recognizing and reporting cyberbullying, harassment, or other harmful online conduct

IV. Required Student Course

All students will complete a mandatory Social Media and Online Safety Course prior to the end of Grade 8. Transfer students enrolling in grades 8-12 will complete the course within 30 days of enrollment. The course will include instruction in:

- Safe online behavior, privacy, and data protection
- Responsible digital engagement and social media use
- Impacts of screen time on mental health and wellbeing
- Identifying and reporting online threats or bullying

Completion will be recorded in the student information system and required for middle school promotion.

First Read: June 3, 2025

Approved: June 26, 2025

V. Monitoring and Enforcement

Internet activity is actively monitored through content filtering systems and administrative supervision. Students are prohibited from bypassing or disabling safety measures. While Dallas County Schools employ advanced filtering tools to restrict access to non-instructional content, including social media platforms, no system can guarantee complete restriction. Students are expected to comply with all usage expectations, including refraining from accessing social media during instructional time unless explicitly authorized by a certified staff member.

Violations of this policy will be addressed according to the DCS Code of Conduct.

VI. Staff and Community Involvement

The Internet Safety Policy will be reviewed annually with input from staff, families, school-based leadership, and IT administrators. Beginning June 1, 2026, DCS will administer anonymous staff surveys to assess implementation effectiveness and inform policy revisions.

VII. Communication and Accessibility

This policy will be shared annually with students, staff, and families through district communication channels. It will be posted on the DCS website and translated into multiple languages to ensure accessibility for all stakeholders.

Wireless Communications Device Use

I. Purpose

To foster a focused, safe, and equitable learning environment by limiting student use of wireless communication devices during instructional time, in accordance with the Alabama FOCUS Act (SB92).

II. Student Expectations

Students are expected to be fully engaged in learning during the school day without the distraction of personal wireless communication devices. To support a safe and focused learning environment, student use of these devices is prohibited during instructional time unless specifically permitted under limited exceptions. This policy outlines when devices may be used, how they must be stored, and the shared responsibility for ensuring compliance.

I. Prohibited Use: Students may not use wireless communication devices during

First Read: June 3, 2025

Approved: June 26, 2025

instructional time unless expressly authorized for instructional purposes by a certified staff member. This includes accessing applications or platforms not authorized for instructional use. Students are expected to refrain from accessing social media during instructional time unless explicitly directed to do so by a certified staff member for educational purposes.

2. Storage Requirement:

- Upon arrival, devices must be turned off and stored in a district-approved manner (e.g., backpack, locked pouch).
- Devices may not be kept in clothing or on the student's person.
- Devices must remain stored until the end of the instructional day unless otherwise directed by a certified staff member.

3. Permitted Use (Limited Exceptions):

- Documented medical needs (per Health Plan)
- IEP or Section 504 Plan accommodations
- Emergency situations as determined by school staff
- Direct instructional use approved by a teacher or administrator. Direct instructional use should be approved by the school principal and documented in the lesson plan prior to student utilization.

Emergency Situations and Schedule Changes

While personal wireless devices are restricted during instructional hours, Dallas County Schools recognizes the necessity for timely communication in emergencies or unforeseen schedule changes.

- **Parent/Guardian Communication:** In situations requiring immediate contact, parents or guardians should reach out to the school's main office. School staff will ensure that messages are promptly delivered to students.

- **Student-Initiated Contact:** If a student needs to communicate with their parent or guardians during the school day, they should inform a teacher or school staff member.

Designated school phones are available for student use in such circumstances.

First Read: June 3, 2025

Approved: June 26, 2025

- **School-Wide Emergencies:** In events like lockdowns or evacuations, the district will utilize established communication channels-including automated calls, texts, emails, and updates on official websites and social media platforms-to keep families informed. These procedures ensure that essential communications occur without compromising the learning environment.

Students in Off-Campus Programs

Students who leave campus during the instructional day to participate in dual enrollment, career technical training, or work-based learning are expected to follow the wireless device policies of their off-site program or institution.

- Devices may be used during travel or off-campus instructional time only if permitted by the partner institution or program supervisor.
- Upon returning to campus, students must adhere to DCS storage and use guidelines, including storing the device appropriately and refraining from use during instructional time.
- School administrators will coordinate with program providers to ensure consistency in expectations and enforcement, where possible.

Consequences for Violations

Violations of the Wireless Communication Device Policy will be addressed in accordance with the Dallas County Schools Code of Student Conduct. Disciplinary actions will be based on the severity and frequency of the violation and may range from a warning or device confiscation to more serious consequences for repeated or disruptive behavior. All violations will be categorized and handled using existing Class I, II, or III disciplinary guidelines, with consequences assigned at the discretion of the school administrator. These consequences may include parent notification, temporary loss of device privileges, suspension, or other actions as outlined in the Code of Conduct.

First Read: June 3, 2025**Approved: June 26, 2025**

CORPORAL PUNISHMENT

The Board approves the use of corporal punishment, provided it is administered pursuant to this policy, and does not produce undue injury to the affected student. The Principal of each school, and such professional employees as the Principal shall designate, in writing, to the Superintendent, shall be permitted to administer corporal punishment in District schools pursuant to this policy. Corporal punishment shall be administered only as a last resort, after other corrective measures have failed.

If the Principal or his or her designee determines corporal punishment is due to be administered, the affected student shall be given an option to accept corporal punishment, or in lieu of accepting corporal punishment, the student shall be entitled to accept a three (3) day suspension from school. The parent or guardian of the affected student shall, after corporal punishment has been administered, be given prompt notice, and shall also be given the reason or reasons why corporal punishment was administered. If the Principal or his or her designee determines corporal punishment is due to be administered, a professional employee shall serve as a witness. Promptly after the administration of corporal punishment, the person administering corporal punishment, and the witness, shall each reduce to a written form their report of the event. These reports shall be maintained by each school for a period of two (2) years.

A suitable instrument for the administration of corporal punishment shall be selected by each Principal. When making this selection, the Principal shall bear in mind that while corporal punishment is permitted, no undue injury is intended to be caused to students attending District schools. Under no circumstances shall corporal punishment involve the imposition of more than three (3) strikes, during any given day.

DRESS CODE

No student shall have the right to dress or appear at school or at school functions in a manner which disrupts the educational or instructional program. When the dress or appearance of an individual disrupts the educational or instructional program, or adversely affects school discipline, the Principal has the authority and obligation to take such disciplinary action as may be necessary to correct the particular problem.

Each school may adopt appropriate dress codes and present the same to the Superintendent for review and approval.

Good grooming and personal appearance are essential elements in the teaching and learning processes. Students shall therefore comply with the following minimum guidelines.

1. Students must be neatly dressed, clean, and well-groomed while at school.
2. Shoes or sandals must be worn.
3. Hair must be clean and well groomed, not in the eyes, and not of length dangerous around equipment.
4. Clothing and paraphernalia related to or associated with gang affiliation or activity is

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

prohibited. Clothing with pictures, symbols, or writing conveying a general or personal message rather than a specific message on a public matter is prohibited.

5. With approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in specific activities.
6. Hats, head wear, or head covering and sunglasses are prohibited.

TDMS DRESS CODE POLICY

It is the policy of Tipton-Durant Middle School to have a dress code, which is impartial, non-discriminatory, and mandatory for ALL students. The appearance of a student is primarily the responsibility of the student and the parents. Use good taste and judgment when choosing school attire.

We expect students to maintain an appearance that does not distract teachers or other students or, in any way, disrupt the instructional program of the school. All students are expected to dress and groom themselves appropriately for school. It is the obligation of the school to enforce the attributes of personal hygiene, neatness and safety. All students are expected to maintain appropriate physical appearance in keeping with stated policy. Students violating the following dress code will be subject to disciplinary action.

Tipton-Durant Middle School Dress Code 24-25

This dress code is subject to change at the principal's discretion.

<u>Item</u>	<u>Females</u>	<u>Males</u>	<u>Special Notes</u>
Shirts	GRAY, WHITE, BLACK, ROYAL BLUE, NAVY BLUE SHIRTS.... ONLY! Polo-style shirts with collars, blouses, and casual shirts	GRAY, WHITE, BLACK, ROYAL BLUE, NAVY BLUE SHIRTS.... ONLY! Polo-style shirts with collars, casual t-shirts, and button-up dress shirts	No tight-fitting, see-through, or revealing or sleeveless blouses are allowed. GRAY, BLACK, WHITE, BLACK ROYAL BLUE, NAVY BLUE SHIRTS.... ONLY ! NO RED, NO GRAPHIC ATTIRE !!!
Bottoms	Solid Colors Black, Khaki, Royal Blue, Navy Blue NO RED! Knee length Skirts Black, Khaki, Royal Blue, Navy Blue. NO RED! NO DEMIN! NO STACKED PANTS OR JEANS.	Solid Colors Black, Khaki, Royal Blue, Navy Blue NO RED! NO DEMIN.... NO STACKED PANTS OR JEANS.	No gym shorts, leggings, jeggings, form-fitting, or spandex. NO RIPS, HOLES, TEARS, NO SAGGING PANTS/SHORTS. NO JOGGERS/TRACK PANTS. Pants must be worn at the waist with a BELT. NO tight-fitting clothing permitted. ALL SKIRTS MUST BE KNEE-LENGTH. NO GRAPHIC ATTIRE !!!
Shorts	Solid Colors Black, Khaki, Royal Blue, Navy Blue NO RED! NO DEMIN....	Solid Colors Black, Khaki, Royal Blue, Navy Blue NO RED! NO DEMIN....	No sagging shorts. No gym shorts. Shorts must be worn at the waist with a belt. NO oversized shorts are permitted. NO RIPS, HOLES, TEARS Shorts must be worn at the waist with a BELT.
Shoes/Socks/ Belts	Any color, but NO RED! No Red designs or colors on the shoes. PLEASE WEAR A BELT AT ALL TIMES...	Any color, but NO RED! No Red designs or colors on the shoes. PLEASE WEAR A BELT AT ALL TIMES...	No slides, flip-flops, CROCS, or house shoes, No sandals. Sneakers must be worn during P.E.
Sweaters, Vests, Coats, Jackets, Hoodies	Any color. NO RED! ABSOLUTELY NO Hoodies	Any color. NO RED! ABSOLUTELY NO Hoodies	Absolutely NO Denim shirt may be worn as a jacket. ABSOLUTELY NO Hoodies or Jackets with Hoods attached. NO RED! PLEASE WEAR A BELT AT ALL TIMES...
Accessories (headbands, clips, bandannas, scarves, jewelry, caps, etc.)	Earrings, watches, and bracelets are allowed. Headwear is not permitted.	Watches are permitted. Earrings are NOT permitted. Headwear is not permitted.	NO night hair wraps, bonnets/bandanas, do-rags permitted, or earrings (males). NO HATS
TDMS Athletic and Extracurricular Attire	Permitted on GAME DAY ONLY!	Permitted on GAME DAY ONLY!	Permitted on Game Day Only or athletes, extracurricular, and cheerleaders participating only.
Backpacks	Mesh or Clear Only! No Red!	Mesh or Clear Only! No Red!	Mesh or Clear Only! No Red!

*Special Note: All students must wear school t-shirts on all field trips!
School Shirts \$20.00

*Please refer to the student handbook "Students violating the following dress code will be subject to disciplinary action.

Special Note: All students must wear school t-shirts on 1st Fridays and all field trips!

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

CLASSIFICATION OF VIOLATIONS AND SANCTIONS

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

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

Below is a listing of each class violation and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases. Definitions of violations are based upon the 1975 Code of Alabama, Title 13A (Criminal Code), Title 28-3-1 (Alcoholic Beverages), and Title 20-2-2 (Controlled Substances).

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

Definitions of Sanctions

All students shall be afforded an opportunity for due process in all matters pertaining to disciplinary matters.

Conference with student	A meeting between student and principal/designee to discuss misbehavior and corrective actions. Students receive a verbal warning.
Temporary removal from class	Upon removal of a student, the principal or designee will determine the alternative assignment and location of the student. During a significant time of temporary removal, a student will have the opportunity to receive, complete, and submit class work for academic credit.
Withdrawal of privileges	To take away privileges or deny participation in school related activities as deemed by the principal.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

Parent conferences	Provides an opportunity to create a connection between home and school; allows collaboration for needed support to improve student's behavior.
Counselor/Social worker referral	Provides students with more one on one help, support, and intervention for misbehavior. Interventions and supports are tailored to the behavioral needs of students.
Work detail	Students will complete work related tasks as deemed by the principal. Work will be done under the supervision of an adult.
Restitution	Pay for damages; compensation for loss, damage, or injury caused; indemnification.
In-school suspension	In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to in-school suspension for a reasonable and specified period of time.
Out of school suspension	Suspension is defined as the temporary removal of a student from school for a violation of school policies, rules, regulations, or for interfering with the orderly operation of the school. Days absent from school because of suspension are unexcused. Students suspended are not allowed to participate in or attend any school related activities until reinstated by the school administrator.
Bus suspension	The principal, or his/her designee, has the authority to deny a student the privilege of riding a bus. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. A parent or guardian will be notified prior to suspension from the bus and will be responsible for providing transportation to and from school during the suspension.
Referral to outside agency	Students can be referred to agencies that can offer assistance not offered at schools (i.e. physical, mental, neglect).
Alternative school placement	Students may be assigned to the Alternative School by the Superintendent for disciplinary reasons in accordance with Board policy. The school principal may recommend consideration of Alternative School placement to the Superintendent in accordance with the Board policy governing Disciplinary Due Process. Students shall be suspended by the principal pending a hearing before the Superintendent or his designee.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

Expulsion	Expulsion is denial of school attendance by the Board of Education. Expulsion may be recommended for the remainder of the school year or for a time period determined on a case-by-case basis.
Other sanctions approved by the Principal and/or the Board	Any other disciplinary sanctions that are approved by the Dallas County Board of Education.

Appeals

Students charged with discipline under Class I or Class II violations will not have the right to appeal any decision beyond the local school level.

Class III or IV offenses resulting in the expulsion recommendation by the Superintendent to the Board of Education may be appealed to the Board of Education prior to Board members voting on the expulsion recommendation.

CLASS I VIOLATIONS

- 1.01 **DISORDERLY CONDUCT** - Any act which disrupts the conduct of a school function or which disrupts the orderly learning environment.
- 1.02 **NONCONFORMITY TO DRESS CODE** – Failure to comply with the dress code set for in this handbook.
- 1.03 **MINOR DISRUPTION ON A SCHOOL BUS** – Failure to comply with bus rules and regulations.
- 1.04 **INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION** - Including, but not limited to, embracing and kissing.
- 1.05 **UNAUTHORIZED ORGANIZATIONS** – Any campus participation in non-sanctioned fraternities, sororities, secret societies, gangs, or non-affiliated school clubs.
- 1.06 **LITTERING OF SCHOOL PROPERTY** – Knowingly depositing rubbish, refuse, waste, garbage, paper, glass, cans, bottles, trash, debris or any foreign substance of whatever kind and description on Board property; or spoiling the appearance of Board property by drawing or writing on it.
- 1.07 **UNAUTHORIZED USE OF SCHOOL OR ANOTHER PERSON'S PERSONAL PROPERTY**- Including but not limited to the use of computers, personal technology devices, online services or websites not permitted by teachers.
- 1.08 **DISPLAYING UNSPORTSMANLIKE CONDUCT AT SCHOOL EXTRA-CURRICULAR**

EVENTS – Any act contrary to the generally understood principles of sportsmanship, whether as a participant or spectator, leading to a substantial disruption of the competition or which poses a threat to the health, safety and/or welfare of others.

DISRESPECT – Failure to treat board employees with due and proper respect.

ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THE CATEGORY

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

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

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

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

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

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

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

Second Offense: Parent conference and in school disciplinary action such as: temporary

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

removal from class, withdrawal of privilege, counselor referral, or work detail.

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

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

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

CLASS II VIOLATIONS

- 2.01 **EXCESSIVE TARDINESS** –Three or more incidents or reporting late to school, class or assigned area.
- 2.02 **PERSISTENT, WILLFUL DISOBEDIENCE/DEFIANCE** –Recurring, intentional violation of Code of Conduct which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff or others.
- 2.03 **TOUCHING ANOTHER PERSON** – Intentionally touching another person against the will of the other.
- 2.04 **PROFANITY OR VULGARITY** – Use of profane or obscene language, use of obscene gestures toward another student, or possession of pornographic suggestive material.
- 2.05 **ACADEMIC DISHONESTY** – Giving or receiving information that should be completed by an individual student. This action will result in loss of credit on the particular assignment involved and other appropriate disciplinary action may be taken.
- 2.06 **PROVIDING FALSE INFORMATION** – Intentionally providing false information to a school board employee.
- 2.07 **TRESPASSING** – Willfully entering or remaining on any school property after being warned by an authorized person.
UNJUSTIFIED ACTIVATION OF FIRE ALARM SYSTEM – Rendering a false alarm when a person knowingly causes a fire report to be transmitted to or within an official fire department or to any other governmental agency.
- 2.08 **USE OF RACIAL OR ETHNIC INSULTS OR SLURS** – Verbal or written affronts of racial or ethnic nature.
- 2.10 **PROPOSITIONS TO ENGAGE IN SEXUAL ACTS** - To make a written, verbal, or electronic suggestion of a sexual act.
- 2.11 **MISUSE OF PERSONAL TECHNOLOGY DEVICES/CELL PHONES** – Any violation of cell phone/personal technology devices policy, as set forth by each individual school. *Note:* School board employees are not responsible for phones that are lost, stolen, damaged, etc.
- 2.12 **CONTINUOUS DISRUPTION ON BUS** – Continual failure to comply with the bus rules/regulations.
- 2.13 **UNAUTHORIZED USE OF COMPUTER OR COMPUTER SYSTEM** – Unauthorized usage or tampering which may cause a major disruption in the education process. This includes distribution of restricted passwords, unauthorized access to restricted computer sites,

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

intentionally tampering with another student's work, intentionally damaging and/or sabotaging computer equipment belonging to the system, and other misuse of computers other than for instructional purposes.

2.14 REPEATED VIOLATIONS OF CLASS I VIOLATIONS

2.15 ANY OTHER OFFENSE THAT THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY.

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

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

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

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

Restitution Must Be Paid If Damages Occurred.

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

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

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

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

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

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

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

CLASS III VIOLATIONS

- 3.01 **PROFANITY OR VULGARITY TOWARD A SCHOOL BOARD EMPLOYEE** – Use of profane or obscene language or the use of obscene gestures directed toward a school board employee.
- 3.02 **INCITING OR PARTICIPATING IN A DISTURBANCE** – Leading, encouraging, or assisting, in a major disturbance which results in one or more of the following: destruction or damage to property or injury to others; or a substantial disruption of the learning environment which poses a threat to the health, safety, and/or welfare of students, staff, or others.
- 3.03 **VANDALISM** – Intentional and deliberate action resulting in defacement or damages of public property without the consent of the owner or person having control over it.
- 3.04 **OFFENSIVE TOUCHING OR STRIKING OF ANOTHER PERSON** - Touching or striking another person subjecting them to physical contact, if done with an intent to harass, annoy or alarm that person. Additionally, touching another person's genitalia or intimate body parts or touching any part of another person's body.
- 3.05 **FIREWORKS, MATCHES, OR LIGHTERS** – Possession and/or igniting of fireworks, firecrackers, matches, and/or lighters.
- 3.06 **POSSESSION AND/OR USE OF NON-PRESCRIPTION MEDICATION, INHALANT, TOBACCO PRODUCTS, ELECTRONIC/VAPOR CIGARETTES, OR OVER THE COUNTER PRODUCTS** – Failure to comply with the local school medication procedures.
- 3.07 **GAMBLING** – Any participation in games of chance for money and/or other items of value.
- 3.08 **SKIPPING AND/OR LEAVING CLASS OR SCHOOL** – Unauthorized absence or departure from class or school.
- 3.09 **STEALING, LARCENY, PETTY THEFT** – The intentional taking and/or carrying away of property valued at less than \$100 belonging to or in the possession or custody of another.
- 3.10 **THREATS TO DO EXTORTION** – Verbal, written, or electronic threat of injury to the person, property, or reputation of another.
- 3.11 **FIGHTING** – Any physical conflict involving two or more individuals which does not result in physical injury.
- 3.12 **UNAUTHORIZED RECORDING** – Creating, publishing, or forwarding video or audio recording of a student, Board employee, or authorized guest of the school system without that individual's permission.
- 3.13 **FLEEING FROM A SCHOOL BOARD EMPLOYEE** – To intentionally flee, by any means, from any Board employee which the student knows is directing them to stop.
- 3.14 **INDECENT EXPOSURE** – Exposure of a student's genitals, breasts or buttocks under circumstances where the student knows his/her conduct is likely to cause an affront

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

or alarm.

- 3.15 **SEXUAL HARASSMENT** – Any unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, electronic, or physical conduct of sexual nature.
- 3.16 **ACCESSING OR CHANGING INFORMATION IN SCHOOL COMPUTERS** – Editing information in school computers to endanger or cause harm to another individual or district school.
- 3.17 **ALCOHOL AND ILLEGAL DRUGS** – The unauthorized use, sale, transfer, possession, trafficking, misuse, and/or abuse of drugs. These include alcoholic beverages, barbiturates, central nervous system stimulants, hallucinogens, drug paraphernalia and all other drugs to which the narcotic and drug abuse laws of the United States, local municipalities and the State of Alabama apply.
- 3.18 **BURGLARY** – The unlawful entry into a building or other structure with intent to commit an offense.
- 3.19 **ENGAGE IN SEXUAL ACTS** – Consensual participation/engagement in any sexual act on or off campus, school sponsored activities/events, or in transport.
- 3.20 **HARASSMENT** - A continuous pattern of intentional behavior including, but not limited to, written, electronic, verbal, non-verbal or physical acts that:
- place a person in reasonable fear of harm to his or her person or damage to his or her property;
 - have the effect of substantially interfering with the educational performance, opportunities or benefits of a student;
 - have the effect of substantially disrupting or interfering with the orderly operation of a school;
 - have the effect of creating a hostile environment; or, have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening or abusive educational environment for a student.
- 3.21 **BULLYING** - Any intentional written, electronic, verbal, non-verbal, or physical behavior or action against another, including but not limited to any threatening, insulting, or dehumanizing gesture that a reasonable person should know will have the effect of:
- placing another in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial harm to his or her property;
 - creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of the actions or due to a power differential between the bully and the target;
 - interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or,
 - perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological, or physical harm to another person.
- 3.22 **CYBERBULLYING** - An act of harassment, intimidation, discrimination or bullying committed through the use of digital technology, including but not limited to, email, blogs, cell phone, social media, chat rooms, instant messaging, or the use of data or

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

computer software that is accessed through a computer, computer system or computer network.

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

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

3.25 **UNAUTHORIZED USE OF SCHOOL, PERSONAL, OR ANOTHER PERSON'S PERSONAL PROPERTY**- Including all digital devices to access inappropriate or pornographic material.

3.26 **REPEATED VIOLATIONS OF CLASS II VIOLATIONS**

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

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

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

First Offense: Out of school suspension (1-2 days)

Second Offense: Out of school suspension (3-5 days)

Third Offense: Out of school suspension 5 days

Fourth Offense: Recommendation for Expulsion

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

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

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

First Offense: Out of school suspension (3-5 days)

Second Offense: Out of School Suspension (5-9 days)

Third Offense: Alternative school placement

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

Fifth Offense: Recommendation for Expulsion

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

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

DCSS Vape Policy Implementation Procedures

First Offense - POSSESSION of A NON-PRESCRIPTION MEDICATION, INHALANT, TOBACCO PRODUCTS, ELECTRONIC/VAPOR CIGARETTES, OR OVER THE COUNTER PRODUCTS

- Administrator confiscates the non-prescription medication, inhalant, tobacco product, electronic/vapor cigarette, or over the counter product and notifies the student's parent or guardian.
- The student is assigned to in-school diversion (ISS), where he/she will be required to complete Substance Abuse Education modules via the Imagine Purpose platform.
- The administrator notifies the school counselor and/or district social worker, in writing, of the placement for follow up counseling and skills reinforcement prior to re-entry to general education.

Second offense - POSSESSION OF NON-PRESCRIPTION MEDICATION, INHALANT, TOBACCO PRODUCTS, ELECTRONIC/VAPOR CIGARETTES, OR OVER THE COUNTER PRODUCTS

- Administrator confiscates the non-prescription medication, inhalant, tobacco product, electronic/vapor cigarette, or over the counter product and notifies the student's parent or guardian.
- The administrator notifies the Counseling and Mental Health Services Coordinator, who will coordinate the referral process for out-of-school diversion.
- The student is assigned to out-of-school diversion (The Bridge Substance Use Program), where he/she will participate in substance use counseling and comply with all program requirements, including drug testing if applicable. Failure to do so will result in forfeiture, and implementation of class III sanctions.

Cell Phone Policy

K - 8 CELL PHONE POLICY:

- **All cell phones and cellular devices will be secured and stored in a district approved security container (Yonder pouch) throughout the instructional school day. Failure to follow this policy will result in the following sanctions. (see below)**

HIGH SCHOOL CELL PHONE POLICY:

- **Cell phones/electronic devices must be turned OFF before the student enters any classroom, library, locker room, lab, and/or gym.**
- Devices associated with cellular devices are not permitted during instructional hours: earbuds/headphones, smart watches, and other devices associated with cellular devices.
- If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if a student is caught using it on campus

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

during class time, a staff member may confiscate the device.

- Refusal to surrender the phone when asked is considered defiance. Defiance will result in disciplinary consequences, including suspension. Parents will be contacted.
- Students will not record still/moving images or voices of students or the teacher without permission from the teacher.
- Students will not post or transmit recordings of still or moving images or voice recordings of students or teachers without permission.
- Cellular devices are not permitted during assessments.
- Students will adhere to internet usage policy with online resources.
- Cell phones/electronic devices may be used before/after classes as well as in the lunchroom. (No voice calls at any time.)

First Offense:

- **Parent Conference and in school disciplinary action.**

Second Offense:

- **The device will be held in the Administration office until the end of the school day. In School Suspension (1-5)**

Third Offense:

- **The device will be held in the Administration office until the end of the school day. In School Suspension (1-5)**

Fourth Offense:

- **Out of school suspension (1 - 5 days)**

***The DCSS district nor schools are responsible for any damages, lost or stolen electronic device(s).**

CLASS IV VIOLATIONS

4.01 MISUSE OR ABUSE OF PRESCRIPTION DRUGS, ALCOHOL OR ILLEGAL DRUGS -

The unauthorized use, sale, transfer, possession, trafficking, and misuse of prescription or non-prescription drugs and alcohol.

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

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

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

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

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

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

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

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

4.09 AGGRAVATED ASSAULT – Intentionally, taking actions that could cause great bodily harm, disability or permanent disfigurement; including but not limited to use of a deadly weapon.

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

4.12 EXTORTION – Completion of a threat.

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

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

First Offense: Out of school suspension (3-7 days)

Second Offense: Alternative school placement

Third Offense: Recommendation for expulsion.

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

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

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

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

Second Offense: Alternative school placement

Third Offense: Recommendation for expulsion.

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

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

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

CLASS V VIOLATIONS

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

5.02 INTENTIONALLY STRIKING A SCHOOL BOARD EMPLOYEE - Intentionally striking a school board employee.

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

CLASS V SANCTIONS (Elementary, Middle, and High School)

Suspension with recommendation to board for ALC or expulsion (up to 1 calendar school year)

Expulsion for 1 calendar year

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

Policy Revision –February 22, 2022
School Board Approval – February 24, 2022

Appeals

Students charged with discipline under Class I or Class II violations will not have the right to appeal any decision beyond the local school level.

Class III or IV offenses resulting in the expulsion recommendation by the Superintendent to the Board of Education may be appealed to the Board of Education prior to Board members voting on the expulsion recommendation.

STUDENT COMPLAINTS AND GRIEVANCES

Students have the right and responsibility to express school related concerns and grievances to teachers and school officials. A student with a grievance shall discuss the matter with his or her teacher. If the grievance remains unresolved after the matter has been discussed with the teacher, the student may request a meeting with the principal. The meeting should be granted within three (3) working days. A faculty member of the student's choice or the student's parents or guardians may be present at the meeting. The term "grievance" shall apply to matters which fall within the discretionary powers of the Principal or teacher, but shall not apply to areas where the Principal or teacher has discretion to act.

It is expected that most grievances will be resolved satisfactorily by the teacher or the Principal. However, if the grievance has not been resolved, the student may pursue the grievance to the Superintendent, and then to the Board.

SUMMARY OF CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following summaries of laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. Local boards of education are required to provide notice to parents, guardians, and students.

Attendance and Conduct (§16-28-12) 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).

Child Abuse and Neglect Reporting (§26-14-1) Certain persons and institutions are required by law to report known or suspected child abuse or neglect under a penalty of a misdemeanor, fine

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

or sentence. Those who are required by law to report are: hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, or any other person called upon to render aid of medical assistance to a known or suspected victim of child abuse or neglect. Besides those persons who are required by law to report child abuse and neglect, any person may make such report, if such person has reasonable cause to suspect that a child is being abused or neglected.

Drug Dealing (§6-5-72)A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (§16-1-24.1)The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition of readmission.

Sexual Harassment (§26-14-3)A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, the school counselor, principal, or the Superintendent. Any student who suspects that another student is being sexually harassed shall immediately report the information to a teacher, school counselor, principal, or the Superintendent. A student's request to make his or her report to someone of the same sex will be granted.

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

Tobacco Possession (§28-11-13)It is unlawful for any minor to purchase, use, possess, or transport tobacco or tobacco products within this state... (See Alabama Law §28-11-14 for additional reference.)

Vandalism (§6-5-380)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.

Weapons in Schools (§13A-11-72)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

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

class C felony. (Note: Deadly weapons include but are not limited to hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.)

REQUIRED PUBLICATION STATE ACT AND SECTION

§ 16-28-12*Expectations of Parents Regarding Attendance and Behavior in Public Schools*

- (a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.
- (b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school Superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.
- (c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the school board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of education of the school system in which the suspected violation occurred. The Superintendent or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or Superintendent or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor.

The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

ADDITIONAL DISTRICT POLICIES

SEARCH & SEIZURE

All desks, lockers, and other equipment at District schools are owned by the Board. While these items of property may be assigned from time to time to particular students for their use, the Board reserves the right to enter and search the same whenever school officials have a reasonable belief that a substance or other material is contained therein which is illegal, harmful to the safety of the student or the student body, or which is or may be significantly disruptive to school discipline. The Board also reserves the right to make such periodic inspections and examinations of the property so as to insure the students are keeping the property in good condition and repair.

All items which are specifically prohibited by law, by Board policy, or which, in the judgment of school officials, are harmful to the safety of the student or the student body may be impounded by school officials. If property is impounded, the following procedure shall govern: (1) the student shall be given a receipt for the impounded item; (2) the parent or guardian of the student shall be given notice; (3) a record of the search shall be made by the Principal; and (4) the Principal shall give the Superintendent prompt notice.

If possible, students shall be contacted prior to a search of their desk or locker so that the desk or locker may be opened in the student's presence. A witness from the professional staff shall be present during all searches.

The Board authorizes teacher and administrative personnel who have a reasonable belief that a student is in possession of a weapon, illegal drug, or any other item harmful to the student or the student body to search the student. All searches shall be conducted by a professional employee, and shall be done privately by an employee of the same sex as the student to be searched. At least one professional witness, also of the same sex as the student shall present. If property is impounded, the following procedure shall govern: (1) the student shall be given a receipt for impounded item; (2) the parent or guardian of the student shall be given notice; (3) a record of the search shall be made by the Principal; and (4) the Principal shall give the Superintendent prompt notice.

POLICE INTERROGATIONS

A student shall not be interrogated by a law enforcement official on school property during regular school hours without the consent of the Principal. All interrogations shall be conducted in private, with an official school representative present. Every reasonable effort shall be made to have a parent or guardian present. However, the Principal may consent to an interrogation in the absence of the student's parent or guardian.

If possible, parents or guardians of affected students shall be contacted prior to a police interrogation. Parents or guardians shall be given notice of a police interrogation after the interrogation has concluded.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

STUDENT COMPLAINTS AND GRIEVANCES

Students have the right and responsibility to express school related concerns and grievances to teachers and school officials. A student with a grievance shall discuss the matter with his or her teacher. If the grievance remains unresolved after the matter has been discussed with the teacher, the student may request a meeting with the principal. The meeting should be granted within three (3) working days. A faculty member of the student's choice or the student's parents or guardians may be present at the meeting. The term "grievance" shall apply to matters which fall within the discretionary powers of the Principal or teacher, but shall not apply to areas where the Principal or teacher has discretion to act.

It is expected that most grievances will be resolved satisfactorily by the teacher or the Principal. However, if the grievance has not been resolved, the student may pursue the grievance to the Superintendent, and then to the Board.

SCHOOL SAFETY

The Board does hereby establish a school safety and security committee. The committee shall be composed of but not limited to administrators, professional and support staff, student leaders, parents, law enforcement representatives, and community leaders. The committee shall be responsible for such activities as developing long-term strategies for deterring acts of violence, annually reviewing the school environment, discussing trends in violence at school, and in violence prevention, and addressing safety issues and other areas of crime, violence, or other disruptions specific to the District. After careful review and study of issues, the committee shall submit recommendations to the Superintendent for action.

Individual District schools are authorized to establish a local safety and security committee. Policies of the school level committee shall be based upon the system's policy. The Superintendent shall, annually, appoint members to the school safety and security committee. The Superintendent shall serve as the Chairman of the Committee.

SURVEILLANCE CAMERAS

In order to provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Board may use surveillance equipment on property owned and/or maintained by the Board. Training shall be provided for authorized persons in the use, maintenance, and storage of equipment and tapes. District schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only. Information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

METAL DETECTORS

In order to provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Board 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 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 Board employees. Information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes.

STUDENT ARRESTS

If a student is arrested and removed from school by law enforcement officials, school officials shall make every effort to inform the parents or guardians of the student's arrest. A student shall not be released to the custody of any person other than the parents or guardians of the student unless the student is arrested or the school official is presented with a lawful court order directing such release.

SMOKING

Smoking and other uses of tobacco is detrimental to health. Students, therefore, shall not be permitted to possess, smoke, or use tobacco products in any form while on school grounds or during school sponsored events. Sanctions against students who violate this policy may include verbal or written warning, suspension, or expulsion.

ALCOHOL/DRUG USE

Any student who violates the provisions of Section 16-1-10, 1975 Code of Alabama, will be automatically suspended, and may be expelled. Any student found in the possession of, under the influence of, or in the act of using marijuana, other drugs (stimulants, depressants, hallucinogens, opiates), or other controlled substances for which the student has no prescription from a licensed physician on school premises, or during any school function or school sponsored event shall be automatically suspended, and may be expelled.

Any student who has possession of, consumes, or is under the influence of alcohol on school premises, or during any school function or school sponsored event shall be automatically suspended, and may be expelled.

The Principal shall report any violation of this policy to the Dallas County Sheriff's Department or the Selma Police Department and shall cooperate with law enforcement officials in their investigation. The Principal shall make a prompt written report of any violation of this policy to the Superintendent. The Superintendent shall make a prompt written report of any violation of this policy to the Board. Provisions of this policy extend to any and all school sponsored and/or related trips or activities away from the school premises.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

WEAPONS

Any student who has possession of a firearm, explosive, or other weapon shall be automatically suspended, and may be expelled. The Principal shall make a prompt written report of any violation of this policy to the Superintendent. The Superintendent shall make a prompt written report of any violation of this policy to the Board. The Principal shall also make a prompt report of any violation of this policy to the Dallas County Sheriff's Department and/or the Selma Police Department and shall cooperate with law enforcement officials in their investigation.

DEFINITIONS

- ***FIREARM:*** Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any other destructive device to include but not limited to pistols, rifles, shotguns, and air guns.
- ***EXPLOSIVES:*** Any type explosive except for those approved by the Principal to be used under teacher supervision as a part of an academic class.
- ***OTHER WEAPONS:*** knives; swords; box-blades; ice-picks; billy-clubs; metallic "brass" knuckles; tear gas guns; tear gas; chemical weapons; mace; and any other device, instrument, or object possessed with the intent to be armed.
- ***POSSESSION:*** Having on ones person while on Board property, or at a school sponsored event, on or off Board property, or having stored in coats, bags, purses, books, desks, lockers, pockets, cars, or vehicles or at other locations on Board property or at school sponsored events.

STUDENT SOCIAL EVENTS

All student social events sponsored by District schools shall be subject to the direction, supervision, and control of the Principal. All events shall be approved by the Principal and shall be held in accordance with such rules and regulations as may be developed by the Principal and the Superintendent. No student social event shall be sponsored by a District school unless adequate security measures are in effect for students and staff and such measures are approved by the Principal. The Superintendent shall prepare such forms and issue or adopt such administrative procedures as may be necessary or required to implement this policy.

Discrimination Policy

It is the policy of the Dallas County Board of Education and Tipton-Durant Middle School not to discriminate on the basis of sex, race, disability, religion, creed, national origin, or age. If you have reason to believe that you have been discriminated against, you may contact Dr. Tanya Miles, Prevention & Support Coordinator, by writing her at P. O. Box 1056, Selma, Alabama 36702-1056 or by calling 334-875-3440.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

TRANSPORTATION INFORMATION FOR PARENTS AND STUDENTS

1. Transportation services are a privilege, not a right.
2. Students must arrive at the school bus stop at least **10 minutes before** the bus is scheduled to arrive.
3. Be aware that bus drivers are not required to wait on students if they are not at their designated bus stop.
4. Parents, guardians or responsible adults of Pre-K children **are required** to be at the bus stop when the child is picked up and/or dropped off.
5. Parents and students must **remain at least 10-15 feet away** from the roadway while waiting on the school bus.
6. Parents or guardians are **not allowed to board the bus** for any reason.
7. There will be no transportation provided for students wishing to go to another address for occasional visits, parties, extracurricular activities or other social events.
8. Only students living along a bus route will be assigned to the bus serving that route. Other students will not be allowed to ride unless written permission is obtained from the appropriate transportation personnel.
9. If a student misses the bus at their assigned stop, they should find other means of transportation to school on that occasion and never chase a bus down to another stop. This creates a very dangerous situation for the student which could result in serious injury. Chasing a bus down to board at another stop may result in a bus suspension.
10. All requests for a new/changed bus stop location must be made in writing to the school principal and then forwarded to the Transportation Department. The Transportation Department will make the final decision after conferring with the local school principal.

BUS GUIDELINES

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

- Students shall observe classroom conduct at all times when getting on, off, or riding school buses and shall be subject to all school rules and regulations.
- Students shall not talk to the bus driver while the bus is in motion.
- Students will board and leave the bus only at an approved stop. However, a student may exit the bus at a different stop if the student has written parental approval, and the approval of the Principal.
- Students shall not throw objects on or off the bus at any time.
- Students shall not place their arms or any part of their bodies out of the windows at any time.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

- Students shall remain seated until the bus comes to a full stop.
- Profane, indecent, or abusive language will not be permitted.
- If a student damages the bus, the student is responsible for the damage.

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

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

Student Social Media Policy

Purpose

Dallas County School System (DCSS) recognizes that social media can be a powerful tool for enhancing learning and communication. The purpose of this policy is to address student use of social media.

Definitions

Social Media- Social Media is online user-created content designed in a collaborative environment where users share opinions, knowledge, and information with each other.

Tools include, but are not limited to:

- Blogs (Blogger, WordPress, etc.)
- Wikis (Wikispaces, PBworks, etc.)
- Social Networking sites (Facebook, Ning, MySpace, LinkedIn, etc.)
- Photo and Video Sharing sites (YouTube, Flickr, etc.)
- Social Bookmarking (Diigo, Delicious)
- Podcasting and Vodcasting
- Personal Websites

Electronic Communications - Electronic Communications is any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part.

Electronic Communication Tools include, but are not limited to:

- Texting /Chatting/Messaging
- Emailing
- Video/Picture messaging
- Social media (see above)
- Sexting
- Cyberbullying

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

Interruption to the student learning environment - An interruption to the student learning environment is any action that disrupts the daily course of education within a classroom, school, or facility owned by the DCSS. A Principal, DCSS Administrator, the DCSS Superintendent, or anyone deemed by the DCSS Superintendent may declare and define what is an interruption to the student learning environment on a case by case basis.

Expectations for Social Media Involvement

- Use social networks responsibly. Do not harass, bully, or falsify information concerning another student.
- Be aware that once something is posted to the Internet it is permanent.
- Use appropriate language, communication and digital images.
- Use behavior that is in compliance with the DCSS Code of Conduct.

Social Media Violations

- Engaging in social media platforms during unapproved times by the school administrator
- Social media post(s) published on/off campus that create a disruption to normal school day activities
- Any conduct that is published on social media platforms that are a violation of the DCSS Code of Conduct. Violations may include, but are not limited to:
 - Cyberbullying
 - Sexting
 - Obscene messaging
 - Threats
 - Drug sale, usage, and/or possession
 - Gang activity and communications
 - Cheating and plagiarism
 - Forgery and falsification
 - Propositions to Engage in Sexual Acts
 - Blackmail and extortion
 - Prejudice and hate crimes
 - Unauthorized recording
 - Unauthorized access of a another account(s)
 - Failure to properly secure personal account(s)

Consequences

Consequences are outlined in the DCSS Code of Conduct.

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

ANTI-HARASSMENT POLICY

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

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

Section 2. Definitions

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

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

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

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

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

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

Section 3. Description of Behavior Expected of Students

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs

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

Comply with the requirements of law, policy, regulations, and rules prohibiting harassment, violence, or intimidations;

Refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student;

Refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

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

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

Section 4. Consequences for Violations

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

Section 5. Reporting, Investigation, and Complaint Resolution Procedures

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

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

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

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

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

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

Dallas County School System

Harassment Complaint Reporting Form

Name of Student: _____ Date: _____

School: _____

Person Filing Complaint: _____ Phone No.: _____

Relationship to Student: _____

Date of Alleged Incident: _____ Time: _____

Specific Location of Incident:

☐ School

☐ Other _____

Person(s) Involved in Incident:

Summary of Incident: _____

Signature of Student and/or Signature of Parent or Guardian Date

This completed form must be delivered to the principal or the principal's designee either by mail or personal delivery.

Handbook Receipt
Tipton-Durant Middle School

My signature below indicates that **my child and I** have read, or had read to us, the Parent-Student Handbook. We understand that all students at Tipton-Durant Middle School will be governed according to the policies and procedures included in this handbook and the Discipline Plan for Safe Schools. We also understand that they apply to all school-sponsored extracurricular activities and events.

By signing, you also agree to encourage your child to follow these rules, regulations, policies, and procedures and accept the personal responsibility of being actively engaged in your child's educational process.

Parent/Guardian Signature

Date

Student Signature

Date

PLEASE SIGN, REMOVE, AND RETURN THIS PAGE TO YOUR CHILD'S HOMEROOM TEACHER. KEEP THE HANDBOOK FOR YOUR USE.