



Kelly Springs Elementary School  
Phone: (334) 983-6565 Fax: (334) 983-5822



August 05, 2025

Dear Kelly Springs Family,

Welcome to a new year at Kelly Springs! I am, so excited to welcome you all back for the upcoming school year and I look forward to how HIGH we will continue to RISE in ALL areas! We have great things planned for the school year, and we hope that you will join us in helping our students realize that they are capable of so much more than they ever thought possible! We look forward to getting all families plugged in to various activities this year.

Please read this handbook thoroughly with your child, sign the information and acknowledgement forms on pages 28-30, and send them back to your child's teacher. **Please note that there have been changes.** This handbook, as well as the Dothan City Schools Code of Student Conduct Handbook, will provide you with information regarding policies, procedures, attendance, report card dates, and general expectations for our school.

Because we believe that communication is key in strengthening our impact on the education of our students, both at school and at home, it is vital that you be in contact with your child's teacher on a regular basis. Many of our teachers use classroom tools such as Class Dojo, Weekly Newsletters, and/or Remind, to communicate with parents during the school day. Your child's teacher will let you know what tool is used and will give you the links you need to plug in to it. Scheduling conferences can be done by sending a note to the teacher requesting a time to meet to discuss any concerns you may have.

Kelly Springs is supported by parents, grandparents, and community volunteers. We also have a great partnership with a number of community and business volunteers. Participation is welcomed and encouraged during all classroom and school activities. I invite you to check out the list of volunteer opportunities in the Parent, Volunteers, and Community Involvement Section of this handbook, find your niche, and join us on our adventure of learning.

Regular attendance and being on time is **extremely** important, as it is part of our school's report card grade. **School starts promptly at 7:40 for elementary students. Any student who is not in their classroom at 7:40 a.m. is considered tardy.** Please pay very close attention to the holiday and testing schedules and plan so that there are very few absences, tardies, or early check-outs. We will keep you informed of upcoming dates far enough in advance to avoid conflicts. The Dothan City Schools Calendar (included in this handbook) will be a great resource for you right now.

I look forward to seeing all of you at our events throughout the year! Please call on us when needed.

Sincerely,

*Monica Montalvo*

Principal

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**(PLEASE RETURN THESE TO YOUR CHILD’S TEACHER.)**

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**KELLY SPRINGS ELEMENTARY SCHOOL  
2025-2026 FACULTY AND STAFF**

**Principal:** Monica Montalvo

**Assistant Principal:** Jeaneva Mitchell  
**Secretary:** Toni Jones  
**Clerical Aide:** Claudia Perez

**Counselor:** Wendy Odom  
**Parent Involvement Spec.:** Jeremy Dorsey  
**Nurse:** Taylor Carroll

**Kindergarten**

Hannah Brown  
Kimberly Grissett  
Tyla Holloway  
Meaghan Paramore  
Sara Turvin

**First Grade**

Brooke Davis  
Adra Franklin  
Hollie Hutchinson  
Jennifer Johnson  
Cidney McGoley

**Second Grade**

Dianne Ard  
Sharron Dickinson  
LaKeisha Hart  
Janna Rillano

**Third Grade**

Jakeia Boger  
Kelly Joyce  
Christi Lapham  
Carla Middleton

**Fourth Grade**

Jacey Kelley  
Gabriel Hall  
Mary Ellen Prophet  
Brooke Wiggins

**Fifth Grade**

Sharon DeVito  
Amy Dukes  
Rebekah Gray  
Jessica Webb

**Special Area Teachers and Staff**

TBA, Special Education  
Casey Cameron, Special Education  
Chasity Capps, LinC Resource Teacher  
DeShanasty Jackson, Special Education Resource  
Taylor Koogler, Reading Specialist  
Kendra Faulk, Math Coach  
Krystin Brindisi, PE Aide  
Sky Olds-James, ESS Aide  
Dazijah Jackson, ESS Aide

Crystal Forehand, Art Teacher  
Emily Hays, Media Specialist  
Anna Causey, Speech  
Tessa Presley, Resource Teacher  
Jennifer Smith, Intervention Specialist  
Anastacio Delgado, PE Teacher  
Yancel Rivera, P.E. Aide  
Mary Cooke, ESS Aide  
Yanina Rivera-Cruz, Instructional Aide

**Child Nutrition Staff**

Donna Goodwin, CNP Manager

**Custodial Staff**

Barbara George, Head Custodian

**Foster Grandparents**

Annie Ferrell  
Daniel Sanders

Shirley Taylor  
Helen Newsome

Benjamin Daniel  
Dorothy Williams

## MISSION STATEMENT

At Kelly Springs Elementary School, our mission is to empower all stakeholders to remove existing barriers that impede student success while building bridges to close academic, social, and emotional gaps. In doing so, we will ALL be able to RISE.

## OUR PLEDGE

The faculty and staff of Kelly Springs Elementary pledge to make every opportunity available for students to be successful each day by teaching, modeling, and developing behaviors that are good for themselves and others. We further pledge to make sure that every day each student will leave here feeling empowered and inspired.

## EXPECTATIONS FOR STUDENTS

The following are the core beliefs and expectations, based on **RISE**, for all students at Kelly Springs Elementary:

- **Respect Ourselves and Others** – Wolfpups use their actions and words to positively affect self and others.
- **Impact Our Community** – Wolfpups show compassion, take action, and offer help.
- **Strive for Excellence** – Wolfpups make great efforts to do their best work in and out of the classroom.
- **Embrace Diversity** – Wolfpups share their stories and use their differences to come together.

## ADDRESSES AND/OR PHONE NUMBERS

Every student is required to maintain an up-to-date address and phone record in the school office for emergency and administrative reasons. Notify the school immediately in writing of a change of address or phone number.

## ARRIVAL AND DISMISSAL

### Arrival

**School begins at 7:40 a.m. A student is tardy if he/she is not in the classroom when the 7:40 a.m. bell rings. Students should arrive at 7:30 a.m. in order to prevent a tardy at 7:40 a.m..**

Bus students eating breakfast at school will be served in the lunchroom as soon as they arrive at school. **Carpool students who choose to eat must be in the lunchroom by 7:40 a.m..**

Teachers and members of the staff are on duty to supervise students beginning at 7:10 a.m. **Students must not be dropped off at school before 7:10 a.m.** All students will report to the lunchroom. If a student comes in late enough to not be able to be in his/her classroom by 7:40 a.m., the child **and parent** must go into the office, sign in, and get a green tardy slip. This slip must be given to the classroom teacher to document the tardy.

### Dismissal

Kindergarten thru 6<sup>th</sup> grade students will be dismissed at 2:30 p.m.

### Carpool Procedures

Students will be given a carpool tag to be placed on their backpacks. To easily identify your cars, parents will be provided with one carpool sign with the child's name on it to be placed on the front passenger visor of the car. If additional tags are needed, they can be purchased in the office on a first come first served basis. Students will be escorted outside to be seated quietly by grade levels under the covered walkway. The staff members on duty will then direct each child to their parents' car.

**ALL PERSONS PICKING UP STUDENTS ARE ASKED TO REMAIN IN THEIR CARS. ALL CARPOOL STUDENTS MUST BE PICKED UP FROM THE CAR LINE. THIS MAKES DISMISSAL SAFER AND MORE SECURE FOR OUR STUDENTS.**

When a student plans to ride different transportation from the normal way in the afternoon, he/she must have written permission from parents. In order to protect children, changes will not be taken over the telephone. A fax (with parent's signature) will be accepted to make a change in afternoon transportation. That number is (334) 983-5822. Also, an email will be accepted to [tojones@dothan.k12.al.us](mailto:tojones@dothan.k12.al.us) or to [claudia.perez@dothan.k12.al.us](mailto:claudia.perez@dothan.k12.al.us). An authorized parent can also come into the office to make a change during the school day.

**ATTENDANCE – Kindergarten thru Fifth Grade Students**

**Regular attendance is essential to a student's success in school.** For K-5<sup>th</sup> grade, the hours are from 7:40a.m. to 2:30p.m. This timeframe meets the 1080 hours in 174 days that is required for instruction. This is equivalent to 380 minutes of instruction per day. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism and tardiness is regarded as a very serious problem. (Refer to the Code of Conduct concerning attendance.) Instruction continues for *these* grade levels up until dismissal time. Students checking out early miss many important learning opportunities. Students arriving late or consistently picked up early will be considered unexcused without a doctor's excuse. Patterns of tardiness, early checkouts, and absenteeism will be addressed on an individual basis.

**Absences.** If your child is absent, he/she must bring a written note from home or from a physician, even if you call and explain the absence. In cases of excused and unexcused absences, students will be given the opportunity to make up work within (5) school days unless extenuating circumstances are given consideration by the teacher and/or principal. **To be counted in attendance for the day, a student must be in attendance for at least 3½ hours.** Checking in after 11:30 a.m. or checking out before 11:30 a.m. will result in a student being marked absent for the entire day regardless of the reason. Students who have appointments scheduled during the school day will not be excused for a whole day of attendance. **We ask that you do not come in to check your student out between 2:00 and 2:30 p.m. unless he/she has an appointment with a doctor or dentist, in which case you need to give us advance notice. You will also need to send proof of the appointment the next day.**

Excused absences under Alabama law and by the principal are:

- Pupil is too ill to attend school
- Inclement weather which would be dangerous to the life of a child if he or she attended school
- Legal quarantine
- Death in the immediate family
- **Out of town trips must be pre-approved by the principal**
- Emergency condition as determined by the superintendent or principal
- Students excused by principal for attendance at special events, based on Parent/Guardian request, shall be considered absent and excused but shall not be considered to be perfect in attendance. Such approval must be based on a written request submitted to and approved in advance by the principal.

**Consequences for Unexcused Absences per year:**

- 3<sup>rd</sup> / 4<sup>th</sup> unexcused absence – School will notify Parent/Guardian
- 5<sup>th</sup> unexcused absence – A referral will be issued to the Houston County Truancy Prevention Project.
- 6<sup>th</sup> unexcused absence – (or failure to attend H.C.T.P.P) A direct referral to Early Warning Court will be made.
- Subsequent unexcused absences – *Complaint and/or petition filed with Houston County Juvenile Services or a referral issued to the Houston County District Attorney's Office*

**\*Absences beyond 10 days must be documented by a physician's statement.**

Leaving school during the day: The school day begins at 7:40 and ends at 2:30. If early checkout is needed, the child and parent (or specific parent/guardian designee) must go into the office and sign the student out on a green slip. This slip must be left in the book for the office staff to give to the classroom teacher.

Consistent early checkouts create a genuine hardship for the student. This is regarded as a very serious problem and will not be allowed. Chronic concerns will be reported to the Parent Involvement Specialist who handles attendance for Dothan City Schools.

Tardiness: Any child who is not in his/her classroom by 7:40 a.m. is considered tardy and must come by the office first. **Parents or guardians are required to come in the office**, sign the child in, and receive a green tardy slip that will be given to the teacher to document the reason for the tardy. If a doctor's note is not brought in for a check-in, the tardy will be marked **Tardy Unexcused**. A student is also tardy when they check out early. If a doctor's note is not brought in the next day following the check-out by the student, the student will be marked **Tardy Unexcused**. Parents of children who are tardy three times, whether checking in late or checking out early, will be contacted verbally and in writing by our Parent Involvement Specialist, who will explain the seriousness of the problem. **With the fourth tardy, a referral to the Houston County Truancy Prevention Project will be made. Subsequent tardiness will result in parents/guardians being referred to the Houston County District Attorney's office.**

### Consequences for Unexcused Tardies/Early Checkouts for Elementary School Students

- 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> Tardy/Early Checkouts: Written/Verbal Communication with Parent/Guardian
- 6<sup>th</sup> Tardy/Early Checkouts: Parent/Guardian Conference and/or a referral issued to the Houston County Truancy Prevention Project.
- Subsequent/Chronic Tardies/Early Checkouts: Parent/Guardian Conference and/or a referral issued to the Houston County Truancy Prevention Project. May also result in a referral to the Houston County District Attorney's Office as directed by the Secondary Curriculum Director for Dothan City Schools.

### ATTENDANCE ZONES

All students attending Dothan City Schools shall attend the school for which they are zoned according to the school zone plan currently in effect, except as noted in this policy. If a student is attending a school other than the school he is assigned to by such zone lines, that student will not be allowed to continue in that school and will not be allowed to participate in extracurricular activities or represent the school to which he is zoned for the remainder of that school year.

Parents, teachers, and students must assist in the enforcement of the attendance zone so that no student will attend an overcrowded school and efficient use can be made of existing buildings and facilities. No student should suffer because of violations of policy. A child attending the Dothan City Schools must attend the school serving the attendance zone in which the child's custodial parents or legal guardians reside unless approval is made by the Superintendent. Students residing outside of the Dothan City limits **cannot** attend Dothan City Schools unless approved by the Superintendent.

If a child is residing with someone other than his custodial parent or legal guardian and the place of residence is located in an attendance zone other than the zone in which the custodial parent or legal guardian resides, proof must be submitted that the place of residence is the primary or permanent residence of the child. Such proof must be submitted on a form designated by the Superintendent and will be verified under oath to be presented to and acted upon by the Dothan City Board of Education. In the event said child has a legal guardian, satisfactory proof such as a letter of guardianship must be supplied along with the verified statement. No transfer will be made or become effective until approved by the Board. This approval will only be given when verification by the Superintendent and/or Board Attorney establishes that the proposed action does not violate the requirements of the zone policy. The full guidelines for Attendance Zones and Transfers can be found in the Dothan City Schools' Elementary Code of Conduct.

## **BEHAVIOR and DISCIPLINE**

An atmosphere of calm is essential to learning. Students must show self-discipline, respect each other, and obey **all** adults (office staff, substitute teachers, specialized area teachers, community and parent volunteers, etc.), not just their classroom teachers.

Should misbehavior occur, the teacher or other school personnel may use all or some of the following:

- the classroom and school wide procedures.
- contact the parents by phone or note.
- send a discipline referral to the Principal. The principal will review and act upon it following the DCS Code of Conduct and send a copy home to the parent.

## **Fighting**

Fighting is strictly forbidden on the bus, at the bus stop, and anywhere on the school campus. Breaking this rule will result in **immediate** disciplinary measures. The Dothan City Schools Code of Conduct and Kelly Springs' procedures will be followed.

## **BUS TRANSPORTATION**

All students living within the school's zoned area and located more than a mile from the school are entitled to ride a school bus to and from school as long as rules and expectations are followed. Transportation is provided **only** for those students who have appropriate behavior and exercise the following responsibilities:

- Always follow the bus driver's/aide's instructions.
- Show respect for everyone.
- Remain seated in your assigned seat, always facing forward.
- Keep your head and arms inside the bus.
- Keep your feet and backpacks out of the aisle.
- Keep your hands, feet, books, pencils, etc. to yourself.
- Talk with an inside voice using appropriate language.
- No eating or drinking on the bus without driver's permission.
- No talking at railroad crossings.
- The use of electronic devices should be in the silent or vibrate mode.

Any student violating the safety rules of the bus will be reported to the principal by the driver and appropriate action will be taken. If bus privileges are denied for specified periods, parents will be responsible for transportation to and from school.

## **Actions for School Bus Offenses**

<b>First Referral:</b>	Conference with student by Principal or designee, copy of referral to parents and contact made with Parent/Guardian (Fighting receives an <u>automatic</u> discipline referral and suspended from the bus)
<b>Second Referral:</b>	Bus privilege denied for 3 days or as assigned by the principal or designee
<b>Third Referral:</b>	Bus privilege denied for 10 days or as assigned by the principal or designee
<b>Fourth Referral:</b>	Bus privilege denied for 30 days or as assigned by the principal or designee
<b>Subsequent Referrals</b>	Loss of bus privileges

**Note: Horse playing (rough or rowdy play) on the first offense will result in 6 days bus suspension; second offense will result in 30 days bus suspension.**

Any damages by the student to the bus would require reimbursement by the student's Parent/Guardian. If a student is denied bus privileges due to misconduct, the Parent/Guardian will be responsible for student's transportation to and from school. Students may receive a bus or discipline referral for misbehavior in the bus line, at the bus stop near their homes, or other holding places at the school.

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during extraordinary circumstances, such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardships caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation, including the Dothan City Schools' notification system, *Blackboard*, radio, TV, website, and Facebook. **Please talk with your child about what they are to do if school is cancelled or dismissed early and they are sent back home during the school day.**

### **CARPOOL PLAN**

The route for carpool drop-off and pick-up is for everyone's safety. The plan for moving out of the building for carpool is explained to the children. Parents, please help them to respect this policy. To expedite time and help us keep your children as safe as possible, all carpool students will be picked up from the car line rather than from the office, hallway, or sidewalk.

Our goal each afternoon is to move each group (carpoolers and bus riders) out of the building as quickly and safely as possible, but it takes time and everyone follows the plan. If students exit the carpool line from every direction, it is difficult to monitor who is picking them up or if they are going in the right direction.

Please observe the posted signs for One Way, Do Not Enter, Buses Only, and the painted arrows that show the direction for the flow of traffic. The drive in front of the school is one way at all times with no exceptions. Failure to follow these traffic flow patterns may result in traffic tickets being issued by the Dothan City Police Department.

See the **Appendix** on page 24 in this handbook for a diagram for the **Flow of Traffic** on the Kelly Springs campus for grades Pre-K through 5th.

### **CHECK WRITING POLICY**

Parents/Guardians who need to write checks for **lunch, Extended Day, Book Fair, or Yearbook** should make them **payable separately** to Kelly Springs Elementary School. **These are the only things that checks will be accepted for.** Checks for **pictures** are made out to Joe McEachern Photography.

Please do not combine lunch/breakfast payments with payment for any other item. Our lunchroom account is completely independent from all other accounts. **All checks are required to have a physical address and two valid telephone numbers for contact.** Dothan City Schools has contracted with the company, **Envision**, for collection of **Non-Sufficient Funds** checks. **Envision** will charge a \$ 30.00 service charge in addition to any bank fees incurred when collecting for these checks. Payment by check serves as your acceptance of the terms and as your authorization for the electronic collection and/or issuance of a demand draft on your account. We will not accept checks from persons who have submitted two Non-Sufficient Funds checks. Only cash or money orders will be accepted for all other activities. **Field trips, fundraisers, snack store, library fines, etc., will be cash only. No checks will be accepted for these activities. Your check will be returned to you and your student's activity will not be marked "paid" until you return cash only payment for these things.**

### **COMMUNICABLE DISEASE**

A communicable disease is a disease that can be transmitted directly or indirectly from one person to another. It can range from common childhood diseases, such as chickenpox, pinkeye, strep throat, and influenza to chronic infectious diseases such as HIV/AIDS and Covid-19.

- The spread of infectious diseases can be prevented if students and staff adhere to basic principles of good personal hygiene, environmental cleanliness, and personal protective measures. (i.e., hand washing, gloves, masks, goggles)

- Hand washing is one of the best tools for controlling the spread of communicable diseases. State regulations for schools require that soap and water be available for all bathroom facilities. Although sanitizing hand gels have increased in popularity, the health department recommends that these products be used in addition to regular hand washing and not in place of unless facilities are not readily available.
- The school nurse will monitor and assess students with communicable diseases and determine appropriate measures of protection for the health and safety of other students/staff. A student with a suspected communicable disease should be referred to a health care provider for diagnosis and treatment. The student will be excluded from school for the period of communicability and readmitted in accordance with recommendations of their health care provider, local health department, and school district policy.
- The school nurse will provide in-service education for faculty/staff regarding signs and symptoms of communicable illnesses, modes of transmission, and periods of communicability.
- The health department is responsible for regulations related to quarantine, isolation, and other control measures to protect the school and the public. (i.e., tuberculosis, meningitis)

Measures for effective control of communicable disease include: immunizations, environmental sanitation, disease surveillance, exclusion, prophylaxis, and treatment.

## **COMMUNICATION**

Communication is vital to the educational process. The following are ways in which you can expect to be updated and informed about activities pertaining to our school and your child:

- Classroom Newsletters - These are sent home in the Wednesday Folder or the Kindergarten and First Grade Communication Notebooks.
- Monthly Lunch Menu - This is posted on Facebook weekly.
- Conferences - Please refer to the next section labeled Conferences for information about scheduling.
- Phone Calls to the Office - Feel free to call the office and leave a message to have your child's teacher call you back during planning time.
- Web Page - Kelly Springs has a web page that gives information about our school and can be accessed by entering [www.dothan.k12.al.us/kel](http://www.dothan.k12.al.us/kel).
- Class Dojo and Remind - Many of our teachers will share with parents/guardians a link to a page on which they post classroom activities, homework assignments, and study guides.
- Marquee - This sign is located in front of the school.
- Blackboard - You will receive recorded messages at the phone number listed as the primary phone number for your student announcing upcoming events and important information.
- Child Nutrition Program Communication - If you have questions about anything pertaining to the Child Nutrition Program (lunch and breakfast) including account balances, please call 983-3186 and speak with Mr. Ward our lunchroom Manager

## CONFERENCES

Parent/Teacher Conferences are required. It is the goal of the Kelly Springs faculty to have contact with 100% of the Parents/Guardians of our students several times a year. This contact enables us to best meet the needs of our students and to establish open lines of communication.

Teachers are available for scheduled conferences on Tuesday, Wednesday, and Thursday afternoons at 2:45. Please do not come for a teacher-parent conference during the school day without scheduling an appointment in advance. A class cannot be interrupted for a conference. You can arrange a conference during the school year by sending a note to your child's teacher or by calling to leave a message for the teacher to schedule a time.

## DAILY SCHEDULE

7:10 – 7:30	As students come to school, they will go to an assigned area where they are supervised.
7:10 – 7:40	Students get breakfast and go directly to their classrooms.
7:40	School Begins – Official start of day and morning announcements – Students not in their classrooms at this time will be counted Tardy and must come to the office with the parent or guardian, sign in, and receive a green tardy slip.
7:40 – 2:30	Academic Instruction
2:30	Dismissal (see procedures below): Bus students will exit first, followed by carpool. <b>**If carpool students are not picked up by 3:00, they will be sent to Extended Day and parents will be charged a fee at the drop in rate for each child.</b>

## DOCTOR AND DENTAL APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dental appointments outside of school hours. When this is not possible, students will be excused for these special appointments. A written excuse provided by the doctor's/dentist's office should be brought to the teacher when the student returns to school.

We will notify you in advance of mandatory local and state testing. We ask that you schedule doctor and dental appointments to accommodate the testing schedules.

## DRESS CODE

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress or grooming which is disruptive to the educational process will not be permitted. Students are expected to follow the Dothan City Schools Code of Conduct dress code and the Kelly Springs requirements as outlined in the Appendix on pages 27-28 of this handbook.

## ENGLISH LANGUAGE LEARNERS STATEMENT

Undocumented children and young adults have the same rights as U.S. citizens and permanent residents to attend primary and secondary schools. Undocumented students are required under state law to attend school until they reach a legally mandated age. This is especially true for families where English is their second language. For more information about registering an undocumented student to attend school Dothan City Schools, please contact the school office.

## EXTENDED DAY PROGRAM (After School Care)

Extended day services are available to Kindergarten thru 5<sup>th</sup> grade students. If interested, contact the office for an application, policies, procedures, and fees. **Payments must be made on Monday of each week for the upcoming week. Students who fall behind in payment by one week will be dropped from the program.** If you ended the 2024-2025 school year with an unpaid balance, your child will not be able to enroll in the program. Please feel free to pay in advance, but **checks cannot be accepted for over \$ 100.00 each.**

There is a \$5.00 non-refundable registration fee per child that must be paid prior to your child staying for the first time this school year. We will no longer be able to carry forward credit for days in a week that your child misses due to illness or change of plans. Personnel are required to be scheduled based upon the expectation that your child will be there and will have to be paid for their

time. **Any unpaid balance of more than one week will result in your student not being allowed to stay.** You will be called to come and pick him/her up. Our program operates with a no charge policy. Please do not expect our director to let you carry a balance over into a new week.

### **GIFTS, FLOWERS, BALLOONS FOR STUDENTS**

**Gifts, flowers, and balloons delivered or brought to school for students are not accepted. All items such as this should be sent to the home or given to them at home. Please share this information with all family and friends so that they will not be surprised when they are told by the office staff that they cannot call the student up to receive the items. This is a Dothan City School Board policy that applies to all schools within the system.**

### **GRADE REPORTS AND EVALUATIONS**

Teacher-made tests, observations, discussions, projects, and specific additional work are considered in the grading process. Sending students work home regularly is one way we have of keeping parents informed of a child's performance in a given subject. Graded and/or checked work, along with the weekly conduct grade, is sent home in the Wednesday Folder for grades 1 through 6. Kindergarten and First grade students' daily communication notebooks with class work and behavior reports are sent home daily.

Special progress reports may be sent home anytime during the grading period when the student's overall performance in a given subject is failing. If parents are asked to sign certain papers and return them to the teacher, please do so to acknowledge receipt. Parent-teacher conferences are encouraged and necessary for student academic achievement and to maintain good parent-teacher relations.

Progress reports will be sent home by teachers during the fifth week of each grading period. This provides parents an excellent method of monitoring their child's progress in each subject while enough time remains to improve grades, if necessary. This report should be signed and returned to the classroom teacher. Report cards are sent home at the end of the nine weeks grading period. They, too, require a signature and are to be returned to the teacher

#### **Progress Report and Report Card Dates**

<b>Period</b>	<b>Progress Report Dates</b>	<b>Report Card Dates</b>
1 <sup>st</sup> Nine Weeks	<b>September 03, 2025</b>	<b>October 15, 2025</b>
2 <sup>nd</sup> Nine Weeks	<b>November 12, 2025</b>	<b>January 07, 2026</b>
3 <sup>rd</sup> Nine Weeks	<b>February 11, 2026</b>	<b>March 18, 2026</b>
4 <sup>th</sup> Nine Weeks	<b>April 22, 2026</b>	<b>May 21, 2026</b>

### **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework provides practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking.

Parents can help their children by arranging a quiet, comfortable place to work and by seeing that assignments are completed. If a student fails to complete homework assignments, parents will be contacted and made aware of the situation. If this continues, the student will be assigned to before or after school detention and/or denied participation in special activities.

### **ILLNESS OR INJURY**

In case of illness, a child will be cared for temporarily by a member of the school staff. School personnel will render approved first aid treatment only. If emergency medical treatment is necessary, we will call 911 and parents will be contacted. If parents are not available, the child will be taken to the emergency room of the closest hospital. **Current emergency telephone numbers where parents can be reached and the name and telephone number of the student's doctor need to be on file at all times.**

### **LOST AND FOUND POLICIES**

Label all personal items and outerwear clothing that is normally taken off at school with the child's first and last names. Many children have outer clothing, book bags, and lunch boxes etc., that are exactly alike; therefore, labels are necessary. All "found items" are kept in a container next to the center court area for a period of one month. After that time, they will be taken to a local charity. Please check regularly for your student's misplaced belongings.

## **LUNCHROOM (Child Nutrition Program)**

Dothan City Schools became eligible to participate in the USDA Community Eligibility Program (CEP) for the 2025-2026 school year and the following three years. During the time the school district operates under CEP, no free and reduced price meal applications will be distributed or processed, and all students will be able to receive a complete breakfast and lunch meal at no cost. Students who wish to get milk only, will be charged a la carte price.

All students must eat in the lunchroom with their class. Students who bring their lunch may purchase milk. State law **prohibits carbonated drinks being taken into the cafeteria**. Lunches from fast food establishments cannot be brought to school in the bags and containers they are purchased in. **Please repackage them before coming to the school to eat with your student or deliver food to him/her.** For health reasons there is to be no exchange of food among students. A calendar with the menu for the month is provided for each student. This menu may change when circumstances occur beyond our control.

**Because of the inconsistency of heat distribution from microwave use and the lack of appropriate temperature testing equipment, no DCS employee is allowed to heat student food items sent from home in microwave ovens or toaster ovens.**

We welcome parents who would like to eat lunch with their children from time to time. However, **we request that you not come the first two weeks or the last two weeks of school.** When you arrive, stop first in the office to sign in and get a visitors badge. Payment for a guest lunch is made in the cafeteria.

## **MEDIA CENTER**

Our Media Center is open on a regularly scheduled basis and is supervised by our media specialist, parent, and grandparent volunteers. Classes are held for literature enrichment, special class activities, research activities, and book talks. Books are checked out through the Media Center. Children are expected to take care of the books and to return them on time. A student who has an overdue, damaged, or lost book will not be allowed to check out another book until the book has been returned in good condition and/or paid for by the parent/guardian.

## **MEDICATIONS**

Medicine will not be taken to the classroom, except for asthma inhalers at the direction of the doctor. Only medicine prescribed by a doctor with instructions to be given at school with the appropriate form filled out and returned to the office staff or nurse will be given at school. This medical release form from the doctor must be on file in the office.

The medication must be in the original prescription bottle. Most prescriptions are intended to be kept at home and given at home. Antibiotics and other medications given three to four times a day should be given before coming to school, after school, at dinner time, and then at bed time. Cough drops or over the counter medicine (including but not limited to salves or creams of any kind) will not be given at school nor can they be brought to school by the student. Lip balms (that are not medicated) can be kept with students for use during the school day.

## **PARENTS, VOLUNTEERS, AND COMMUNITY INVOLVEMENT**

“Parent Involvement” is a term that includes everything from child-rearing practices at home to active participation in events held at school.” (Redding, 1997) When parents, families, educators, and the community accept personal responsibility and are collectively accountable, our support as real partners gives children the confidence to succeed, go farther in life; thereby assuring that the schools they attend are also successful.

Parents can help by sending their children to school on time, ready to learn, motivated, and with an attitude that fosters respect for others. You are encouraged to attend parent conferences and special events, eat lunch with your child, and volunteer. You can also assist by being active in communicating to the community the positive aspects of the school experience. Become a partner with Kelly Springs Elementary School, and we will sincerely welcome your involvement on any level that you are able to provide.

Volunteers are needed throughout the year. Parents may sign up at Open House, the first PTO meeting, and by contacting your child’s teacher or a PTO Officer. Anyone who is interested in working in the library should contact Mrs. Emily Hays by calling 983-4537.

Additional volunteer opportunities include (but are not limited to):

- becoming a room mother or dad
- being a “buddy” for our students with additional needs
- working with K-2 students during center activities
- class readers
- Math tutoring
- making copies
- bulletin board
- monthly newsletter support
- cutting out teaching materials
- helping to plan activities for our Learning Garden, Carnival, Hispanic Heritage Celebration, Field Day, Book Fair, Family Literacy Night, Parent Workshops
- monitoring outside play or P.E.
- providing teachers with duty free lunch by assisting in the cafeteria
- being a speaker, class resource, or demonstrating a special skill organizing campus beautification days
- assisting with parent luncheons
- organizing student recognition days
- picture days
- answering the phone
- making calls or community contacts
- other school events

**PARENT TEACHER ORGANIZATION (PTO)** The Parent Teacher Organization of Kelly Springs Elementary School is made up of parents, guardians, grandparents, community partners, and school staff. All persons who are interested in belonging to PTO, including those who do not have children in the school system, are welcomed. Membership is strongly encouraged for the parents, grandparents, extended family members, friends, and all who have a vested interest in the children of this school.

The good we can accomplish for our school is measured by the efforts of each one of us working together.

If you are a new parent to Kelly Springs, we welcome you. If you have been a member, we are glad to have you back. You can complete your membership card and pay your yearly dues at the PTO Meetings or by sending the information to school with your child. The PTO will send home packets of pertinent information about this year’s plans, chairpersons of committees, and ways to get involved.

**PARENT ENGAGEMENT & INTERACTIONS** We love having parents and family members on our campus to enjoy the various events we have throughout the year, as well as visit with your child(ren). However, it is imperative that all interactions with our staff members are positive and respectful. We understand that you may get frustrated at times, as we do too. However, it is NEVER OKAY to disrespect our staff members and/or use derogatory language within these interactions. We are models for our students and we should show them how to positively solve conflict when the need arises. If these boundaries are crossed, you will be asked to leave and we can reschedule a meeting for a different time when everyone is in a better headspace. If it continues, you will lose the privilege to visit our campus.

When visiting our campus, even if it is to check-in or check-out a student, please be aware of and adhere to our Dress Code. Just as students aren’t allowed to wear halter tops, crop tops, short or revealing clothing, sagging pants, etc. we uphold the same standard for parents, as well as our staff. If you are not in compliance of our dress code, we will ask you to leave the building to change into something more appropriate. We take the responsibility of our children’s safety seriously, so we carefully monitor what they are exposed to on our campus.

## PARTIES

Dothan City Schools policy limits class parties to two a year - Christmas and Valentine's Day. Both parties are for the whole class - not individuals. Please do not send birthday party invitations to be handed out (on the bus or at school) to friends unless the whole class or everyone on the bus is being invited. This prevents hurt feelings. We are unable to give a list of first and last names and addresses of students in the classes because of privacy laws.

**If you intend to send cupcakes or treats to your child's classroom for his/her birthday, please be sure to make prior arrangements with the classroom teacher. There are state guidelines that have to be followed as to when this can be done. Because we have students who have food allergies, it is important that the teacher be able to communicate with you so that you can send things that will not be harmful to your child's classmates. Please remember that gifts, flowers, and/or balloons cannot be delivered or brought to the school for students.**

## PETS

Pets are not allowed at school except with special permission for a planned activity and for a specified period of time. This permission and specific guidelines for having pets at school (special events, etc.) must come from the principal. Bringing a pet in to the office or front covered walkway even for a few minutes is not permitted. Please do not put us in a position of asking you to leave.

## PHYSICAL EDUCATION

The purpose of our Physical Education program is to promote a physically fit lifestyle for all students. This is done through various cooperation, team, and skill building activities which focus on overall physical wellness. The curriculum, directed by local and state standards, includes the psychomotor, cognitive, affective, and health related areas of fitness.

The emphasis for students in grades K-2 is placed on motor skill development through the application of movement skills and concepts. Emphasis for students in grades 3-6 is placed on interactive behavior through cooperation, involvement, and procedures that develop responsible and positive attitudes regarding participation in physical education. Both levels emphasize health-enhancement. Whatever shoes are worn to school must be appropriate for use during P. E. class. **Sandals, ballet type shoes, open toe or open back shoes, and crocks are safety hazards and should not be worn for the regular school day nor can they be worn during P. E.** If dresses or skirts are worn, shorts should be worn underneath.

## PICTURES

Individual school pictures are taken in the fall in September 2025. Fall Retakes will also be taken in September 2025. Class Group pictures and Kindergarten Cap and Gown pictures will be taken in January, 2026 Spring individual pictures and Kindergarten Cap and Gown retakes will be taken in March 2026. Fall individual pictures are used in our yearbook. **We will send specific dates when we get them.**

**Notes will be sent home and *Blackboard* calls will be made letting you know what your student should wear for each of these picture taking events. The above-mentioned dates can be found on the Signed Paper/Conduct Folder calendar for your reference.**

## PROMOTION AND RETENTION

Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth. Primary reasons for considering retention are:

- Indifference or lack of effort on the part of a capable student
- grading policy
- frequent or long absences

**Parents can assume their child will be promoted unless retention has been discussed in a conference during the school year. Parents will be involved in the retention process.**

## **RECOGNITION**

Recognition is an integral part of our student behavioral and academic program. Students are encouraged to be responsible at school. At Kelly Springs our recognition program includes, but is not limited to the following:

- Monthly Citizenship Awards
- Attendance Recognition each month in addition to each semester period
- Academic Recognition each semester period
- A Conduct Recognitions and Rewards
- Classroom Recognitions – praise, notes home, etc.
- Grade Level Recognition
- Academic Competitions
- End of Year Honors and Awards Day

## **SNACK AND BREAK POLICIES**

Weather permitting, students are given a break each day. Decisions to have outside break during cold weather depend upon the temperature and the wind chill factor. Shorter outside times are scheduled on very cold days. Always dress your child for outside activity. Students will have supervised free time inside on days when bad weather prevents going outside.

Snacks may be brought to school from home. We will be selling Ice Cream on Tuesdays and Thursdays of each week for \$1.00. Checks will not be accepted for snacks. **Ice Cream will be sold on Wednesday and Friday afternoons.**

## **STATE ASSESSMENTS**

We will notify you in advance of mandatory state and local testing. We ask that you schedule doctor and dental appointments to accommodate the testing schedules. In doing this anxiety and stress are reduced during the testing session.

## **STUDENT SUPPORT TEAMS**

Kelly Springs Elementary has designated general education teams that are designed to meet the needs of students who are not making progress due to academic or behavioral issues. In developing plans, this support system attempts to identify and assist struggling students with strategies that should increase their likelihood for success. For more information on how you, as a parent, can be involved, please contact the school office. They will direct your call to the proper person for discussion.

## **STUDENT WORK**

Student work in grades 1-6 will be sent home in the Wednesday Folder. Please sign the folder indicating you have seen your child's work. The Wednesday folder will sometimes contain class or school newsletters, the monthly menu, progress reports, report cards, and other special announcements. Folders are to be returned with your signature every Thursday. Kindergarten, and First grade students' communication notebooks are sent home daily with class work and behavior information in them.

## **TELEPHONE USAGE**

The office telephone is a business phone and is not to be used by students except with permission in an emergency as determined by the office staff. Students are not allowed to use the phone to make personal arrangements, such as requesting permission to go to another child's home after school.

Please make arrangements for how your child will get home from school before he/she comes each day. Be sure to send the teacher a note whenever plans are different from the usual way of getting your child home. Please inform children what to do in case of rain or other severe weather. If we do not receive notification (in writing) with instructions for students going home by alternate transportation, the student will be sent using his or her normal method. The office staff will accept a fax to 334-983-5822 or an email to [tojones@dothan.k12.al.us](mailto:tojones@dothan.k12.al.us) or to [claudia.perez@dothan.k12.al.us](mailto:claudia.perez@dothan.k12.al.us). An authorized parent can also come into the office to make a change during the school day.

## **TEXTBOOKS**

All textbooks are furnished to students by the State of Alabama. All lost or damaged books must be paid for; as the school is required to replace lost or damaged books. This must be a cash only payment.

## **TRANSFERS/WITHDRAWALS FROM SCHOOL**

The classroom teacher **and** office personnel should be notified at least one day in advance of the withdrawal of a student. This will permit time for the school records to be brought up-to-date. This will also prevent parents from having to wait and prevent the interruption of classes. Please do not wait until the last day of attendance to notify us.

## **UNAUTHORIZED ARTICLES BROUGHT TO SCHOOL FROM HOME**

Students may not bring any type of toys, CD players, electronic games, or unusual or valuable items to school unless they receive written permission from their teacher and are intended for a specific purpose in the classroom. If unauthorized items are brought to school, they will be confiscated and be returned only to a parent at the end of the semester. All permissible items need to be clearly labeled with the student's name. **Please note, we are not help liable for lost or stolen items brought to campus without permission.**

## **VISITORS and PARENTS/GUARDIANS**

Our school has a security system installed which limits building access to the front doors only. All other doors to the building are locked at all times. Visitors must ring the bell on the brick wall to the right of the front doors to gain access. Please remain close to the doorbell so that you can be seen and identified by the camera. After stating your business at the school, the office will release the lock and instruct you to open the second door on the left.

Visitors to all Dothan City Schools will be required to present their Drivers' License or government issued photo ID. On the first visit, their ID will be scanned into the System-wide Raptor program. After being entered into the system at any Dothan City School, they will only need to give their name at any school and their information will be pulled up. All visitors and parents are required to report to the school office upon entering the building, sign in through the Raptor System, and put on a visitor's badge generated by the system. On the way out of the building, visitors should return to the office, discard their visitor's badge, and sign out through Raptor. You are strongly encouraged to quickly establish your child's independence by letting him/her go to their classroom/area alone. Teachers are engaged in greeting their students and preparing them for the start of their school day and cannot conference with parents at that time. Please respect your child's teacher's need to be attentive to arriving students by not choosing this time to go to the classroom.

If coming in for an after school conference or just to speak to the teacher in the afternoon, please follow the same procedure and sign in with the office. The office staff will let the teacher know you are waiting. The teacher will let the office staff know when all students are dismissed so that you can speak with her/him.

**APPENDIX**

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**(PLEASE RETURN THESE TO YOUR CHILD’S TEACHER.)**

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# Dothan City Schools

1665 Honeysuckle Road ♦ Dothan, Alabama 36305 ♦ 334-793-1397

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## **2025-2026 MEAL ELIGIBILITY QUESTION & ANSWER**

Dothan City Schools became eligible to participate in the USDA Community Eligibility Program (CEP) for the 2023-2024 school year and the following three years. During the time the school district operates under CEP, no free and reduced price meal applications will be distributed or processed, and all students will be able to receive a complete breakfast and lunch meal at no cost. Students who wish to get milk only, will be charged a la carte price.

Please contact the school's CNP Manager if you have questions regarding this information.

Sincerely,

**Tonya L. Grier**

Child Nutrition Program Director





## Dothan City Schools Technology Usage Policy

Electronic instructional materials are selected by the Dothan City School System to implement, enrich, and support the educational program for students. These materials must serve both the breadth of the curriculum and the needs and interests of individual students and employees. To this end, policies must be in place to assure the selection of materials of the highest quality and appropriateness. **The policies contained within this document are to serve as legal and acceptable use of the Dothan City Schools network (DCSNet), as well as, copyright and acceptable use of video and software within the classroom environment.**

DCSNet Acceptable Use Policy establishes policies and guidelines for the use of the Internet and the Dothan City School System's wide area network for students and Dothan City School System's employees. **The use of this electronic resource is a privilege, not a right.** Failure to adhere to the policy will result in the revocation of the user's access privilege. At school, student access to the DCSNet and the use of the Internet will be under teacher direction and will be monitored as any other classroom activity.

A complete copy of the Dothan City Schools Acceptable Use Policy can be accessed on the DCS website.

## GIFTED STUDENT STATEMENT

As a result of Gifted Monitoring by the State Department of Education, the following statement was recommended:

*“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 Chasity Capps, LinC Resource Teacher, by calling the school office at (334) 983-6565.

## PARENT'S RIGHT TO KNOW

Schools are required to give parents many kinds of information and notices in a uniform and understandable format and, to the extent practical, in a language that parents can understand. Based on the information we know at the time of this printing, we will provide this. Please notify the school office or our English Language Department at 793-1397 ext. 236229 if you need the information below in another language.

At the beginning of the school year, school districts supported with Title I funds must notify parents that they may request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. Such a school must also give timely notice that the parent's child has been assigned or is being taught by a teacher who is not highly qualified.

A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as practicably possible after the test is taken.

Your child is attending a school that receives Title I funds. As a parent of students attending a Title I school, you may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

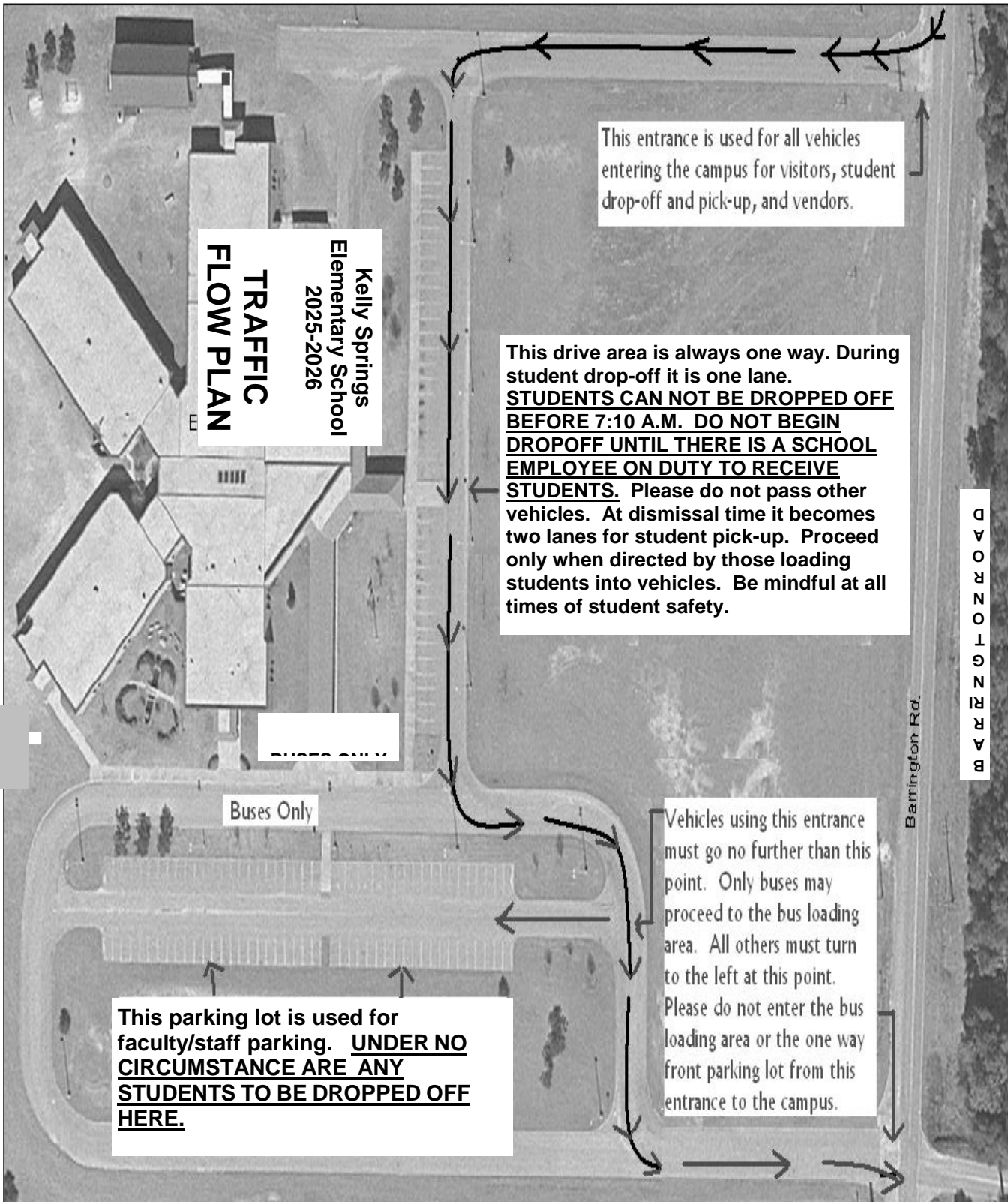
Whether the student is provided services by paraprofessionals and, if so, their qualifications, including state requirements:

- Secondary school diploma or its recognized equivalent.
- Completed two years of study at an institution of higher education.
- Obtained an associate's (or higher) degree.
- Workkeys Assessment.

If you would like to receive the above information, please make your request in writing to Mrs. Montalvo.

# Parking Lot Traffic Flow Diagram

NORTH ENTRANCE



## **SCHOOL SAFETY**

A safe school is a place where students can learn and teachers can teach in a warm and welcoming environment. We work diligently and proactively to ensure that safety measures are in place in the case of nonstandard events. Through collaboration with the community of first responders and school members, we have developed a safety plan that comprises prevention, building security, communications, safety information, drills, and responsibility for student supervision.

Our entire staff receives an orientation of the school's safety plan at the beginning of each year and frequent updates throughout the year. We practice drills with the total school population for fire, severe weather/tornado, lockdown, and bomb threat procedures. These drills are important to each child's welfare and should be taken seriously by the students.

As a part of this plan, our front door is equipped with a doorbell and camera on the brick wall to the right of the door. The camera is in the doorbell box, so please stand in front of it after ringing the bell to allow office personnel to see you. They will ask you to identify yourself and your student and to state the reason you want to come into the building.

A PSO (Public Safety Officer) will be on our campus frequently. He/She will be in uniform and carry a long gun. Please discuss with your child that the officer is here to keep our school safe.

If visiting or checking a student out, please be prepared to provide official picture identification before doing so. This can be done at any Dothan City School. Once you are in the system, you will only need to provide your name so that a visitor's label can be printed with your picture, name, and destination for you to wear while you visit. Please inform those that you have listed as persons who can have contact with your child that they need to bring required picture identification in with them. Not doing so will result in them being denied access to your student. When visitors are ready to leave the campus, they must stop back by the office to be signed out of the system and to turn in their visitor label.

**DOTHAN CITY SCHOOLS  
STUDENT DRESS CODE  
Grades K – 12**

**DRESS CODE**

It is the policy of the Board of Education that good grooming and personal appearance are essential, if not critical, elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of students. Students are also expected to choose their clothes in good taste, wearing only those clothes, which are appropriate for the educational environment.

All students are expected to comply with the Dress Code. For compelling reasons, such as medical requirements, the principal or superintendent, may, at their discretion, review an individual situation to determine whether a modification of a provision is required for the health and safety of a particular student or other compelling reason.

The School Administration will judge the appropriateness of any “fad” or questionable article of apparel.

With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Dothan City Schools. Students who fail to follow these rules will be subject to disciplinary action.

1. Any clothing, appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process of Dothan City Schools.
2. Students are to wear clothing in the manner it was designed to work, i.e., clothing worn backward or inside-out, is not allowed. Specifically, pants worn too low (lowriders), too long, or excessively large or tight are not permitted. Leggings are not considered pants and must be worn under skirts, shorts or tops that meet the four (4) inch requirement. All pants (including shorts and skirts) will be worn at the natural waist level.
3. Students are not to wear clothing that reveals the body in an inappropriate manner. (Examples: clothing which is form fitting, too tight, too short, bare at the midriff when arms are fully extended above the students' head, bare at the sides, sun dresses, “spaghetti strap” type tops, off-the shoulder tops, razor-back tops, low-cut front or backless tops, sheer or see-thru clothing, etc.) Undergarments should be worn in an appropriate manner and should not be visible. Sleeveless shirts or tops for male and female students are prohibited. Pajama style pants are not allowed.
4. Leggings are not considered pants and must have appropriate clothing (shirts, skirts, shorts, etc.) that extends to the length of the longest fingertip.
5. Jeans, pants and skirts with holes, cuts or slits are permitted as long as skin is not showing underneath above the knees.
6. Students are not to wear jewelry, ornaments or accessories (fingernails) which distract from the learning environment or may pose a safety risk/hazard (ex. Excessively large, noisy jewelry, caps, flags, quilts, and/or belts). No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed, unless prescribed by a physician or dentist.
7. T-shirts or any other type of clothing or personal item bearing a reference to alcoholic beverages, tobacco products, drugs, drug-related slogans and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being “off-color”, suggestive, obscene, or offensive, or relating to, death, the occult, Satanism, etc. are not permitted.
8. Clothing and/or accessories which are disruptive or distracting to the learning environment or which identifies a student as being a member of a gang or any subversive or unlawful organization will not be allowed.
9. During the day, students are not to wear caps, hats, bandannas, sunglasses (unless prescribed by a physician) or other headwear (ex. Hoodie pulled up over head, ski hat, etc.) which completely covers the head. Hair cannot obscure the student's face. Combs, hair picks, hair socks or curlers are not allowed to be worn.
10. Students are not to wear heavy metal chains, metal spiked apparel or accessories, etc. Belts must be fastened and positioned completely within the belt loops with no belt excess hanging down. Suspender straps (including overall straps) must be worn on the shoulder as designed.
11. Students are required to wear appropriate shoes to school at all times. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed. Bedroom shoes/house slippers are not allowed. As deemed by the administration, unusual shoes that cause or may potentially cause a distraction are not allowed. Sandals and/or slides may be worn, however, there must be straps around the back of ankle.

## Consequences For Dress Code Violations

### Elementary

<b>1st Offense</b>	<b>Call parent/change clothes</b>
<b>2nd Offense</b>	<b>Call parent/change clothes</b>
<b>3rd Offense</b>	<b>Alternate Placement In School 1 Day</b>
<b>4th Offense</b>	<b>Refer to 299</b>

### Secondary

<b>1st Offense</b>	<b>Call parent/change clothes; if clothes can't be changed, the student will go to ISS 1 Day 2nd</b>
<b>2nd Offense</b>	<b>Call parent/change clothes; if clothes can't be changed, the student will go to ISS 2 Days</b>
<b>3rd Offense</b>	<b>Call parent/change clothes; 2 days OSS</b>
<b>4th Offense</b>	<b>Refer to 299</b>

## 2025 – 2026 Media Exclusion Request

Dothan City Schools recognizes the importance of keeping the community informed about activities and programs in our school system. One means of achieving this goal is through media coverage in our schools. At various times Newspaper, Radio, or Television reporters may be in our school. The coverage may include pictures or video of your child to be used by the media. If you do not want your child included in such photographs or video clips, every effort will be made to ensure that your child is not included in any media photographs or videos. If, however, your child is participating in an on-stage event such as a school play, it may not be possible to exclude him/her from media coverage.

School: **Kelly Springs Elementary School**

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

**I would prefer that my child not be photographed during media coverage at school.**

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**My child may be photographed during media coverage at school.**

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**I give permission for my child's name and picture to be published in the newspaper when selected as Good Citizen of the Month from his/her class when they are included in The Dothan Eagle's Chalk Talk section.**

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**I give permission for my child's name to be published in the newspaper when A and AB Honor Roll Lists are included in The Dothan Eagle's Chalk Talk section.**

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**Please sign in each appropriate place and return this form to your child's teacher.**

## The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their child's educational records. These rights are available to custodial or non-custodial parents, unless the school has been provided with evidence that is a court order, state statute, or legally binding document that specifically revokes these rights.

FERPA affords parents the right:

- to inspect and review educational records.
- to request amendments of educational records.
- to consent to disclosures with certain exceptions.
- to file a complaint with the U.S. Department of Education.

More detailed information about this can be found in the Dothan City Schools Code of Conduct.

School: Kelly Springs Elementary School

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

**I have received notification of Rights under FERPA from my child's school.**

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**Please sign and return this form to your child's teacher.**

## **Kelly Springs Elementary School Handbook**

I have read and understand the 2025-2026 Kelly Springs Elementary School Student/Parent Handbook.

Student Name: \_\_\_\_\_ (Please print.)

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ (Please print.)

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ (Please print.)

**Please sign and return this form to your child's teacher.**