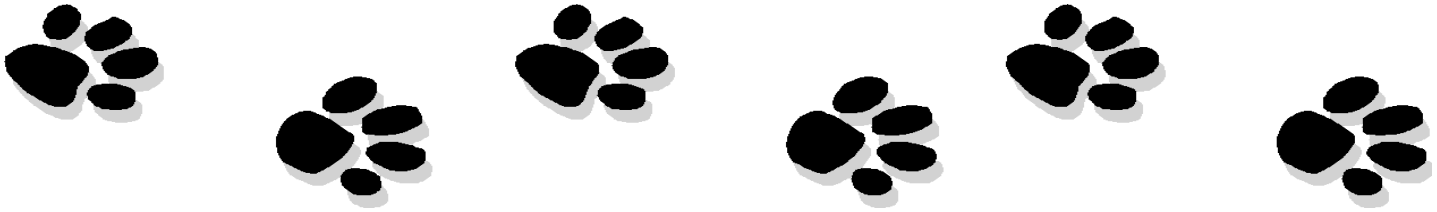


Student Handbook 2026-2027

7:15 a.m. - 2:50 p.m.
3104 Old Montgomery Rd. ~ Selma, AL 36701
334-349-1954

Panther P.R.I.D.E.

Positive, Responsible, Integrity, Disciplined, Excellent



Dear Students and Families,

It is my pleasure to welcome our Baby Panthers back to the 2026-2027 school year! I am energized and deeply committed to making a positive difference in the lives of our students. We, the faculty, staff, and administration of Southside Elementary School, are pleased and privileged to be able to serve you and your child during the 2026-2027 school term. Our SSES Team will make sure our students become well educated. At SSES we want every scholar to succeed and reach their maximum potential. A strong Parent-Student-School Partnership bridges relationships and creates connections to close the gap in student academic achievement.

The Parent-Student Handbook is a resource to support our efforts in developing a partnership and a safe and nurturing environment to increase our students' learning abilities. It comprises essential information that you and your child will need to know during the 2026-2027 school year. The Student Handbook is designed to be in coherence with board policies and the Student Code of Conduct.

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child have any questions about any of the information in this handbook, please contact a teacher, counselor, or the principal.

We welcome your participation and support during the 2026-2027 school year. We are soliciting your support to become a member of our PTO and asking for your support to serve as a volunteer during school activities. Community engagement is very important in making our students productive citizens and future leaders. Working together, we will be able to create an environment with a positive culture and climate that will enhance our students' academic abilities. As teachers and parents we have a shared responsibility to prepare our children for the future. Please remember open communication is a vital part of your child's school experience. You have the ability to contact your child's teacher via email, or through our school offices. Also, you are encouraged to maintain a high level of involvement in your child's school experiences by visiting our school. However, we ask that you follow the visitation procedures when entering the building.

Students' academic and social abilities increase when parents are interested in their academic achievement. We look forward to developing a nurturing relationship with your child and educating our students to the fullest extent. We are excited about working with you during this upcoming 2026-2027 school year.

Sincerely,

Mrs. Turner, Principal

VISION

The vision of Southside Elementary School is to create a culture of learning by focusing on state standards, teacher collaboration and student data to guide all students to reach their maximum educational potential which will be displayed through PRIDE.

Positive Responsible Integrity Discipline Excellence

MISSION STATEMENT

Southside Elementary School's mission is to educate students to be productive, well-rounded, and successful by providing a staff that uses learner guided/data driven instruction and research based techniques in order to teach a curriculum that is meaningful, challenging and appropriate. We will create a nurturing environment that establishes a foundation for and facilitates the intellectual, social, emotional, and physical growth of the students to prepare them to be lifelong learners living and working in a complex, technologically advanced society

BELIEFS

WE BELIEVE.....

****ALL students can learn, achieve and succeed.**

****Students learn in different ways and should be actively involved in the learning process.**

****A safe and physically comfortable environment promotes students' learning.**

****Each student is a valued individual with unique physical, social, emotional, and intellectual needs.**

****Instructional practices should incorporate the school's mission.**

NON-DISCRIMINATION POLICY

It is the policy of the Dallas Board of Education and Bruce K. Craig Elementary 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 the Superintendent's Office at

(334) 875-3440 or at the following address: P.O. Box 1056, Selma, Alabama 36702-1056.

TITLE IX COMPLIANCE

Bruce K. Craig complies with non-discrimination regulations under Title VI and Title VII, Civil Rights Act of 1964; Title IX, Educational Amendments of 1972; and Section 504 Rehabilitation Act of 1973. It is the official policy of the Alabama State Department of Education, Dallas County Board of Education, and *Southside* Elementary that no known person in Alabama shall, on grounds of race, color, handicap, sex, religion, creed, or national origin be excluded from participation in or denied the benefits of or be subjected to discrimination under any progress, activity, or employment.

SSES Pledge

I am a

Southside Elementary Student

Eager to Learn

My Attitude is *My Direction*

My Direction is *My Life*

My Life is *Mine to Control*

My Control *Demands My Power*

My Power comes from *My Knowledge*

My Knowledge is the outcome of *My Education*

**Because I know this,
*I Must Be A Southside Elementary Student !!!***

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GENERAL INFORMATION

ARRIVAL & DISMISSAL

School begins at 7:50 a.m. and ends at 2:45 p.m. No students are to be on campus before 7:15 am. Breakfast will be served beginning at 7:15 each morning.

7:15 a.m. Arrival of Faculty/Staff

7:45 Breakfast Ends

7:50 Tardy Bell (Parent Sign-In required) 2:30 No Checkouts- preparing for dismissal 2:50 Car Riders

VISITOR PARKING

Visitors and parents arriving after 7:45 A.M. who will leave before 3:00 P.M., may park in the front of the main office. All visitors and parents must sign in at the front office.

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 this time. Parents will need to schedule a conference for a mutually acceptable time. For the safety of students and staff, all visitors are to report to the office upon entering the building and sign in with the secretary. Please do not go directly to the classroom. Interrupting a class to speak with a child or teacher disrupts the educational process. **All parent conferences will be held before/after school or during the planning period of your child's teacher.**

LIBRARY

The library is open to students from 7:30 a.m.-2:00 p.m. Library visitors are expected to be quiet, limit their movements, use good manners and not have food, drink or chewing gum while in the library. Students may check out books for a period of 2 weeks. If books are damaged or lost, students will be expected to pay for replacements. Internet connection is located in the library. Students are allowed to do academic research on the Internet as needed. Other computers are also available for students to do word processing or use other software as available.

Parents/guardians of students at Bruce K. Craig Elementary are required to sign a consent form each year giving permission for the student to use the internet. A student without the signed permission form will not be allowed to utilize the internet in the library or any classroom. The school system has a procedure in place to block inappropriate websites; however, any violation of this policy will be handled according to the Dallas County Code of Conduct.

TEXTBOOKS

Textbooks are provided by the State of Alabama. Students and/or parents are responsible for the proper care and safeguarding of these books when checked out to the student. Students and/or parents are required to pay for the loss or damage in excess of that which would result from the normal use of the textbooks. Students who owe for lost textbooks will not be issued new textbooks until the student has made payment for the lost ones. Failure to pay the school for lost or damaged textbooks will result in non-issuance of other textbooks to the respective student.

TELEPHONE USE BY STUDENTS

- The telephone is for business purposes and is not accessible to students.
- After-school arrangements should be made before leaving home.
- The office personnel will call parents in case of illness and teachers will call as the need arises.
- Please leave a message in the office if you need to speak to a teacher and she will return your call, as instruction may not be interrupted.

MEDICATION

If it is necessary for a student to take medication at school, the medication must be checked in at the office. A permission form must be completed by the parent/guardian. All medication must be in the container that identifies the physician and the dosage to be administered (the original prescription bottle).

1. Medication must be kept in the nurse station
2. Liability release form must be signed and on file
3. Medication must be properly labeled
4. Parents must deliver medication to the office

BREAKFAST AND LUNCH

LUNCH

Students	EAT FREE
Teachers & Program Adults	\$3.50 w/Carry-out \$4.00
Non-Program Adults	\$4.50 w/Carry-out \$5.00

BREAKFAST

Students	EAT FREE
Teachers & Program Adults	\$3.00 w/Carry-out \$3.50
Non-Program Adults	\$4.00 w/Carry-out \$4.50

*Carry-out trays are an extra 50 cents

**Meal prices subject to change with board approval.

REQUIREMENTS FOR ENROLLMENT

The following items are required for a student to complete the enrollment process at Bruce K. Craig Elementary: **All registration forms/proofs will be completed online.**

1. Withdrawal form from last school, transcript, records, and/ or last report card
2. Immunization form (in Alabama, Blue Form)
3. Certified copy of Birth Certificate
4. Copy of Social Security card
5. Completed Dallas County Zone Form signed by parent or legal guardian
6. Two of the following items for address verification –
 - ✓ Copy of the power bill
 - ✓ Copy of telephone bill
 - ✓ Copy of water bill
 - ✓ Copy of gas bill
 - ✓ Copy of driver's license

**Southside Elementary participates in the
McKinney-Vento Homeless Education Assistance Act**

IMMUNIZATION REQUIREMENTS

According to Alabama Law (13-30-4), Code of Alabama), Dallas County Board of Education shall require each pupil who is otherwise entitled to admittance to present an Alabama Certificate of Immunization. Therefore, no student will be admitted to Southside Elementary without the certificate of immunization. The certificate may be obtained from the Dallas County Health Department or your personal physician.

State law requires that immunization records be kept current. The school notifies students of expired immunization certificates. If certificates are not renewed in a timely manner, students will not be allowed to attend school.

SOCIAL SECURITY NUMBER

Each child enrolled in Alabama public school grades six through twelve shall have a Social Security Number and a valid Social Security Card to be presented to school officials at the time of registration for verification and return to the child, parent, and/or guardian.

ATTENDANCE ZONES & CHANGE OF ADDRESS

Students attending Southside Elementary must reside within the zone boundary of the school. **Students can only be picked up and dropped off at the physical address in the computer.** Students requiring a change of address during the school year should notify the school immediately. You should put your information in writing and turn that information in to the registrar in the main office.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dallas County Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dallas County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Dallas County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to,

companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Southside Elementary to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing. Dallas County Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

A cumulative record shall be kept on each student enrolled in the system. Cumulative records shall be kept on forms approved by the State Department of Education. Student records will be maintained by the school and will be used in making appropriate educational decisions for the student. The school principal shall be responsible for developing a plan that will ensure that such records are kept up-to-date and accurate. All information regarding students and their families will be collected, maintained, and distributed under safeguards of privacy.

ATTENDANCE REQUIREMENTS

- 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:

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

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 for 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.

Students attending district school 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 PROCEDURES

A parent or guardian must come to the main office to sign a student out. Students are not permitted to sign themselves out. Identification is required when signing a student out of school. Students will only be released to persons listed in the computer. **Students must also be checked out by 2:30 pm, as the school is preparing for dismissal.** Students will not be called to the office until their parent/guardian have checked them out in the office.

STUDENTS WHO CHECK OUT TO GO TO THE DENTIST OR DOCTOR MUST BRING BACK A STATEMENT FROM THE DOCTOR OR DENTIST IN ORDER TO HAVE AN EXCUSED CHECKOUT.

A check out will result in an absence in the missed classes. Students must be present in school 51% of the school day in order to be counted present in homeroom (See Absences).

CHECK IN PROCEDURES

The first bell rings at 7:30 A.M. The tardy bell rings at 7:50 A.M. **Parents/Guardians must come to the office and sign his/her child in if they arrive after 7:50 a.m. to receive a tardy pass.** . Students will retrieve a check in pass from office personnel and will present that pass to the appropriate teacher. **Students will not be allowed to class without a tardy pass.** Not checking in correctly may result in unexcused absences and "0" on any work missed.

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. Therefore, Southside Elementary encourages parents to become involved in the P.T.O. We believe that your involvement provides an opportunity to contribute suggestions and support for the improvement of the educational program. You will receive a notice of the time and date for scheduled P.T.O. meetings. We will need the maximum support possible from our parents to make this school year an academic success. Join us and actively support your child's education. Parents are also encouraged to become parent volunteers at Southside Elementary School. Check with your child's teacher to determine whether he/she needs a homeroom parent or classroom volunteer.

NEWSLETTERS & PARENTAL INVOLVEMENT CALENDAR

In an effort to improve two-way communication between home and school, the Dallas County School System has surveyed stakeholders to identify the needs communicated by parents, students, and teachers.

As a result of a needs assessment, the following timeline has been developed to ensure monthly opportunities are afforded to all parents. Additionally, a monthly newsletter will be sent home concerning school activities and other newsworthy information.

Please read these newsletters and post them in your home to remind you of any upcoming events. Additionally, the home-school connection is an integral part of our school community success.

2026-2027
Parental Involvement Calendar

August 2026 -
Annual Title I Parent Meeting (each school)

September 2026-
Open House/PTO/ ACIP Review

October 2026
Parent/Teacher Conferences & Parental Involvement Day

November 2026-
Parental Visits

December 2026-
Interpretation of Student Data & PTO / ACIP Review

January 2027-
Curriculum Review/ Report Cards

February 2027-
Educational Websites for Students & PTO / ACIP

March 2027 -
How to Prepare for Assessments / Parent Conferences

April 2027 -
Parental Involvement Survey(s) & PTO / ACIP Review

May 2027 –
Learning Strategies for the summer

DALLAS COUNTY SCHOOL SYSTEM
Parent and Family Engagement Policy/Plan
2021 - 2026

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

GENERAL EXPECTATIONS

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

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A Programs, consistent with section 1116 of 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 1 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.

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) (2)(E) of the ESSA:

- Each school will notify parents of the date of the Annual Title I meeting and invite parents to attend.
- Parents will be made aware that school's policy/plan is being evaluated and given the opportunity for input by completing a parent and family engagement survey on which they may make comments or submit written comments to teacher, administrator, parent facilitators, or the federal program director.
- Schools implement "evidence-based; curricular
- Parents or guardians will be 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, marquee, telephone calling system, and the LEAs 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 schools administrators and parent and family engagement chairperson, and parents or guardians to develop parent and family engagement activities that meet the needs of the Title I parents or guardians such as:

- A. school-parent compacts
- B. parent or guardian computer training
- C. implement / "CARE" positive parenting/character education/mentoring program
- D. parents or guardians volunteer program
- E. bi-annual parenting meetings
- F. fatherhood initiative.

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

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

- offering parents of preschool youngster an opportunity to participate in an early learning programs: HIPPY and LEAs Pre-K Program
- providing transition opportunities with Head Start Agency for children who will be attending schools within the system
- partnering with a community-faith based after-school tutoring program
- implementing the "I CARE; Character Education/ Mentoring/ Community Partnership Program.

REQUIRED BUILDING CAPACITY FOR PARENT and FAMILY ENGAGEMENT

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

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

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 and carry out as expeditiously as possible.
- Parents, guardians, and unaccompanied youth shall be informed that they can provide written or oral documentation to support their position.
- Written notice of the discussion shall be as strict as possible, simply stated and provided in a language the parent, guardian, or unaccompanied youth call 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 its- 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 wain stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above. The McKinney-Vento Act no longer includes children and youths who are awaiting foster care placement in the definition of homeless children and youth. For all non-covered States, this change is reflective on December 10, 2016.

**REGULATIONS REGARDING THE EDUCATION OF HOMELESS CHILDREN AND
OTHER YOUTH.**

First Reading: 6/24/2021

School Board Approved: 8/26/2021

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.

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.
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.
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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.
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Other sanctions approved by the Principal and/or the Board	Any other disciplinary sanctions that are approved by the Dallas County Board of Education.
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CODE OF CONDUCT AND SANCTIONS

It is fundamental that an orderly school has 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, III, or IV where the victim of such offense is an employee of the Board, will also be subject to additional, or more severe, disciplinary action.

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.
- 1.09 **DISRESPECT** – Failure to treat board employees with due and proper respect.
- 1.10 **ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THE CATEGORY**

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

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

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

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

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

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

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

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

Third Offense: 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.

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

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

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

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

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

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

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

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

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

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

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

Third Offense: 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.

2.08 **UNJUSTIFIED ACTIVATION OF FIRE ALARM SYSTEM** – Rendering a false alarm when a

person knowingly causes a fire report to be transmitted to or within an official fire department or to any other governmental agency.

2.09 USE OF RACIAL OR ETHNIC INSULTS OR SLURS – Verbal or written affronts of racial or ethnic nature.

2.10 PROPOSITIONS TO ENGAGE IN SEXUAL ACTS - To make a written, verbal, or electronic suggestion of a sexual act.

2.11 MISUSE OF PERSONAL TECHNOLOGY DEVICES/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, 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.

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

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

Second Offense: Corporal punishment

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

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

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

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

CLASS III VIOLATIONS

- 3.01 **PROFANITY OR VULGARITY TOWARD A SCHOOL BOARD EMPLOYEE** – Use of profane or obscene language or the use of obscene gestures directed toward a school board employee.
- 3.02 **INCITING OR PARTICIPATING IN A DISTURBANCE** – Leading, encouraging, or assisting, in a major disturbance which results in one or more of the following: destruction or damage to property or injury to others; or a substantial disruption of the learning environment which poses a threat to the health, safety, and/or welfare of students, staff, or others.
- 3.03 **VANDALISM** – Intentional and deliberate action resulting in defacement or damages of public property without the consent of the owner or person having control over it.
- 3.04 **OFFENSIVE TOUCHING 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 or alarm.
- 3.15 **SEXUAL HARASSMENT** – Any unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, electronic, or physical conduct of sexual nature.
- 3.16 **ACCESSING OR CHANGING INFORMATION IN SCHOOL COMPUTERS** – Editing information in school computers to endanger or cause harm to another individual or district school.
- 3.17 **ALCOHOL AND ILLEGAL DRUGS** – The unauthorized use, sale, transfer, possession, trafficking, misuse, and/or abuse of drugs. These include alcoholic beverages, barbiturates, central nervous system stimulants, hallucinogens, drug paraphernalia and all other drugs to which the narcotic and drug abuse laws of the United States, local municipalities and the State of Alabama apply.
- 3.18 **BURGLARY** – The unlawful entry into a building or other structure with intent to commit an offense.
- 3.19 **ENGAGE IN SEXUAL ACTS** – Consensual participation/engagement in any sexual act on or off campus, school sponsored activities/events, or in transport.
- 3.20 **HARASSMENT** - A continuous pattern of intentional behavior including, but not limited to, written, electronic, verbal, non-verbal or physical acts that:
- place a person in reasonable fear of harm to his or her person or damage to his or her property;
 - have the effect of substantially interfering with the educational performance, opportunities or benefits of a student;
 - have the effect of substantially disrupting or interfering with the orderly operation of a school;
 - have the effect of creating a hostile environment; or, have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening or abusive educational environment for a student.
- 3.21 **BULLYING** - Any intentional written, electronic, verbal, non-verbal, or physical behavior or action against another, including but not limited to any threatening, insulting, or dehumanizing gesture that a reasonable person should know will have the effect of:

- placing another in reasonable fear of substantial harm to his or her emotional or

- physical well-being or substantial harm to his or her property;
 - creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of the actions or due to a power differential between the bully and the target;
 - interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or,
 - perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological, or physical harm to another person.
- 3.22 **CYBERBULLYING** - An act of harassment, intimidation, discrimination or bullying committed through the use of digital technology, including but not limited to, email, blogs, cell phone, social media, chat rooms, instant messaging, or the use of data or computer software that is accessed through a computer, computer system or computer network.
- 3.23 **CYBERSTALKING** - To engage in a course of conduct to communicate, or to cause to be communicated, words, images or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- 3.24 **PROFANITY OR VULGARITY** - Use of profane or obscene language, use of obscene gestures toward a school board employee, or possession of pornographic suggestive material.
- 3.25 **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.

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.

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 include

rape, fondling, indecent liberties, child molestation, sodomy,

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

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

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

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

4.8 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 parents.

4.9 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.

4.11 EXTORTION – Completion of a threat.

4.12 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.

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

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

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

Second Offense: Alternative school placement

Third Offense: Recommendation for expulsion.

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

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

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), numchucks, brass knuckles, Chinese stars, billy clubs, tear gas gun, chemical weapon or device (mace/pepper spray), electrical weapons or device (stun gun), BB or pellet gun, explosives or propellants, etc.

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

ADDITIONAL DISTRICT POLICIES

Failure to adhere to school and district expectations may result in the loss of eligibility for school activities and field trips.

Any updates or changes of policies will be sent home.

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 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).

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

1. All cars ENTER will enter near the front of the school beside Building E.
2. No cars are to park or use the delivery area, teachers' parking area, or the bus loading area.
3. No children will be allowed to leave school grounds to meet a car.
4. Teachers ARE NOT on duty in the car area in the afternoons except from 2:50-3:15p.m.
5. Teachers will be responsible for walking students to the bus loading area.
6. Buses only will load and unload in the loading zone behind the school.
7. Bus Duty personnel will monitor loading and unloading of car riders and ensure exit of cars into bus traffic.

BUS RULES AND REGULATIONS

(Established by the Dallas County Board of Education)

Safe transportation is the responsibility of school officials, parents, and students. The authority of school officials extends to and includes the transportation of students. **Students must ride the school bus to their physical address in the computer. Students are not permitted to switch bus routes during the school year.** All students are expected to conduct themselves as good citizens and abide by the following:

1. Do not stand or play on a public road while waiting for your bus.
2. Be sure the bus is completely stopped before you board or get off the bus.
3. Keep your head, arms, and hands inside the bus at all times.
4. Never use the emergency door except in case of an emergency.
5. Participate in no activity that may divert your driver's attention from driving.
6. Always remain in your seat until time to leave the bus.
7. In an emergency, remain in your seat until the driver tells you otherwise.
8. Assist the driver in ensuring the safety and comfort of small children.
9. When getting off the bus, be sure the driver can see you at all times.
10. Never eat or drink on the bus.
11. Absolute quiet is necessary at main intersections and railroad crossings.
12. Be at your designated stop on time.
13. The bus driver is in complete authority; extend to him/her your support and cooperation.
14. Always show courtesy and respect for the rights of others.
15. Do not deface or damage the bus in any manner; assist in keeping it clean.
16. Vulgar language, profanity, or loud noise is prohibited.
17. Never throw any object in the bus or from the bus.
18. Students are expected to ride their assigned bus and board or get off at their designated stop, except by permission from the principal or designee.
19. Any activity that is not conducive to good conduct will not be allowed. Students unwilling to conduct themselves as good citizens may forfeit the right to ride a school bus.
20. When a student is assigned to the Alternative Learning Center (ALC), that student is also suspended from the bus until the completion of their ALC assignment.

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



TRANSPORTATION INFORMATION FOR PARENTS AND STUDENTS

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



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

DUE PROCESS

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short and long-term suspension, or expulsion are applied. Before being punished for violation of a board policy or local school rule or regulation, the local school principal or designee shall ensure that students are afforded due process.

In cases where a student is not promoted or fails to receive credit due to excessive unexcused absences, the parent/guardian may file with the Superintendent a written request for review of the conditions surrounding the student's non-promotion/non-credit. An adverse decision from the Superintendent may be appealed to the Board.

PreK-5th Grade Uniform Policy

The uniform policy is mandatory for grades PreK-5th

TOP: GIRLS

- White, Black, Red, or Gray polo style shirt with collar (long or short sleeve)
- White button down shirt
- School T-shirts may be worn on Fridays and on all field trips
-

BOTTOMS: GIRLS

- Khaki, Black, or Gray pants, skorts or shorts (Uniform Style)
- Khaki, Black, Red or Gray Jumpers/Dresses (Uniform Style)

(All shorts, skorts, and dresses must be at least 2 inches above the knee)

(No leggings, jeggings or any form of tights.)

TOP: BOYS

- White, Black, Red, or Gray polo style shirt with collar (long or short sleeve)
- White button down shirt
- School T-shirts may be worn on Fridays and on all field trips
- Additional School Shirts may be ordered and worn on any day as a part of the uniform.

BOTTOMS: BOYS

- Khaki, Black, or Gray pants or shorts (Uniform Style)

(No sagging pants, jogging pants, or sweatsuits. Pants must be worn at the waist.)

BOYS and GIRLS:

BOOKBAGS: Clear or Mesh

BELTS: Solid Black or Brown

SHOES: Any Color Closed-Toe or Tennis Shoes

(No Crocs, slides, sandals, flip-flops, or house shoes)

HAIR/ ACCESSORIES:

- No Hats, scarfs, hair wraps/bandanas, do-rags, permitted
- No Earrings for males

Jackets: Jackets, sweatshirts or sweaters may be worn **(No offensive language)**

STUDENT DRESS AND APPEARANCE

The uniform policy is mandatory for grades PreK-5th. Parents will be called to bring uniform attire if students are sent to school out of uniform. Disciplinary action for Acts of Willful Disobedience will take place for repeated offenses and are subject to discipline in the DCSS Policy

STUDENT MAY BE EXPELLED OR SUSPENDED FOR NONCOMPLIANCE WITH THE DRESS CODE.

*****The dress code is subject to change at any time at the principal's discretion.***

Section 36-1 9-4 Code of Alabama, 1975, as amended, requires school officials to conduct at least one (1) fire drill each month. In addition, the State Board of Education policy adopted October 1, 1975 directs schools to institute a program of disaster preparedness. Therefore, during the first week of school, all students are instructed on the proper procedures for fire, tornado, and bomb threats. Drills will be held at intervals during the school year to develop the best technique for quick evacuation of individual rooms. All evacuation procedures are posted immediately inside each room.

EMERGENCY DRILLS

Fire and Bomb Threat

Signal: 3 short bells will ring to evacuate in case of fire or bomb

Procedure:

1. Stop all work immediately.
2. Teacher signals for departure. Students leave in a single file line. Teacher brings roll book.
3. Leave the building by the nearest exit.
4. Windows and doors closed and all lights out.
5. Proceed a safe distance from the building.
6. Pupils must remain in line, until an all clear signal is given to return.
7. Pupils must move quickly and orderly at all times.
8. Return to the room in the same manner and through the same exit as departure.

*****Making a bomb threat in Alabama is a felony.**

Tornado Threat

Signal: 1 long bell will ring

Procedure:

1. Stop all work immediately.
2. Teacher signals for departure. Students leave in a single file line. Teacher brings a roll book.
3. Teacher will be the last to exit class.

4. Students are quickly marched to the designated area.
5. Students are to bring books to place overhead.
6. Students should assume a crouched position.

**** Do not block a doorway or opening**

Under a tornado warning, students shall not be released via regular transportation plans, except that students may be released during a tornado warning to respective parent/guardian if parent/guardian comes to the school and assumes custody of the child.

GUIDANCE DEPARTMENT

The mission of the guidance department is to offer effective guidance to all students in the areas of academic advising, and personal/social counseling through both group and individual contacts. Students and parents are encouraged to visit the Guidance Counselor, as needed.

PROMOTION POLICY AND GRADUATION REQUIREMENTS

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

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

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

Kindergarten Promotion Criteria:

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

Grades 1-2 Promotion Criteria:

- a) Pass English Language Arts (ELA) and Math for the current grade level.
- b) Comply with the Dallas County Schools Attendance policy and guidelines. (See student handbook)

Grades 3-5 Promotion Criteria:

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

Grades 6-8 Promotion Criteria:

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

Assessments

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

GRADING SCALE

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

GRADE REPORTING

Progress Reports and Graded Papers

Progress reports to parents/students are issued mid-way during each grading period throughout the school year. These reports provide a current average in each subject. The reports are to be reviewed and signed by the parent and returned. Graded assignments and Progress reports will be sent home every Thursday. Parents are encouraged to sign up for their Inow usernames and passwords to check student progress.

Report Cards

Report cards are issued four times each year. They coincide with the end of each grading period. The dates can be found with the school calendar located in this handbook. Parent pick-up is required for report cards during the 1st, 2nd, and 3rd nine weeks.

Parent Conference

Teachers will inform parents of children that are not performing well in school. Parents should make appointments to see their child's teacher when the need occurs. Scheduled conferences are to be held during the teacher's **duty-free period or before/after school**. There is uninterrupted instructional time scheduled from 8:00-11:00. Teachers can only have conferences with the custodial parent or guardian. However, if a parent would like to designate an alternative, it must be in writing.

Homework

Homework is a time for students to review skills from daily instruction and to improve on their Reading and Math ability. Homework will serve as a drill that reinforces

classroom learning through independent study therefore, students will be required to read 2 books per week, complete any assignment not mastered in class, and/or review skills

Gifted Education in the Dallas County School System

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

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

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

To make a referral, contact your child's teacher or the school counselor. For further information call the Special Education Department at 334-419-2544.

POLICIES FOR SCHOOL HANDBOOKS

- 1. Student Human Immunodeficiency Virus (HIV) Policy**
- 2. Head Lice (Pediculosis) “No Nit” Policy**
 - a. Information Guide for Head Lice (Pediculosis) “No Nit” Policy**
- 3. Anti-Harassment Policy**

Approved 7/26/10

Dallas County Schools 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 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 students' 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

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

G. Infection Control

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

A school staff member is expected to alert the person responsible for health and safety issues 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.

Dallas County School System Head Lice (Pediculosis) "No Nit" Policy

10/25/2010

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

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

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

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

1. The System Nurse will coordinate in-service training for teachers and other school personnel regarding proper screening, classroom prevention, and control techniques at the beginning of each school year and as needed throughout the year. In-service training will address, at a minimum, the following:
 - a. Confidentiality.
 - b. Identification of pediculosis and nits.
 - c. Respect for sensitivity of students and families regarding pediculosis.
 - d. Precautions regarding self-contamination and cross-contamination.
 - e. Treatment options.
 - f. Precautions and myths regarding treatment.
 - g. Resources for treatment.
 - h. Reassessment and readmission requirements.
 - i. Environmental safeguards for classrooms.
 - j. Importance of educating students about pediculosis.
2. All schools that have experienced pediculosis outbreaks during the school year will implement a consistent screening program. Outbreaks occur most often in young children, but can occur in any age group.
3. Notify the child's teachers, bus drivers, etc, as appropriate.
4. Students identified with pediculosis should be sent to the office or health room while respecting the student's confidentiality. Thus, bringing the student to the office or health room should be as inconspicuous as possible. Students with pediculosis should be separated from other students while waiting to go home. Extreme care and attention should be given to avoid embarrassment to any student, particularly if there is a delay in parents picking up the child. Again, the confidentiality of all children identified with pediculosis should be a major consideration.
5. Ask parents to come to the school to take the child home. This meeting provides an opportunity to talk with the parent about treatment procedures as well as to confirm the presence of infestation. Notification should be in a private setting to protect confidentiality.
 - a. Provide parents with a letter stating that pediculosis was found and provide written and verbal instructions for treatment and home cleanup that address the three steps in the control of pediculosis.
 - Treating with a pediculicide product.

- Removing the nits.
- Cleaning the home/car environment.
- b. Teach parents how to screen for pediculosis.
- c. Advise parents to notify the parents of neighboring children or frequent visitors to their home or other activity sites (sports, gymnastics, etc.) of the possibility of pediculosis infestation.

Requirement for Re-admittance to School

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

- a. Rechecks should be done in a private setting and in the presence of the parent.
- b. One or two teachers and/or school nurses should be permanently designated to recheck children before class, rather than be assigned hall or bus duty.
- c. These teachers should be trained not only to recognize pediculosis infestation, but also to provide additional education to parents in a

non-threatening manner, when children are not clear of pediculosis on recheck.

- d. The student must have been treated with a pediculicide and be free of nits and lice before being readmitted to school. **If only a few nits are present in the hair, the parent and/or teacher can remove the nits, discard in a plastic bag, and the child can return to class.** Parents should be reminded that many of the pediculicide products require a second treatment. The teacher or nurse should encourage and answer any questions regarding the second treatment or home cleanup during the recheck visit.
- e. No more than three consecutive absences should be considered excused due to Pediculosis. After three consecutive days, absences should be considered unexcused.
- f. A special **Return To Class Form** will be given to the student if their recheck shows no lice or nits. This form alerts the classroom teacher that the recheck was done and was clear.

Dallas County School System Information Guide for Head Lice (Pediculosis) “No Nit” Policy

The purpose of this document is to provide basic information about head lice and to assist principals in enforcing the regulations for communicable disease control to 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 school-aged children.

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

C. How do you get rid of head lice?

- If evidence of nits or lice is found, brothers and sisters should also be checked. Parents of those children found with lice are notified and asked to pick up their children and treat them. A letter stating that head lice were discovered should be given to the parent.
- Parents may obtain non-prescription medication from their pharmacist or obtain a prescription from their family physician.

FOLLOW DIRECTIONS ON THE PACKAGE COMPLETELY.

- When evidence of head lice is found, all students in those classrooms shall be screened. If no additional cases are found, screening may be discontinued. However, if further cases are identified their contacts must also be screened.
- Treat your home at the same time you treat your child.
- Do the following:
 - Soak combs and brushes in some of the lice shampoo for 1 hour; or in very hot water for 5-10 minutes.
 - Wash sheets, blankets and other bedding in the hottest setting of water in the washing machine.
 - Dry clean non-washable items; or seal these items in a plastic bag for 1-2 weeks.
 - Vacuum furniture, carpets and mattresses thoroughly.
- Treat hair for a second time after 7 days (or follow the manufacturer of the lice treatment's instructions) to make sure that you kill any lice that may have hatched from nits that might have been missed during the combing, before they lay eggs.
- THERE IS NO NEED TO CUT HAIR. THE SAME PROCEDURES WILL HAVE TO BE FOLLOWED.

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

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

Dallas County School System Anti-Harassment Policy

Approved 2/22/2010

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

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

Section 2. Definitions

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

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

- Have the effect of substantially disrupting or interfering with the orderly operation of the school;
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school sponsored function;
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student;
- (b) The term “**violence**” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (c) The term “**threat of violence**” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (d) The term “**intimidation**” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity, or opportunity for which the student is or would be eligible.
- (e) The term “**student**” as used in this policy means a student who is enrolled in the **Dallas County School System**.

Section 3. Description of Behavior Expected of Students

- (a) Students are expected to treat other students with courtesy, respect, and dignity, and comply with the Dallas County School System Discipline Plan for Safe Schools. Students are expected and required to:
- Comply with the requirements of law, policy, regulations, and rules prohibiting harassment, violence, or intimidations;
 - Refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student;
 - Refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

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

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

Section 4. Consequences for Violations

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

Section 5. Reporting, Investigation, and Complaint Resolution Procedures

- (a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- (b) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence, and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

- (c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves in violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Dallas County School System Discipline Plan for Safe Schools. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Dallas County School System Discipline Plan for Safe Schools.
- (d) The complaint form developed to report violations of this will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

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

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

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

1. All cars ENTER at the first driveway near the rear of the cafeteria.
2. All cars EXIT out of the driveway over where the buses park. Same for a.m. and p.m.
3. No cars are to park or use the delivery area, teachers' parking area, or the bus loading area.
4. No children will be allowed to leave school grounds to meet a car.

Teachers ARE NOT on duty in the car area in the afternoons except from 2:50-3:15 p.m. A teacher will be responsible for meeting all non-transported students in front of the cafeteria at 2:50 p.m. to supervise them until 3:15 p.m.

