



STUDENT & PARENT HANDBOOK 2026-2027

The vision of Valley Grande Elementary School is to ensure that all students reach their maximum potential in education.

Ms. Adrienne Lee, Principal
Ms. Tamekia Johnson, Assistant Principal

Dear Parents and Students:

Welcome to Valley Grande Elementary School. We, the faculty and staff, look forward to an exciting and successful **2026-2027** school year and are honored to work with the parents, students and community to better serve our students. We believe that well-informed parents promote a positive school environment and this handbook provides detailed expectations and guidelines. This handbook will be available using a QR code for a particular timeframe for your convenience. We also ask that you consider doing one or all the following:

1. Serve as a vital member of various committees,
2. Volunteer in the classroom and/or at school sponsored events,
3. Participate as an active member of the Parent Teacher Organization (PTO),
4. Secure essential funding for school-sponsored events and activities, and/or
5. Raise funds to support the educational programming of the school.

This handbook serves as a guide for the school's code of conduct, dress code, an explanation of services, and expectations for your child/children's educational experience. It also includes the policies, practices and procedures which govern Valley Grande Elementary. Upon reading the handbook, please **complete, sign, and return the signature page along with all registration pages through the portal.** The handbook is for you to keep for future reference and it is subject to change.

Adrienne M. Lee

Principal

Tamekia Johnson

Assistant Principal

VALLEY GRANDE ELEMENTARY SCHOOL

Valley Grande's Website: <http://valleygrande.al.dce.schoolinsites.com/>

County Website: www.dallask12.org

Facebook: <https://www.facebook.com/ValleyGrandeElementary>

(334) 872-7661 phone

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MISSION OF VALLEY GRANDE ELEMENTARY SCHOOL

Our mission at Valley Grande is to prepare our students to be well rounded productive citizens as well as lifelong learners. Through the dedication of our qualified staff, students will be academically challenged and motivated to enhance their intellectual, social, emotional, and physical growth in a safe nurturing environment.

BELIEFS OF VALLEY GRANDE ELEMENTARY SCHOOL

1. Student learning is a chief priority for the school.
2. Students' learning needs should be the primary focus of all decisions impacting the work of the school.
3. Students should be actively involved in solving problems and producing quality work.
4. Students learn in different ways and should be provided with a variety of instructional approaches and activities to support their learning style.
5. Students learn best when they are actively engaged in the learning process.
6. A safe and physically comfortable environment promotes student learning.
7. The commitment to continuous improvements is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

MISSION OF THE DALLAS COUNTY SCHOOL SYSTEM

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

BELIEFS OF THE DALLAS COUNTY SCHOOL SYSTEM

WE BELIEVE THAT...

- Every student can learn and succeed.
- Every individual deserves to be treated with respect.
- Every individual has the right to a friendly, safe, orderly, and organized atmosphere that's conducive to learning.
- The educational process of our students is a shared responsibility of staff, parents, students, and community

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A. ATTENDANCE REQUIREMENTS

1. School begins at 7:50 a.m. and ends at 2:50 p.m.

- According to Dallas County Policy, students are required to be in school each day (see Excused Absences below).

2. Arrival / Dismissal of Carpool Riders

- No students are allowed on campus before 7:20 a.m.
- Carpool riders must be picked up by 3:05 p.m.
- Parking in the carpool line is not allowed until 2:30 p.m.

3. Tardy to School

- If a child arrives at school after 8:00 a.m., an adult must come to the office, and sign him/her in (Neglect to do so will result in the parent/guardian returning to the school.).

4. Attendance

- In case of absence, a written note explaining the absence is required upon the student's return to school.
- **No more than three (3) parent/guardian written excuses will be accepted per semester.**
- Failure to provide a written explanation no later than three (3) days from the date of the absence shall result in an unexcused absence.
- As explained in the Dallas County Board of Education's Attendance Policy, too many unexcused absences can result in a student not being promoted to the next grade or not receiving course credit.
- For additional information see Attendance Policy

5. Excused Absences

- Students must make up missed work within five (5) days after a return from an excused absence.
- Absences will be excused for the following reasons:
 1. illness;
 2. death or serious illness of an immediate family member;
 3. weather preventing attendance;
 4. legal requirements, such as a subpoena or other required court appearance; and
 5. the prior permission given by a Principal;

- 6. legal quarantine
- For additional information see Attendance Policy

6. Unexcused Absences-

- Absence will not be excused for the following reasons:
 1. any reason that are not listed under excused absence
 2. failure to bring a note within 3 days of return to school.
 3. suspension from school
- Unexcused absences will be reported to the attendance supervisor for further investigation according to the board's truancy policy.
- Procedures for unexcused absences/truancy are as follows:
 1. First Unexcused Absence- Parents receive a caution from the teacher who informs them of subsequent actions to be taken if the truancy continues.
 2. Second Unexcused Absence- Parents will be notified by the school office that their child has been truant and they will receive a copy of Alabama's Compulsory School Attendance Laws.
 3. Third Unexcused Absence -
 - a. The parents will attend a conference with the principal.
 - b. Failure to attend the school conference will result in the filing of a complaint/petition for truancy against the child and/or parents.
 4. Fourth Unexcused Absence - A complaint/petition will be filed with the Dallas County's Truant Officer.

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

7. Due Process

- In cases where a student is not promoted or fails to receive the 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. Adopted 9/1/99

8. Early Dismissals/Checking Out

- Students are not permitted to leave school for any reason without permission from the office.
- If it becomes necessary for a designated adult to check a student out, that person must have a note signed by the parent or guardian and it will be verified over the phone by a school official before the student leaves the premises. The principal has the final responsibility of making a decision whether or not to release a child.

- Parents will be required to sign students out through the office and state a reason for the checkout which will be given to the child's homeroom teacher.
- The reason for checking out will determine if the student is excused or unexcused. If parents refuse to state the reason, then the child is unexcused for that period of time.
- Students who arrive at school after 11:30 a.m. or check out before 11:30 a.m. will be considered absent for the day.
- **Students will not be allowed to check out after 2:30 p.m.**
- Please note: Checking out of school during the school day for any reason will eliminate an otherwise perfect attendance. (Memorandum #49, Dallas County Board of Education dated 8/15/94).
- **All transportation changes must be before 2 p.m.**
- No checkouts from field trips unless prior permission is granted by the principal or transportation coordinator.

9. **Perfect Attendance**

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

B. ATTENDANCE ZONE Students attending Valley Grande Elementary School must reside within the zone boundary of this school. In order to keep records current, parents must complete registration and zone forms, as well as provide two (2) recent proofs of residence, each year.

C. BASIC BELL SCHEDULE

7:20	Breakfast (No breakfast will be served after 7:45 a.m. except for those on a late bus.)
7:30 - 7:50	Homeroom
8:00	Tardy
2:50	Dismissal

D. CAFETERIA

- All students will receive free lunch (Community Eligibility Provision).
- Teachers will sit with their individual classes in order to provide proper supervision.
- Students are expected to exhibit good lunchroom manners.
- All lunches will be eaten in the cafeteria and food cannot be carried from this area (unless under special circumstances).

- **Do not send any items that require a microwave. Students ARE NOT allowed to use the microwave.**
- **According to the federal Child Nutrition Policy, students may not bring commercially prepared food in the original containers into the lunchroom. Food that is brought in from “Fast Food” restaurants must be wrapped in aluminum, plastic wrap, or bags.**
- **Students may not bring carbonated drinks for lunch or snacks (Child Nutrition Policy).**
- Students will not be allowed to charge for more than 3 lunches. Parents will be notified.
- Parents are allowed to eat lunch with their child(ren). However, the parent and his/her child(ren) will have to sit at a vacant table.
- Parents are encouraged to call the cafeteria to notify them if they eat lunch to assure an accurate count.

E. COMMUNICATION

- Student progress in academics and behavior are sent home weekly through folders. Parents are to sign the folders, add comments as needed, and return the next day.
- Teachers will also communicate through additional notes, telephone calls, teacher website, conferences, Remind, or emails as needed.
- Current information will be posted on Facebook and the school’s webpage.
- All parents may acquire a username and password for access to the parent portal. This program allows parents to track grades, attendance, and discipline of a child/children. This information can be obtained through the school’s office.

F. COUNSELING

- Valley Grande Elementary provides counseling services to students, parents, and teachers. This is an excellent service that provides small group, large group, and individual support based on state guidelines and individual needs.

G. DISCIPLINE

- Courtesy, respect, good manners, and obedience to teachers and staff will be expected at all times. Students and parents will receive a copy of the classroom rules and procedures policy at the beginning of the year.
- Students receiving a “U” in conduct for the nine weeks will not be eligible for the “A” or “A/B” Honor Roll.
- Disruptive students will be referred to the principal only when the action taken by the teacher does not resolve the problem or the disruption is severe.
- For additional information, refer to the *Discipline Plan for Safe Schools* adopted by the Dallas County Board of Education. A copy of Violations and Sanctions from the *Discipline Plan for Safe Schools* is noted in this handbook.

H. DRESS CODE

Parents are responsible for seeing that their children adhere to the guidelines below. Parents of students who are not dressed properly will be called to bring a change of clothing for their child.

- Student **book bags** and/or backpacks are required to be **mesh or see-through**. No other backpack will be allowed.
- Bicycle pants, biker’s shorts, exercise shorts, cut-off shorts, muscle shirts, tank tops, sagging pants, short shorts, mini-skirts, spandex type outer garments, inappropriately cut-up garments, pajama-style pants, sweatpants, or cheerleading uniforms are not allowed.
- **No clothing with rips or tears.**
- **No CROCS**
- **Short length:** The hemline of all shorts, skorts, skirts, and dresses (including slits) must not be higher than 4 inches above the knee cap (when standing).
- No bare low cut, open back, midriff blouses, spaghetti strap shirts, or halters may be worn unless worn under other appropriate clothing.
- Shirts, blouses, and pants must be buttoned, zipped, or closed in such a manner as to avoid interfering with the learning process.
- The abdomen or underclothing must not be visible at any time.
- No obscene language and/or pictures, gang-related language or pictures, or tobacco or alcohol advertisements may be printed on clothing or accessories.

- Pants that have a belt loop must be worn with a belt and they must be buttoned and zipped at all times.
- Any shirt tails below the pant pocket should be tucked in.
- Pants worn too low, too loose, too long, or too large will not be permitted.
- No body piercings other than earrings for girls.
- No excessively large earrings.
- No head covering or sunglasses will be worn inside the buildings.
- Shoes must be worn at all times. No slippers, house shoes, or shoes with rollers are allowed. Flip flops are highly discouraged for safety reasons.
- Students are advised to wear enclosed, flat bottom shoes for Physical Education classes. Additional guidelines will be provided by the physical education teacher.
- School shirts will be worn on all field trips.

Special events will be considered for an alternate dress. The administration and faculty maintain discretionary control in the enforcement of reasonable dress and appearance of our students.

Any attire that creates a problem and is inappropriate for a proper classroom environment will be dealt with as an infraction of the rules.

I. EMERGENCY PROCEDURES FOR EVACUATION OF BUILDING

- Emergency evacuation procedures and maps of the building are posted in each room of the building. Drills are practiced according to county regulations and all drills are conducted as if they are an actual emergency situation. Students practice by entering their designated safety area in a speedy, orderly manner.

J. GRADING

1. Grading Periods

- There are four grading periods consisting of nine weeks. Progress Reports are sent home mid-way through the grading period and report cards are sent home at the end of each grading period. Semester averages are given at the end of each semester and yearly averages will be derived at the end of the year. (See school calendar for Grading Period Calendar.)

2. **Grading System**

- The numerical determination of grades is as follows:

90 – 100 = A

70 – 79 = C

59 or below = F

80 – 89 = B

60 – 69 = D

The mark of “I” indicates that a student has not completed all required work during the grading period. The “I” must be converted into a regular mark within two weeks of the succeeding nine weeks period or it will automatically become an “F”.

3. **Parent Conferences**

- Parents should be informed at all times of their child’s academic status and behavior. In order to maintain this communication, folders containing graded papers are sent home weekly. Teachers are to inform parents of children performing below grade level and encourage conferences during the year as the need arises.
- Parents must make appointments for conferences, which may not take place during instructional time. First and third nine weeks’ conferences are required by the Dallas County Board of Education.
- It is suggested that parents schedule conferences with the principal as needed.

4. **Progress Reports**

- Progress Reports are given midway through the grading period, approximately 4½ weeks after the Nine Weeks begins. This communication should prohibit any surprises at the end of the grading period when report cards are issued. Parents are to sign and return these reports.

5. **Report Cards**

- Report cards are usually given out on the Thursday following the end of the grading period. They should be returned the following day, and signed by a parent. A child must be present at least half of the grading period in order to receive a grade in a subject.

6. **Retention**

- Parents with children who may be repeating a grade should be aware of the possibility of retention by the **third grading period**. Teachers will communicate with parents about students' grades. Please note that parents have access to the PowerSchool Parent portal to check grades weekly. Parents are also strongly encouraged to maintain contact with teachers and to keep abreast of their child's progress. The principal is always eager to hear parents' concerns.

K. **HOMEWORK POLICY**

- Homework is assigned by all teachers and should provide a reasonable amount of practice on skills that have been previously covered in class. Homework should be completed by the student and turned in to the teacher on time. Homework counts as 10% of the grade.
- Suggestions to Parents:
 1. Establish a scheduled time to do homework so that children can get needed exercise and still get to bed on time.
 2. Provide a quiet place such as a table or desk with good lighting and all necessary materials, such as pencils, paper, dictionary, etc.
 3. The television should be turned off until all homework is complete and checked by the parent(s).
 4. Parents should assist and oversee homework, yet the child needs to complete the assignments in order to learn the necessary material.

L. **PARENTAL INVOLVEMENT**

- It is our belief that parents are vital to a child's success in school. There are many ways that you may become involved. We invite you to join the P.T.O to assist in fundraising and school improvement projects, to volunteer time in classrooms or the office, or to join advisory committees.
- Your child attends a TITLE I school which requires that a School-wide Plan is developed each year in order to meet the needs of each child enrolled. Therefore, we invite you to join our School-wide Committee or our Parental Involvement Committee in order to provide input to our school.
- We have a Parental Involvement Chairperson who will be glad to offer ways that you may assist us. We welcome your ideas and contributions.

M. PROMOTION POLICY

- There are specific academic requirements outlined for promotion for each grade based on the Alabama State Courses of Study which can be found at <http://www.alsde.edu/html/home.asp>. In addition to these requirements, students must also maintain an average of 60% or higher in each subject area to be a candidate for promotion.
- **OTHER REQUIREMENTS:** Acceptable attendance requirements are to be maintained, according to the Dallas County Board policy.

N. REGISTRATION REQUIREMENTS

1. Birth Certificates

- Certified birth certificates shall be required of all new students at our school.
- The child must enroll under his/her full legal name.

2. Immunization Certificates

- Every child must have a current ALABAMA STATE BLUE IMMUNIZATION CERTIFICATE on file before he is allowed to register.

3. Social Security Card (optional)

- Each student enrolled in an Alabama public school must have a valid Social Security Card at the time of registration.
- A copy of the card will become part of the child's permanent record.

4. Proofs of Residence

- Each child enrolling must have two current proofs of residence.
- The following items are sufficient for verification of home address:
 - o Filed Homestead Exemption Application Form
 - o Mortgage Documents of Property Deed
 - o Apartment or Home Lease
 - o Utility Bills with a street address (electric, gas, water, telephone, cable)
 - o Rent Receipt, etc.

5. Legal Guardianship Papers

- The student must be living and residing with the parent or legal guardian.
- Therefore, any student not residing with the parent must have legal guardianship papers.

6. Transfers and Transcripts

Students transferring to Valley Grande from *within* the Dallas County School System must bring with them:

- ✓ a withdrawal from showing placement (grade, reading level)
- ✓ a current report card
- ✓ and an immunization certificate

Students transferring to Valley Grande from *outside* the Dallas County School System will not become officially enrolled until a transcript has been received from the previous school(s) attended.

O. STUDENT RULES AND POLICIES:

1. Assemblies

- The student body will assemble in the cafeteria or gymnasium in order to enjoy cultural presentations, award ceremonies, and guest speakers.
- Students will be supervised by their teachers and they will be expected to exhibit proper audience manners.
- Parents will be invited to participate in many of these assemblies.

2. Awards

- Awards will be presented at the end of each grading period.
- These students will be recognized at an assembly and receive a reward.
- Perfect attendance awards will be given to those students who have not been absent, tardy, or checked out.
- Accelerated Reader awards are also given to those students who have met their goals.

3. Book Bags

- **Mesh or clear book bags are the only book bags acceptable. NO ROLLING BACKPACKS.**

4. Care of School Property

- Students will be expected to be good stewards of school property and will be held, with their parents, accountable for any damage or loss of property such as desks, walls, doors, P.E. equipment, and library materials, etc.

5. Child Custody

- It may be necessary to provide a divorce decree or legally binding document concerning custodial and parental rights. Without this, we cannot forbid a parent from visiting or picking up a child.

6. Medical

- All medications must be brought to school by a parent or an adult, and signed in with a written doctor's order each school term.
- All medications must be signed out and picked up by parents, or an adult by the last day of the school year for your child.
- All medications not picked up at this time will be disposed of.
- A copy of the medication form, found in this handbook, is required before the medicine is administered at school.

- If possible, please make copies of this form to keep at home. All medicine will be kept in the Nurse's office and administered by designated officials. (Board Policy, 4/29/96)

7. **Individual Gifts**

- Individual gifts for students, such as balloons, flowers, candy, etc, are not to be sent/ delivered to the school.

8. **Lockers**

- **will be available to students in 5th grade for a rental fee of \$10.**
- are the property of the school and maybe searched if suspicion warrants it in order to safeguard other students.
- Students are not to share their locker combinations with other students.

9. **Lost and Found**

- The school cannot assume responsibility for lost items, yet if notified, every effort will be made to locate them.
- Always place your child's name in coats, sweaters, jackets, etc.
- There is a Lost and Found located in the cafeteria and parents are encouraged to check it often.

10. **Parties**

- Holiday parties, approved by the school, will be at 2 p.m., unless specified by administration. Parents are encouraged to assist the teacher with class parties.
- Each student will receive a special incentive for their birthday from the office. If you would like a classroom birthday celebration; please communicate with your child's teacher two weeks in advance for arrangements.

11. **Personal Items**

- Students are responsible for their own personal items so it is recommended that they are kept to a minimum. All items should be labeled to avoid misunderstandings.
- Electronic devices must adhere to the district policy. Cell phones must be placed in Yondr pouches when reporting to school.
- Students should not bring large sums of money to school. The school will not responsible for lost

12. **Sales**

- at school are prohibited unless authorized by the principal.

13. **School Store (Hornet Store)-**

- Students will receive hornet cash for demonstrating good behavior and other positive character traits. The Hornet Store will be opened monthly. Students can save their money until the end of the school year to purchase items.

14. **Smoking**

- It is the policy of the Dallas County Board of Education, that students shall not be permitted to possess, smoke, or use tobacco products in any form in Dallas County School buildings, in school buses, or on school grounds during the school day and during school-sponsored events. Memorandum #71 [Adopted: Spring 1988]

15. **Snacks**

- Students may purchase healthy snacks and beverages at school or bring them from home.
- Students can order their snacks from their homeroom teachers during homeroom.
- Students are not allowed to have carbonated drinks such as Coke, Pepsi, etc.

16. **Student Complaints and Grievances**

- Students have the right and responsibility to express school-related concerns and grievances to teachers and school officials.
- A student with a grievance shall discuss the matter with his or her teacher.
- If the grievance remains unresolved after the matter has been discussed with the teacher, the student may request a meeting with the Principal.
- This meeting should be granted within three (3) working days. A faculty member of the student's choice or the student's parents or guardians may be present at the meeting.
- The term "grievance" shall apply to matters which fall within the discretionary powers of the Principal or teacher but shall not apply to areas where the Principal or teacher has no discretion to act. It is expected that most grievances will be resolved satisfactorily by the teacher or the Principal. However, if the grievance has not been resolved the student may pursue the grievance to the Superintendent, and then to the Board. (Dallas County School Board Policy-pages 44-45-9/1/99)

17. **Subversive Material**

- No materials of any type of subversive nature – which will disrupt the educational environment of any student – will be allowed on campus.

18. Telephone

- The telephone is for business purposes and is not accessible to students.
- After-school arrangements should be made before leaving home.
- The nurse or designated office personnel will call parents in case of illness ONLY. Teachers are not to contact the parents about student illness for any reasons.
- 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.

19. Weapons

- Any student bringing or having a gun or other dangerous weapon at school or any school function will be suspended immediately from school and recommended for expulsion. In addition to these actions, the local law enforcement agency will be notified immediately. [Memorandum #73]

20. Field Trips

- Each grade will participate in a minimum of two field trips per school year. Field Trips are utilized to enhance instruction and to provide real-world experiences for students.
- For each scheduled field trip, teachers will send information/permission slips home in a timely manner. Parents must return these slips and needed funds by the designated due date. Parents or guardians will be highly encouraged to attend field trips. Parents may be requested to attend field trips to assist with students who display consistent behavior concerns.
- **Also, once field trip monies have been received, they are non-refundable.** Consequently, money can be credited to your child's school account.
- Students with office referrals will be denied participation on field trips.
- Field trip checkouts are permissible. Please see your child's teacher to properly sign-out.

P. TEXTBOOKS

- Textbooks will be furnished at no cost to students.
- Students are responsible for the care of these books.
- Textbook cards, designating responsibility for the care of the books, must be signed by the parent before the child is allowed to take any books home.
- The card will be used when checking in books, upon withdrawal, or at the end of the school year.
- If textbooks are lost or damaged, the student's parents will pay for lost or damaged textbooks. Charges will be determined according to the following schedule: First-Year – original cost; Second Year – 75% of original cost; Third Year – 50% of original cost; Fourth, Fifth, and Sixth Year – 25% of the original cost.

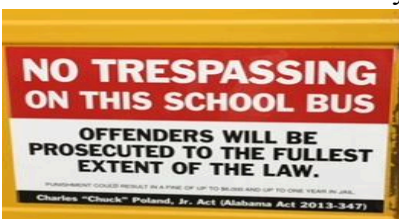
- No student who owes damages or lost textbooks will be issued additional textbooks until the indebtedness is cleared up.
- Library books, checked out by students, are also the responsibility of parents. Any books that are lost or damaged must be paid for before the student will be allowed to check out any more books.

Q. TRANSPORTATION

BUS RULES AND REGULATIONS

- Our primary concern is the safety of all students who ride the bus. The bus driver has a very important responsibility and he/she should not be distracted by students' improper behavior. School transportation shall be operated by the Board in accordance with applicable law and such rules and regulations as may be issued by the State Board of Education. Students who are provided transportation services must abide by the rules and regulations set forth by the Dallas County Board of Education. This privilege may be suspended if the student fails to adhere to the following rules. Therefore, please discuss proper bus behavior, as outlined below, with your child.

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.

Note: The bus driver has full authority over students while they are riding the bus. Bus drivers are expected to be firm, yet fair with each student. If a problem occurs, the bus driver will first attempt to resolve the issue with the child's parents. If there is no change, then the bus driver will report the transportation violations to the Principal who will impose consequences.

Carpool

- Students who are car riders will begin dismissing at 2:40 p.m. In order to ensure the safety of our students, please observe the rules pertaining to cars entering and leaving school grounds.
 1. **All cars must ENTER the campus through the Martin Middle School parking lot entrance and EXIT through the Valley Grande exit.**
 2. **All cars must have a car decal visible** in order to pick up student(s) in the car rider line. If the driver does not have a decal, he/she will be asked to report to the office and check out
 2. **Parking in the carpool line is not allowed until 2:30 p.m.** Car rider line begins at MMS.
 3. **No children will be allowed to leave the school grounds to meet a car.**
 4. **Students will only be allowed to load cars between the two front walkways.** Students will NOT load on the side of the building to avoid waiting in the carpool line. This interferes with the safety procedures that are in place for dismissal.
 5. **Parents are asked to remain in cars during loading.** Smaller children/siblings not attending school are not allowed to play on school grounds during this time.

6. All students must be picked up by 3:05 p.m.

TRANSPORTATION ARRANGEMENTS CAN NOT BE CHANGED AFTER 2:00 P. M. All changes must be in writing and signed by a legal parent/guardian. All notes must be delivered to the school by the student/parent. In cases of emergency, fax or email will be accepted (call to confirm receipt of email/fax).

R. VISITORS

- Parents and other persons interested in our school are encouraged to visit, but ALL visitors must sign in at the office and obtain a visitor's pass upon every visit. [Dallas County Board Policy, page 22, 9/6/02]
- Parent observation can serve as a valuable way to learn about the classroom climate and the teacher's instructional methods. It should not, however, distract from the lesson.
- Visitors should observe quietly and not interact with the teacher or the students, nor assist students unless this has been discussed with the teacher prior to the visit. (See Volunteers)
- Small children should NOT accompany parents who visit for observations.
- **Parents will not be allowed to escort students to class on a daily basis after the first week of school.**

S. VOLUNTEERS

- Parent volunteers are very beneficial to our educational program and we appreciate all efforts to help our school.
- Regular volunteers may assist with small groups, conduct art and craft projects, contribute to parties and field trips, and help in countless ways.
- According to county policy, all regular volunteers who work with children must be fingerprinted. This policy is not intended to deter volunteers but to insure safety for our students.
- Please inform the teacher at the beginning of the year if you would like to volunteer so that she can arrange a workable schedule and you can fulfill the necessary requirements.
- Please, however, do not plan to bring small children into the classroom.

T. WITHDRAWALS

- Parents of students needing to withdraw from school are to notify the office as soon as possible.
- All debts must be cleared and all books and workbooks returned to the homeroom teacher, including library books.

- Please allow 48-72 hours to complete the withdrawal process.

U. **MISCELLANEOUS**

1. **Donations**

- at the beginning of the year are needed to continue to offer high standards and improve the achievement of our students. Donations are used to purchase additional materials for the classroom which cannot be purchased with state funds.

2. **P.T.O**

- Parents are encouraged to join the P.T.O even if they do not have much time to contribute.
- Membership fees are used to fund valuable projects in our school.
- We want to include more parents in decision-making and solicit more input, so please join us!

3. **Checks**

- **Valley Grande Elementary does not accept checks according to School Board Policy**

4. **Family Educational Rights to Privacy Act (FERPA)**

- Parents have the right to review official school records and recommend changes to such records. Also, parents may refuse to allow their child to participate in screenings administered by the school.

5. **Gifted Education in the Dallas County School System**

- Gifted students are those who 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 to 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 entered 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

6. **Discrimination Statement**

The Dallas County Board of Education is an equal opportunity employer. It is the policy of the Dallas County Board of Education not to discriminate on the basis of disability, national origin, race, religion, sex, or age in its programs and activities. The Dallas County Board of Education provides equal access to the Boy Scouts and other designated youth groups. If you have reason to believe that you have been discriminated against, you may contact the district office at 334-875-3440.

7. **Asbestos**

Dallas County High School is in complete compliance with all aspects of the Asbestos Hazard Emergency Response Act (AHERA). AHERA was passed in 1986 to address the health problems posed by asbestos products in school buildings. We have taken action to correct whatever problems were discovered. All Friable asbestos-containing materials have been removed from all buildings. If you wish to view the school's AHERA plan, it is available at the school office during regular school hours.

V. K - 8 CELL PHONE POLICY: (This policy will be updated for the 2026-2027 school year.)

- 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)
- 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).

W. CLASSIFICATION OF VIOLATIONS AND SANCTIONS (Some of the infractions and consequences will be updated for the 2026-2027 school year.)

It is fundamental that an orderly school has clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes a violation of the code of student conduct. Violations are grouped into 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 the involvement of parents or school counselors. Only when the action was taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee.

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

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

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-CURRICUA**

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.

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 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

- The 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 includes rape, fondling, indecent liberties, child molestation, sodomy, etc.

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

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

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

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

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

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

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

4.12 **EXTORTION** – Completion of a threat.

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

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

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

Second Offense: Alternative school placement

Third Offense: Recommendation for expulsion.

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

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

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

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

Recommendation minimum 45 days)

Second Offense: Alternative school placement

Third Offense: Recommendation for expulsion.

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

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

3.10

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.
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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 classwork for academic credit.
Withdrawal of privileges	To take away privileges or deny participation in school-related activities as deemed by the principal.
Parent conferences	Provide an opportunity to create a connection between home and school; allow 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.
Transfer	Transfer of students is court-ordered. Students are usually placed in other state educational facilities.
Expulsion	Expulsion is the denial of school attendance by the Board of Education. Expulsion may be recommended for the remainder of the school year or for a time period determined on a case-by-case basis.
Other sanctions approved by the Principal and/or the Board	Any other disciplinary sanctions that are approved by the Dallas County Board of Education.

X.

Attendance Statement

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

EXCUSED ABSENCES

Absences will be excused for the following reasons:

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

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

Y.

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 to a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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

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

Approved 7/26/10

Dallas County Schools Student Human Immunodeficiency Virus (HIV) Policy

Dallas County School System shall strive to protect the health and safety of children and youth in our care, as well as their families, and 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, and 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 the disclosure.

All health records, notes, and other documents that reference a person's HIV status shall be kept locked 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 the 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 backgrounds.
- ❖ 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 the risk of HIV infection.
- ❖ Address students' own concerns.
- ❖ Include means for evaluation.
- ❖ Be an integral part of a coordinated school health program.
- ❖ Be taught by well-prepared instructors with adequate support.
- ❖ Involve parents and families as partners in education.

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

F. Staff Development

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

G. Infection Control

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

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

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

H. General Provisions

On an annual basis, school administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities

to discuss them. Parents/guardians will be required to sign documentation to acknowledge receipt of the policy or material.

**Dallas County School System
Head Lice (Pediculosis) “No Nit” Policy**

10/25/2010

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

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

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

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

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

- a. 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:
- b. Rechecks should be done in a private setting and in the presence of the parent.
- c. 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.
- d. 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.

- e. 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 them in a plastic bag, and the child can return to class.** Parents should be reminded that many 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.
- f. No more than three consecutive absences should be considered excused due to pediculosis. After three consecutive days, absences should be considered unexcused.
- g. 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 grey or brown insects about the size of a sesame seed that lives 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 are glued 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 in elementary children.
 - Children get lice from other children through head-to-head contact, sharing combs, hats, school lockers, or coats with a louse-infested child.
 - You can’t spread NITS....only LIVE LICE.
 - Head lice DO NOT spread disease.
 - Any child can get head lice. It doesn’t matter where they live or go to school.
- C. How do you get rid of head lice?
 - If evidence of nits or lice is found, brothers and sisters should also be checked. Parents of those children found with lice are notified and asked to pick up their children and treat them. A letter stating that head lice were discovered should be given to the parent.
 - Parents may obtain non-prescription medication from their pharmacist or obtain a prescription from their family physician. **FOLLOW DIRECTIONS ON THE PACKAGE COMPLETELY.**

- When evidence of head lice is found, all students in those classrooms shall be screened. If no additional cases are found, screening may be discontinued. However, if further cases are identified their contacts must also be screened.
- Treat your home at the same time you treat your child.
- Do the following:
- Soak combs and brushes in some of the lice shampoo for 1 hour; or in very hot water for 5-10 minutes.
- Wash sheets, blankets and other bedding in the hottest setting of water in the washing machine.
- Dry clean non-washable items; or seal these items in a plastic bag for 1-2 weeks.
- Vacuum furniture, carpets and mattresses thoroughly.
- Treat hair for a second time after 7 days (or follow the manufacturer of the lice treatment's instructions) to make sure that you kill any lice that may have hatched from nits that might have been missed during the combing, before they lay eggs.
- THERE IS NO NEED TO CUT HAIR. THE SAME PROCEDURES WILL HAVE TO BE FOLLOWED.
- Students who return to school without appropriate treatment will be sent home with a second letter of explanation. No more than 3 consecutive days absence should be considered excused when absence is due to head lice. After 3 consecutive days, absences should be considered **unexcused**.
- School nurses and each school principal should have a plan implemented to screen, prevent and control head lice.
- All teachers should be made aware of these guidelines.

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

Anti-Harassment Policy

Approved 2/22/2010

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

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

Section 2. Definitions

- (a) The term “**Harassment**” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school sponsored function including, but not limited to written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the

association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:

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

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

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

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

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

Section 3. **Description of Behavior Expected of Students**

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

- Comply with the requirements of law, policy, regulations, and rules prohibiting harassment, violence, or intimidations;
- Refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student;

- Refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student's race
 - The student's sex
 - The student's religion
 - The student's national origin or
 - The student's disability

Section 4. Consequences for Violations

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

Section 5. Reporting, Investigation, and Complaint Resolution Procedures

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

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

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

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

Board Approved June 22, 2017

Dallas County Acceptable Use Policy

Purpose

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

Responsibilities:

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

Unacceptable Uses and Behavior

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

Illegal Activities

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

Plagiarism and Copyright Infringement

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

Security

- tampering with computers, printers, network devices, and other equipment belonging to DCSS or other people.
- using the network for financial and/or personal gain or for political lobbying except as expressly allowed during a school activity
- attempting to log on to the network as the system administrator or gain access beyond your authorized access level.
- attempting to bypass security systems and software.
- sharing passwords or using someone else’s password or attempting to discover another person’s password.
- trespassing in another’s folders, work or files or using another person’s account.
- changing computer files that do not belong to you
- storing or transferring unnecessarily large files

Conduct

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

Disciplinary actions:

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

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

Privacy & Free Speech

The DCSS Network is a private network owned by DCSS. The Network is maintained and managed by the system administrator in such a way as to ensure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the DCSS Network. The network is routinely monitored and maintenance is also performed on a regular basis.

Your right to Free Speech will be preserved as long as you do not violate the standards put forth in this policy, the DCSS Student Social Media Policy or the DCSS Student Handbook.

Limited Liability

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

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 I schools will carry out programs, activities, and procedures following this definition: Parent and Family Engagement means the participation of parents or guardian in regular, two-way, and meaningful communication involving student academic learning and other school activities, including *ensuring-*

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

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

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

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

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

PARENT AND FAMILY ENGAGEMENT REQUIRED COMPONENTS

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

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

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

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

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

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

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

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

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

- offering parents of preschool youngsters an opportunity to participate in an early learning programs: HIPPY and LEA's Pre-K Program
- providing transition opportunities with Head Start Agency for children who will be attending schools within the system
- partnering with a community-faith based after-school tutoring program

- implementing the "I CARE" Character Education/ Mentoring/ Community Partnership Program.

REQUIRED BUILDING CAPACITY FOR PARENT and FAMILY ENGAGEMENT

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

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

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

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

REGULATIONS REGARDING THE EDUCATION OF HOMELESS CHILDREN AND OTHER YOUTH.

First Reading: 6/24/2021

School Board Approved: 8/26/2021

Promotion Policy Grades K – 8

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

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

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

Kindergarten Promotion Criteria:

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

Grades 1-2 Promotion Criteria:

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

Grades 3-5 Promotion Criteria:

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

Grades 6-8 Promotion Criteria:

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

Assessments

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

**GRADUATION REQUIREMENTS
COHORT CLASS OF 2020 and thereafter**

PROMOTION POLICY:

Seven (7) credits must be earned in order to advance from a 9th to 10th grade homeroom.

Fourteen (14) credits must be earned in order to advance from a 10th to 11th-grade homeroom.

Twenty (20) credits must be earned in order to advance from a 11th to 12th-grade homeroom.

GRADUATION REQUIREMENTS:

Coursework

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

English and mathematics courses must be taken in sequence.

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

Electives may vary due to available personnel.

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

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

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

Assessments

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

REQUIRED COURSEWORK
thereafter

COHORT Class of 2020 and

ALABAMA HIGH SCHOOL DIPLOMA (AHSD)

ENGLISH (4 credits)

English 9

English 10

English 11

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

MATHEMATICS (4 credits)

Algebra I or its equivalent/substitute

Geometry or its equivalent/substitute

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

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

SCIENCE (4 credits)

Biology

A Physical Science (Chemistry, Physics, Physical Science)

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

SOCIAL STUDIES (4 credits)

World History: Since 1500

U. S. History I: Beginnings to 1877

U. S. History II: 1877 to present

United States Government (1/2 credit)

Economics (1/2 credit)

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

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

REQUIRED ELECTIVE(s):

Physical Education: Lifelong individualized Fitness Education (LIFE) or one JROTC Credit
Health Education (1/2 credit)

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

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

Additional Electives (6 ½ credits)

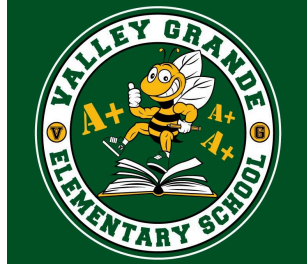
TOTAL CREDITS REQUIRED: 28

COHORT Class of 2020 and thereafter

Essentials/Life Skills Pathway

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

Valley Grande's Positive Behavior Initiative Support (PBIS)



What is the Behavior Initiative?

This initiative is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves academic success and school climate. We want our students to learn and grow and become accountable for their behavior. When students exhibit positive behavior, staff members will grant them Hornet Bucks. Hornet Bucks will be distributed for parental engagement activities as well. Each month students can go to the Hornet Store to purchase real items with their bucks!

BACKPACK ERGONOMICS

for kids.

Wide, padded
shoulder straps

Chest strap

Padded back

Waist strap



Lightweight
material

Multiple
compartments



Wear both straps



Adjust and wear
waist and chest
straps



Adjust straps so
backpack is against
back



Only pack what
you need!



15% of body weight

Child's weight		Backpack weight
48 lbs.	→	7 lbs.
59 lbs.	→	9 lbs.
76 lbs.	→	11 lbs.

**Valley Grande Elementary School 2026-2027
Parent/Student Handbook
Signature Sheet**

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

PHOTO/VIDEO/WEBSITE PERMISSION

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

CORPORAL PUNISHMENT

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

TIME ASSURANCE

- I understand that students cannot be dropped off until 7:20 a.m. daily. I also understand that students must be picked up by 3:05 p.m. daily.

TRANSPORTATION

- Transportation changes must be submitted by 2:00 p.m., unless it is an emergency. We are asking that all transportation changes be in writing to ensure students arrive home on time. *Verbal messages are not highly encouraged to avoid any mishaps.*

CHECKS

- VGES no longer accepts checks. All payments must be in cash or money order.

CARRIDERS

- The car rider line begins at MMS. No cars can park in front of VGES before 2:30 p.m.. A decal must be visible in the car(s) naming the child(ren) to be picked up.

Parent's Signature: _____

Homeroom Teacher: _____ **Grade Level** _____



ALABAMA STATE DEPARTMENT OF EDUCATION



HEALTH ASSESSMENT RECORD

School Year: _____ - _____

To Parent or Guardian:

The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The school nurse may contact you for further information. The information requested is essential for the school nurse to meet the health needs of your child.

This information will be kept confidential.

PLEASE complete both sides of this form (Return to the School Nurse)

Name of Student (Last, First, Middle)			Birth Date	Sex	School
Address (Street)					
Home Telephone Number:	Cell Phone Number:	Additional Phone Number:	Grade	Teacher/Homeroom	
Name of Parent/Guardian (Last, First Middle)				Work Phone Number:	
Transportation					
☐ Bus Rider Bus Number: _____ ☐ Car Rider ☐ Special Needs Bus ☐ After School					

Part I – Health Information

Place your child receives health care:

Physician's Name: _____

Address: _____

Phone: _____

- ☐ Community Health Center
☐ Health Department
☐ Hospital Clinic
☐ No Regular Place
☐ Private Doctor /HMO

Your child's Insurance Information:

- ☐ ALL KIDS
☐ Medicaid
☐ No Insurance
☐ Other _____
☐ Private Insurance

Place your child receives dental care:

Dentist's Name: _____

Address: _____

Phone: _____

- ☐ Community Health Center
☐ Health Department
☐ Hospital Clinic
☐ No Regular Place
☐ Private Dentist /HMO

Preferred Hospital: _____

Part II – Medical History Medical Equipment /Procedures Required at School

- ☐ Catheter ☐ Gastric Tube ☐ Nebulizer Treatments ☐ Oxygen Supplement ☐ Tracheostomy
☐ Vagal Nerve Stimulator (VNS) ☐ Ventilator ☐ Wheelchair ☐ Walker
☐ Other *Please explain:* _____

Medications and Procedures at School require a Prescriber/Parent Authorization Form (one for each medication or procedure) Please see your school nurse.

Please Complete Back of Form (Signature Required)





ALABAMA STATE DEPARTMENT OF EDUCATION

HEALTH ASSESSMENT RECORD



School Year: _____

Part III – Medical History

☐ YES ☐ NO	KNOWN HEALTH PROBLEMS If NO, go directly to the bottom of the page and provide parent/guardian signature If YES, and diagnosed by a physician, answer each question below.
☐ YES ☐ NO ☐ YES ☐ NO	Attention Deficit Disorder (ADD) Attention Deficit Hyperactivity Disorder (ADHD) Requires medication ☐ At school ☐ At Home
☐ YES ☐ NO	Allergies: ☐ Food _____ ☐ Insects _____ ☐ Environmental _____ ☐ Medications _____ ☐ Hives/rash ☐ Medications ☐ Breathing difficulty ☐ Epi-pen ☐ Other: _____
☐ YES ☐ NO	Asthma ☐ Uses an inhaler at school ☐ Uses an inhaler at home
☐ YES ☐ NO	Blood/Bleeding Problems: ☐ Hemophilia, ☐ Von Willebrand's, ☐ Other ☐ Requires medication <i>Please explain:</i> _____
☐ YES ☐ NO	Frequent Nose Bleeds: <i>Please explain</i> _____
☐ YES ☐ NO	Cancer/Leukemia: <i>Please explain</i> _____
☐ YES ☐ NO	Cerebral Palsy: <i>Please explain</i> _____
☐ YES ☐ NO	Cystic Fibrosis: <i>Please explain</i> _____
☐ YES ☐ NO	Dental Problems: <i>Please explain:</i> _____
☐ YES ☐ NO	Diabetes ☐ Type 1 Diabetes ☐ Monitors Blood Sugars at school ☐ Requires Insulin at school ☐ Type 2 Diabetes ☐ Managed with diet ☐ Insulin pump ☐ Glucagon order ☐ Oral medication
☐ YES ☐ NO	Emotional/Behavioral/Psychological: <i>Please explain:</i> _____
☐ YES ☐ NO	Gastrointestinal/Stomach Problems: <i>Please explain:</i> _____
☐ YES ☐ NO	Genetic / Rare Disorders: <i>Please explain:</i> _____
☐ YES ☐ NO	Headaches: <i>Please explain:</i> _____
☐ YES ☐ NO	Hearing Problems: ☐ Right Ear ☐ Left Ear ☐ Both ears ☐ Hearing loss ☐ Hearing aid ☐ Tubes ☐ Cochlear Implant
☐ YES ☐ NO	Heart Condition: ☐ Activity restrictions: _____ ☐ Medications taken at home: _____ <i>Please explain:</i> _____
☐ YES ☐ NO	Hypertension (High Blood Pressure): <i>Please explain:</i> _____
☐ YES ☐ NO	Juvenile Arthritis/Bone-Joint Problems: <i>Please explain:</i> _____
☐ YES ☐ NO	Kidney/ Bladder/ Urinary Problems: <i>Please explain:</i> _____
☐ YES ☐ NO	Scoliosis: ☐ No Treatment ☐ Wears Brace ☐ Surgery ☐ Family History
☐ YES ☐ NO	Seizures/Convulsions: Type of seizure: _____ Medications: ☐ Diastat ☐ Klonopin ☐ Versed ☐ Medication taken at home ☐ Other _____ <i>Please explain:</i> _____
☐ YES ☐ NO	Sickle Cell: ☐ Anemia ☐ Trait
☐ YES ☐ NO	Shunt: ☐ VP shunt <i>Please explain:</i> _____
☐ YES ☐ NO	Spina Bifida: _____
☐ YES ☐ NO	Special Diet: <i>Please explain:</i> _____
☐ YES ☐ NO	Vision Problems: ☐ Wears glasses ☐ Wears contacts ☐ Other
☐ YES ☐ NO	Other Medical Conditions: <i>Please include any medications taken at home only.</i> _____

Required Signatures

Signature of parent(s) or guardian: _____	Date: _____
Signature of school nurse: _____	Date: _____

ALABAMA APPLICATION FOR STUDENT ENROLLMENT

Must be completed by Parent/Legal Guardian

DATE _____ SCHOOL _____ GRADE _____

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

DATE OF BIRTH _____ SEX-Circle One: MALE FEMALE HOME PHONE _____

PHYSICAL ADDRESS _____ CITY _____ ZIP CODE _____

MAILING ADDRESS _____ CITY _____ ZIP CODE _____

STUDENT LIVES WITH – Circle One PARENTS MOTHER FATHER GUARDIAN:RELATION _____

*SOCIAL SECURITY NUMBER (voluntary) _____

PARENT(S) / GUARDIAN (verification shall be in accordance with local school board policy)

MOTHER/GUARDIAN _____ Address _____

Email Address _____ Cell Phone _____

EMPLOYER _____ Work Phone _____

FATHER/GUARDIAN _____ Address _____

Email Address _____ Cell Phone _____

EMPLOYER _____ Work Phone _____

SPECIAL INFORMATION ABOUT CUSTODY _____

EMERGENCY CONTACT: (PLEASE LIST NUMBERS OTHER THAN YOUR OWN)

EMERGENCY #1

CONTACT _____

Relation _____ Phone _____

EMERGENCY #2

CONTACT _____

Relation _____ Phone _____

THESE PEOPLE HAVE PERMISSION TO CHECK MY CHILD OUT OF SCHOOL

(In accordance to school system check-out procedures)

1. _____ Relation _____ Phone _____

2. _____ Relation _____ Phone _____

3. _____ Relation _____ Phone _____

NAME AND ADDRESS OF LAST SCHOOL ATTENDED : _____

PARENT SIGNATURE _____

Ethnicity and Race

Student's Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Please answer BOTH Question 1 AND Question 2

Question 1: Is this student Hispanic/Latino? CHOOSE ONLY ONE ETHNICITY:

- ☐ **NO**, not Hispanic/Latino
- ☐ **YES**, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

The above question is about ethnicity, not race. No matter what you selected above, **please continue to answer the following Question 2 by marking one or more boxes to indicate what you consider your student's race to be.*

Question 2. What is the student's race? CHOOSE ONE OR MORE:

- ☐ **AMERICAN INDIAN OR ALASKA NATIVE.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ **ASIAN.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **BLACK OR AFRICAN AMERICAN.** A person having origins in any of the black racial groups of Africa.
- ☐ **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **WHITE.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student Name: _____

Additional Requested Information

MILITARY

Student connected to an Active Military family	Circle One: YES	NO
Student connected to a Guard or Reserve Military family	Circle One: YES	NO

PRESCHOOL

Head Start	Circle One: YES	NO	First Class Funded Preschool	Circle One: YES	NO
Center-Based Child Care	Circle One: YES	NO	Home-Based Child Care	Circle One: YES	NO
Home Visitation Program	Circle One: YES	NO	Other Preschool	Circle One: YES	NO
No Preschool	Circle One: YES	NO	Special Education Fund	Circle One: YES	NO

ALABAMA STATE DEPARTMENT OF EDUCATION EMPLOYMENT SURVEY

SCHOOL SYSTEM: _____ SCHOOL YEAR: _____

SCHOOL: _____ GRADE: _____

Dear Parents or Guardians;

Please, complete the following survey. The results of this survey will be used to determine if you are possibly eligible for the Migrant Education Program.

Student Name: _____

Name of Parent or Guardian: _____

Address: _____

Telephone Number: _____

1. Have you moved during the last 3 years **to work or to seek work** even if it was for a short period of time? YES ____ NO ____

2. Are you or your spouse **working or have you worked** in an activity directly related to some of the following? Please, check (✓) all applicable:

- ☐ The production or process of harvests, milk products, poultry farms, poultry plants, cattle farms,
- ☐ Fruit farms
- ☐ The cultivation or cutting of trees
- ☐ Work in nurseries or sod farms
- ☐ Fish or shrimp farms
- ☐ Worm farms
- ☐ Catching or processing seafood (shrimp, oysters, crabs, fish, etc.....)

3. From what city, state or country did you come from? _____

4. What type of work did you or your spouse do before coming here? _____

Dallas County School System

HOME LANGUAGE SURVEY

Student Name: _____ Birth Date: _____ Sex: ☐ Male ☐ Female

Parent/Guardian Name: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

School: _____ Grade: _____ Date: _____

1. Was your child born in the United States? ☐ Yes ☐ No

If yes, in which state? _____ If no, in what other country? _____

2. Has your child attended any school in the United States

for any three years during their lifetime? ☐ Yes ☐ No If yes, please provide school name(s), state, and dates attended:

Name of School _____ State _____ Dates Attended _____

Name of School _____ State _____ Dates Attended _____

Name of School _____ State _____ Dates Attended _____

3. What language is spoken by you and your family most of the time at home? _____

4. If available, in what language would you prefer to receive communication from the school? _____

5. Please check if your child is:

A. ☐ Native American Indian C. ☐ Native Pacific Islander B. ☐ Alaska Native D.

☐ Native U.S. Virgin Islander

6. Is your child's first-learned or home language anything other than English? ☐ Yes ☐ No

If you responded "Yes" to question number 6 above, please answer the following questions:

7. What language did your child learn when he/she first began to talk? _____

8. What language does your child most frequently speak at home? _____

9. What language do you most frequently speak to your child? (Father) _____ (Mother) _____

10. Please describe the language understood by your child. (Check only one)

A. ☐ Understands only the home language and no English.

B. ☐ Understands mostly the home language and some English.

C. ☐ Understands the home language and English equally.

D. ☐ Understands mostly English and some of the home languages.

E. ☐ Understands only English.

Parent/Guardian Signature _____

Date _____

Please sign this page and have your child return it to the homeroom teacher.
Keep the accompanying information for future reference.

DALLAS COUNTY SCHOOL SYSTEM

20_____

Grade/Section_____

School_____

Student_____

(Please Print)

NOTICE OF RECEIPT

Name of Parent(s) / Guardian(s)

We hereby acknowledge, by our signatures below, that we have received and read or had read to us the local school system's discipline plan including the Code of Student Conduct. We understand that these policies apply to all students and parents in the public schools; to school campuses, school buses, or other school-owned/operated vehicles; and school-related activities and events.

(Signature)_____

Student

Date

(Signature)_____

Parent/Guardian

Date

(Signature)_____

Parent/Guardian

Date

NOTE: The student is to sign the above statement. If the student lives with both parents and guardians, both are to sign the statement. If the student lives with only one parent or guardian, only one is to sign. A separate statement is to be signed for each student.