Headland Elementary School

Student Handbook
2026-2027

Henry County Vision Statement:
"Empower, Engage, Educate"

Henry County Mission Statement:
"Henry County Schools: Where students are inspired to learn and teachers are empowered to teach".

Henry County Core Values and Beliefs:
We believe:

- All students can learn.
- High expectations of all stakeholders is necessary to achieve goals and expand opportunities for all.
- A safe and physically comfortable environment promotes student learning.
- Equity, fairness, accountability, and fiscal responsibility are foundations of our decisions.
- Diversity and individual learning needs are respected, included, and valued.
- Education is a shared responsibility that positively impacts the quality of life.
- Facilitating open communication between school staff, learners, parents, and community promotes a sense of involvement and commitment to the entire educational process.
- A school community should be a safe and caring environment that promotes respect, self-worth, creativity, and academic growth.

Headland Elementary Motto:
Set the standard. Love the kids. Change the world because every minute counts.

Headland Elementary School Goals

1. To provide a safe, positive learning environment.
2. To implement the College and Career Ready Standards (CCRS) in English Language Arts and in Math.
3. To continue the Positive Behavior Support Program in Grades K-5 with a concentrated effort on school culture (bullying).
4. To continue Alabama Math, Science, and Technology Initiative (AMSTI) instructional strategies.

Afterschool Program- EDP- Extended Day Program

Headland Elementary offers an afterschool program daily from 3:00-5:30.

- Students are provided with a snack and a drink.
- Staff from Headland Elementary School supervise the students.
- Registration $25.00, Weekly cost $50.00, Daily cost $30.00.

Attendance- Refer to Henry County Code of Conduct for complete policy.

Bus K-5th Grade

- **Bus Drop off 7:00-7:10 on Mitchell Street**
- **Please review the bus rules provided by the bus driver.**
- **Refer to the Henry County Code of Conduct for conduct consequences.**
- Students may not be approved to ride any bus other than their assigned bus. For special circumstances, a written note must be approved by the principal/designee prior to the transportation change. Please include contact numbers in the event the change cannot be approved. **If proper written documentation is not received and approved, the child will have to go home on their regular route. PLEASE BE SURE TO KEEP THE SCHOOL INFORMED OF ANY CHANGES IN TRANSPORTATION. If you need to make a change in transportation during the school day, please call the office by 1:00 pm (585-7080 ext. 0). We will NOT be able to make dismissal changes after 1:00 pm.**

Bus/Car Transportation

On the registration form, parents should indicate the transportation plan. **Parents/guardians must provide written changes of transportation needs and should instruct their child to give these notes**

to their teacher upon immediate arrival in their classroom. Teachers will collect all notes and send them to the office. **If you need to make a change in transportation during the school day, please call the office by 1:00 pm (585-7080 ext. 0). We will NOT be able to make changes after 1:00 pm.**

Car Riders:

NOTE: Breakfast from outside of the school cannot be eaten in the classroom. Please have your child finish eating breakfast from outside of the school, before the child exits the vehicle.

Morning

K & 4th Mitchell Street 7:10-7:40
PreK, 1st, 2nd, 3rd, & 5th PEACHTREE STREET 7:10-7:40

Afternoon:

K & 4th MITCHELL STREET 2:52-3:00
PreK 1:55-2:05 on Peachtree Street.
1st, 2nd, 3rd, & 5th PEACHTREE STREET 2:40-3:00

Cell phone/Electronic Device Policy for Students-

Refer to Henry County Code of Conduct for complete policy.

Check-In and Check-Out for Students-

Please come to the walk-up window at the front of the school.

Excused late check-ins should not be permitted for any cause unless authorized by the principal/designee. **A PARENT/LEGAL GUARDIAN MUST VISIT THE MAIN OFFICE to sign the student in when he/she is late. Any student reporting to school after the tardy bell (7:40) rings must be signed in at the office to obtain a tardy slip before reporting to his/her classroom. CAR LINE WILL CLOSE AT 7:40, if you arrive after 7:40 you will need to walk your child to the main entrance.**

CHECK OUTS NEED TO BE LIMITED TO NECESSITY ONLY. **Please have a picture ID with you when checking out a student at Headland Elementary School.**

Parents/guardians must sign students out through the walk-up window at the front of the school. Anyone picking up a child must be on the student's check-out form or the school must have written permission before releasing the child. **The school should be notified in writing by the parent/legal guardian of anyone else picking up their child/children in the absence of the parent/legal guardian. The school may request photo identification at the time of check-out.** The school assumes no responsibility for a student after check-out procedures.If a student leaves school without going through the above listed procedures, his/her parents will be notified and disciplinary action consistent with the due process will be taken.

Teachers and other school personnel do **not** have the authority to dismiss any student from school. Students enrolled in school may leave our campus to visit another school only when accompanied by the principal or teacher with a signed permission slip from the parent/guardian. An example of this is when Grade 5 visits Headland Middle School in the spring of each year.

Communication

- **Each classroom has a PRIVATE Facebook page. Please sign up for this page so you can keep up with important information. Only parents and/or legal guardians are permitted to join the class Facebook page.**
- Teachers and administration communicate via the REMIND app. Please sign up for this app. Sign up for the homeroom Parent Square and for the school Parent Square. See first day packet.
- **Please DO NOT text or Facebook private message HES staff.**
- **The staff at HES is encouraged to communicate with you via phone, note, email, or face to face.**

- Headland Elementary School has a website on the Henry County Board of Education website. Go to www.henrycountyboe.org. Go to schools. Select Headland Elementary School. All Headland Elementary employees have an email address. See the website for specific email addresses.
- The Headland Elementary phone number is (334) 585-7080 and the fax number is (334) 585-7082.
- We will use the Blackboard communication system to send text, emails, and recorded phone messages.

Debts

1. All school debts (textbook, library books, extended day, etc.) are required to be paid.
2. Students are responsible for textbooks and library books checked out by them and will be required to pay for lost and damaged books.
3. A $3.00 processing fee will be added to every credit card transaction.
4. **A $10 fee will be charged per check that has NSF**. **After first returned check only cash will be accepted**.

Dress Code for Students - See Henry County Code of Conduct for complete policy.

Early Dismissal/ Emergency Policy
Safety procedures in the event of a FIRE OR EXTREME WEATHER CONDITIONS will be conducted regularly. We encourage parents to listen to the television and radio stations should weather conditions threaten THE EARLY CLOSING OF SCHOOL. Please be advised that the school communication device known as **Parent Square will be used to contact each parent individually in the event of an early dismissal due to weather, therefore, it is very important that telephone numbers are kept current.**

Field Trips

Field trip information will come home with your child as needed. *Please be aware that Headland Elementary School will not be able to provide refunds for field trip fees paid in the event your child is unable to attend. Siblings of any age are not permitted on any field trips. Cameras/Electronics are prohibited.*

School Hours

Bus Rider Arrival	**7:00-7:10**
Car Rider Arrival	**7:10-7:40**
First Bell	7:10 am
Tardy Bell	7:40 am
Dismissal	2:40 pm
Bus Departure	2:50 pm

Car Rider Dismissal

Peachtree St (1, 2, 3, 5)	2:40-3:00
Mitchell St (K & 4)	2:52-3:00

***Any student not picked up by 3:00 p.m. will be sent to EDP- Extended Day and parents will be charged $25 daily fee and a $25 registration fee, if the child is not registered for EDP.**

Lunchroom Policy

Breakfast & Lunch

Lunches purchased at restaurants are allowed to be brought into the lunchroom provided they are wrapped in plain paper or box. The restaurant's name cannot appear anywhere.

Student Breakfast = Free
Student Lunch = Free

Due to a lack of room in the lunchroom, visitors will not be allowed. We will have family picnic days each semester.Student lunches and snacks brought from home cannot be stored in the lunchroom refrigerators.

NOTE: Breakfast from outside of the school cannot be eaten in the classroom. Please have your child finish eating breakfast from outside of the school, before the child exits the vehicle.

Make-up Work Request

Parents wishing to pick up make-up work for children should **notify the office by 7:45 a.m.** please call (334) 585-7080 ext. 0. The work will be available for pick-up the next day at 7:45 am.

Money

- All money that is sent to school by a parent should be placed in an envelope with the student's name, amount of money, teacher's name, **and the money's intended purpose written clearly on the front of the envelope**. This is especially important in Grades K-3.
- ***Separate checks should be written for each sibling***.
- **A $10 fee will be charged per check that has NSF**. **After first returned check only cash will be accepted**
- **All Credit Card transactions will be charged a $3.00 fee per transaction.**

Parties

1. Birthday parties are **not** allowed at school. However, you may drop off a special STORE PURCHASED snack at the walk up window for everyone in the class to enjoy during snack time.
2. Party plates, napkins, hats etc will not be allowed.
3. Since balloons are a distraction in the classroom and a safety concern on the bus, **we will not accept delivery of balloons at school.**

PE

- Students must wear tennis shoes daily.

Snack

Snack for grades PreK-5th will take place at a designated time for each grade level during the school day.

Items available to be purchased for $1: chips, fruit roll up, cookies, juice box, & water.
$1.00 per day = 1 snack $5.00 per week = 1 snack daily.

If you have multiple children please send separate payments for each child.

Ice cream will be sold on Wednesday for $2.00.
Slushies will be for $2.00
Ice Cream & Slushie money must be paid **separately from snack money.**

Student Conduct- See Henry County Code of Conduct.

Asbestos Notification

The Henry County Board of Education has removed all friable asbestos from its facilities; however, there are areas within the school system that contain suspected non-friable asbestos materials. Such areas may include floor tile, attic/roofing material, and thermal insulation beneath crawl spaces and in attics. For more information contact the school office for the school's Asbestos Management Plan.

Backpacks

Alabama Backpack Act (2017-19) The Backpack Act provides awareness of the dangers of heavy backpacks. Go to www.bacsupport.com for more information. Research shows that children carrying

more than 10% of their body weight is damaging to their spinal and postural health. Just because you can't see the internal damage, doesn't mean it isn't happening! Have you ever wondered how this is affecting my child? 1.WHO, NIH and many other prominent health research programs across the globe recently released their fmdings in the Global Burden of Disease 2010 Project, which listed musculoskeletal issues (meaning back pain) as the second leading cause of disability worldwide! 2.The "Spain" study, which was released April 2012, was listed in the Archives of Childhood Diseases. This study showed that many teens carry school backpacks that exceed 10percent to 15 percent of their body weight, which puts them at risk for back pain and related disorders (scoliosis). 3.The 2010 MRI study was the first of its kind and was done by an Orthopedist. It showed damage to the spine, mainly in scoliosis, herniated discs and decreased vertebral disc height, significantly advanced as backpack weight was incrementally increased. 4.Research and studies dating back to the early 1990's show significant damaging changes in posture, blood flow, head carriage and gait in addition to increased pain. 5.For every 1 inch the head is carried in front of the spine (anterior head carriage), the head weighs 10 more pounds. Studies have shown significant changes in anterior head carriage with heavy backpacks. This not only can cause stress/pain in the neck and shoulders, but because of the altered overall posture, the whole spine, joints, tendons and muscles can be affected. 6.School age children's spines are still growing and substantial changes at this point in their growth could cause irreparable damage.7.If our children are focusing on pain, they are not able to focus on their school work and learning. 8.Any change in the environment of the nervous system, whether through tightening of the muscles, vascular changes or spinal deviations from the noun, can cause short and long term effects for the health of an individual. Most of these findings are PREVENTABLE, if caught early!! So, what can you do to help? Watch the video at www.bacsupport.comMake sure your child's backpack is worn correctly and weighs no more than 10% of their body weight.

Parent Square

Henry County Schools uses an automated Calling System to notify Parents and Students of upcoming events as well as Emergency notifications. By signing this handbook, you give the Henry County School System (and any School your Student attends) permission to notify you via text or phone call and assume responsibility of any monetary costs associated with cellular communication. If at any time you wish to opt out, please notify Henry County Schools immediately

ELL:

Principal/designee will be provided information and materials about ELL, immigrant, migrant, and homeless students, and they will sign-off when receiving such materials. The principal and/or his designee will have the primary responsibility of explaining all information and materials to these students and their parents in a manner and form which they can understand.

Evacuation Procedures

In the event that an evacuation is necessary, students and teachers will assemble in the following locations: a) Headland High School Gym b) First Baptist Church

Every Student Succeeds Act

The Henry County School System complies with the Every Student Succeeds Act (ESSA) and ensures that all parents/guardians are provided with required notices, including information about teacher qualifications, student assessment results, and parental rights. These notifications are available in English, Spanish, and other languages upon request. TransACT or another approved platform may be used to provide translated documents.

The Henry County School System is committed to ensuring equitable enrollment and educational access for:

* Students with limited English proficiency (English Learners)
* Students with disabilities
* Migratory students
* Students who are neglected, delinquent, or involved in the juvenile justice system
* Students who are homeless (as defined by the McKinney-Vento Homeless Assistance Act)
* Immigrant students

For more information, refer to the district's ESSA Parent and Family Engagement Policy, English Learner (EL) Plan, and McKinney-Vento Plan for Homeless Children and Youth, all of which are available in the school office, the superintendent's office, and on the Henry County website at:[www.henrycountyboe.org] (http://www.henrycountyboe.org) → Departments → Federal Programs → Documents

Health

Early in the morning it is often difficult to make a decision about whether or not your child is sick enough to stay home from school. With minor symptoms you often cannot tell whether he/she is going to get better or worse during the course of the day. The main reasons for keeping your child home are fever, vomiting, diarrhea, and/ or widespread rash. *Children with fever should stay home until there is **no fever (100.4 or higher) for 24 hours (without taking Tylenol, Motrin, Advil, etc.). This is subject to change due to CDC guidelines.**Students must not be in possession of any medication (prescription or over-the-counter-drops, sprays, ointments, etc.) Please understand and inform your child/children that due to state policies regarding the dispensing of medication at school, the school nurse will no longer be able to provide any over-the-counter medicine to students unless it is provided by parent. This includes Tylenol, Tums, and almost every other medical product. The only thing that the nurse can provide is soap, water, and bandages.

COVID-19

Henry County Plan for COVID-19 information and updates can be found at website www.henrycountyboe.org Henry County Schools will follow all guidelines from the CDC and ALSDE.

Influenza Information ACT (2014-274) Influenza Disease

What is influenza disease? Influenza (flu) is a contagious respiratory illness caused by a virus.
The virus infects the nose, throat, and lungs. It can cause mild to severe illness, hospitalization, and even death.
What are the symptoms?
Anyone can get flu and it strikes suddenly and can last several days.
Symptoms of flu disease may include: Fever or feeling feverish/chills, Muscle or body aches, Headaches, Cough, Fatigue (very tired), Sore throat, Vomiting and diarrhea, Runny or stuffy nose
How does influenza disease spread? Flu is spread by:

- An infected person's droplets from cough, sneeze or talk enter the mouth, *eye* or nose.
- Touching a surface or object with flu virus on it and then touching mouth, eyes or nose.

An infected person can infect others 1 day before symptoms start and up to 5 to 7 days after symptoms start. Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

How do I prevent the flu?
Get a yearly flu vaccine. Wash your hands properly and often. Cover your cough and sneeze with arm. Clean and sterilize surfaces. Stay home if you are sick.

Influenza Vaccine

Who should get the influenza (flu) vaccine?
The flu vaccine is recommended every year for everyone age 6 months or older.
Who should be vaccinated against influenza because they are at increased risk?
Children 6 months of age through 5 years, Adults 65 years of age or older, Pregnant women, Residents of nursing homes and other long-term care facilities,
People who have medical conditions including the following:

*Asthma	* Weakened immune systems	*Blood disorders
*Chronic lung disease	due to disease or medication	*Kidney disorders
*Heart disease	*People younger than 19 years	*Liver disorders
*Extremely obese people	receiving long-term aspirin therapy	

What are the common vaccine side effects and risks?
Flu vaccines are safe, but some side effects can occur.
Minor problems following the flu vaccine include soreness, redness, and/or swelling from the shot, hoarseness, sore, red or itchy eyes, cough, fever, aches, headache, itching, and fatigue.
More serious problems may include Guillain-Barre syndrome (GBS) in fewer than 1 or 2 cases per one million people vaccinated, children receiving multiple vaccines slightly increase in fever with seizure.
People who should not get the flu vaccine include anyone with severe, life threatening allergies, had GBS before, or not feeling well the day of vaccination.
Where can I find more information?

Ask your doctor. Ask you school nurse. Call the Alabama Department of Public Health, Immunization Division, at 1800-469-4599.
Go to cdc.gov Influenza Information ACT (2014-274) Influenza Disease and Vaccine ADPH information sheet

Home Language Survey
Each student who enrolls in a Henry County School must complete a Home Language Survey. The parent or student may fill out this survey. It if is determined that the student's language is not English; the English Language Learners (ELL) Coordinator, Danny Hooper, is contacted. The student will be given a Language Assessment to determine his/her understanding/ability to perform in a regular classroom situation. A team made up of regular classroom teacher(s), principal or designee and the ELL Coordinator will discuss assessment results and decide the best plan for the student. All students will be in regular Physical Education classes. At other times students could be given instruction in a resource room or be helped in the regular classroom by another person. All students are monitored and mainstreamed as progress is made. Student(s) will be evaluated on their class work.

A Language Assessment will be administered to determine the student(s) ability to work in the regular classroom. All students will have the same services and opportunities to participate in activities in the school.

Immunization
ALABAMA STATE BOARD OF HEALTH; ALABAMA DEPARTMENT OF PUBLIC HEALTH
ADMINISTRATIVE CODE
420-6-1-.01 Authority. This regulation is promulgated by the State Health Officer and approved by the State Board of Health pursuant to Code of Ala. 1975,§16-30-5 and is made applicable to children in child care centers/homes under the authority of Code
of Ala. 1975, §38-7-1, *et seq.* and *Alabama Administrative Code*, Chapters 660-5-25 and 660-5-26 and 660-5-27.
Author: Donald E. Williamson, M.D.
Statutory Authority: Code of Ala. 1975, §§16-30-5, et seq. **History:** Filed September 1, 1982. **Amended:** Filed September 17, 2009; effective October 22, 2009.
420-6-1-.02 General Provisions.
(l) The board of education and the governing authority of each private school shall require each pupil, prior to entering kindergarten or first grade or prior to re-entering the higher grades of the schools of Alabama, to present a Certificate of Immunization for the prevention of diseases listed in 420-6-1-.03 (Code of Ala. 1975, §16-30-4.). The Certificate of Immunization will be on a form approved by the Alabama Department of Public Health.

(2) The Department of Human Resources has required each child two months of age or older attending any child care center/home to present a Certificate of Immunization for the prevention of diseases listed in 420-6-1-.03.

(3) Such certificate shall be on the form approved by the Alabama Department of Public Health and shall be made a part of the pupil's school/child's child care center/home record. When a student/child leaves a school/child care center/home upon graduation, transfer, relocation or otherwise; the school or child care center/home may return the original certificate to the student's/child's parents/guardians and retain a legible copy in the institution's record.

(4) A written objection from the parent or guardian of a student or child based on religious tenets and practices shall be submitted in person by the parent or guardian to the County Health Department for issuance of a Certificate of Religious Exemption from the required immunizations or testing. A licensed physician can provide individual exemption from the required immunizations or testing on a Certificate of Medical Exemption. The Certificate of Religious Exemption and the Certificate of Medical Exemption will be on forms approved by the Alabama Department of Public Health and will be accepted in lieu of the Certificate of Immunization.

420-6-1-.03 Immunization Schedule.

(1) Unless otherwise noted in paragraphs (2) and (3) below, vaccine doses should be administered according to the most recent version of the Recommended Immunization Schedules for Persons Aged 0 Through 18 Years, as published by the Advisory Committee on Immunization Practices. Vaccine doses administered <4 days before the minimum interval or age should be counted as valid. Doses administered >5 days earlier than the minimum interval or age should not be counted as valid doses and should be repeated as age-appropriate.

Except as provided in Chapter 420-6-1-.02 and in the Code of Ala. 1975, §16-30-4, each pupil, prior to entering Alabama school grade kindergarten through twelfth grade shall receive age-appropriate immunizations as below:

(1) (a) 5 doses of diphtheria and tetanus toxoids and acellular pertussis vaccine (DTaP). Only 4 doses are needed if the fourth dose was administered on or after the fourth birthday. Booster doses of tetanus and diphtheria toxoids vaccine (Td) must be given 5-10 years after the preschool booster. However, effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at 11 or 12 years of age. This requirement will escalate by one successive grade each year for the following 6 years to include sixth through twelfth grades, beginning fall of 2016.

(2) 4 doses of inactivated polio vaccine. Only 3 doses are needed if the third dose was administered on or after the fourth birthday.

(b) immunization against mumps and rubella.

(c) 2 doses of measles-containing vaccine.

(d) varicella vaccine subject to the following schedule unless there is documentation of a positive varicella titer or a date of varicella disease. This requirement is effective for students entering kindergarten beginning fall of 2001 and will escalate by one successive grade each year for the following 12 years to include all grades, kindergarten through twelfth, beginning fall of 2013:

(e) 1 dose of varicella vaccine at 12 months of age or older for persons less than 13 years of age;

(i) 2 doses of varicella vaccine separated by at least 28 days for persons 13 years of age or older beginning the vaccination series.

(3) Children entering any child care center/home shall, in addition to the vaccines listed above, also receive age-appropriate immunizations for:

(a) *Haemophilus influenzae* type b; and

(a) Pneumococcal disease using pneumococcal conjugate vaccine.

420-6-1-.04 **Vaccine Shortages.** When the State Health Officer determines that there is a vaccine shortage of one or more vaccines whether statewide or localized, affecting the ability of the health care system to assure that all children have access to age-appropriate immunizations required for school entrance by Alabama Administrative Code, Chapter 420-6-1-.03, the State Health Officer may notify affected health care providers about the supply shortage(s) and authorize such providers to validate a certificate of immunization despite one or more indicated, age-appropriate vaccinations not being administered because of vaccine shortage. Such validation will be accomplished by the provider affixing a department-supplied sticker to the individual child's certificate to indicate a new expiration date, not to exceed one year from the current date or the end of the school term for which the certificate is due, whichever shall be later.

Meningococcal Disease

What is meningococcal disease?

Meningococcal disease is any illness caused by the bacteria Neisseria meningitidis. It is the leading cause of bacterial meningitis in children 2-18 years of age in U.S. Meningococcal disease can be very serious, even life-threatening in 48 hours or less. The two most severe and common illnesses caused by meningococcal bacteria include; o Meningitis - an infection of the fluid and lining around the brain and spinal cord o Septicemia - a bloodstream infection

What are the symptoms?

Symptoms of meningococcal disease are similar to influenza (flu) and may include: sudden high fever, headache, stiff neck, nausea, vomiting, increased sensitivity to light, rash, confusion, severe aches and pain in the muscles, joints, chest or belly.

How does meningococcal disease spread?

Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household. Anyone can get meningococcal disease, but teens and college freshmen who live in residence halls are at increased risk. Some people can "carry" meningococcal bacteria in their nose and throat without getting meningococcal disease, but can still infect other people. Most cases of meningococcal disease are spread by people who "carry" the bacteria with no symptoms, appear to be random, and not linked to other cases. Meningococcal outbreaks can occur in communities, schools, colleges, prisons, and in other high risk populations.

Who should get meningococcal vaccine?

- Meningococcal vaccine(s) is recommended for all preteens and teens.
- All 11 and 12 year olds should be vaccinated with serogroups A, C, W, and Y meningococcal conjugate vaccine (MCV4). A booster dose is recommended at age 16.
- Teens and young adults, 16 through 23 year olds, may also be vaccinated with a serogroup B meningococcal vaccine (SBMV), preferably at 16 through 18 years old. Both MCV4 and SBMV can be given at the same time, talk to your provider.

- Teens with HIV should get three doses of MCV4. People 55 years of age and older should get Meningococcal polysaccharide vaccine (MPSV4).

Who should be vaccinated because they are at increased risk?

- College freshmen living in dormitories.
- Laboratory personnel exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling or living where meningococcal disease is common, like Africa.
- Anyone with a damaged spleen or who had the spleen removed.
- Anyone with an immune system disorder.
- Anyone exposed during a meningococcal meningitis outbreak.

What are the vaccine side effects and risks?

- MCV4 and SBMV are safe, but side effects can occur.
- Most side effects are mild or moderate and do not affect daily activities.
- The most common side effects in preteens and teens occur where the injection is given and may include pain, tenderness, swelling, and hardness of the skin.
- Other common side effects may include nausea, feeling a little run down, and headache.
- Some preteens and teens may also faint after getting a vaccine.
- Reactions usually last a short time and get better within a few days.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599. Go to cdc.gov and type meningococcal disease in SEARCH box

Medication: Administration of Medication Introduction

The Henry County School system recognizes the need for some students to receive medications during the school day. In response to this identified need, the school system has established guidelines to ensure the safe and proper administration of medications during the school day. The goal of the school system regarding the administration of medication during the school day is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. A nurse is available to ensure the proper administration of medications during the school day, and to ensure that issues of health do not impact negatively upon students' classroom performance and attendance.

Most medication will and should be given at home. Medications prescribed for three times a day should be given at home; just before leaving school, upon returning home in the afternoon, and at bedtime. Please contact your school's nurse if there are special conditions regarding the administration of medications during the school day.

Please be reminded that the authority to administer medication(s) to your child must come from you as the parent/guardian and the physician, when the medication is prescribed. Please do not allow your child to keep medications or medical devices, such as inhalers, with him/her during the school day, without speaking to the school nurse. Carefully review and adhere to the following guidelines:

1. Medication Forms: Prescribed medication including over the counter medication is administered only upon receipt of a correct, current completed School Medication Prescriber/Parent Authorization Form (PPA). Over the counter medications also require a prescriber's authorization. This form is available from your child's school nurse. Please ensure the PPA matches the pharmacy label. These forms have to be renewed yearly. Also, an updated form is needed when a medication dosage is changed or time to be administered is changed. A discontinue order from the medication prescriber is required to discontinue medications. The school nurse cannot implement changes in a medical order from the parent or guardian. A prescriber order is required.
2. Delivery of Medication: All prescription medication must be in a current, pharmacy-labeled prescription container. All over the counter medication must be in a sealed-unopened, manufacturer-labeled container. The parent/guardian (not the student) should deliver the medication and the PPA to the school nurse.
3. Acceptance of Medication: Both the parent/guardian and the licensed nurse or medication assistant will sign the back of the Medication Administration Record (MAR) to verify the amount received or retrieved. Students must not deliver or carry any type of medication to and from school except those that have been authorized for self-administration/self-carry by the school nurse.
4. Storage of Medication: All medication must be stored in the school health office according to ALSDE/ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical

emergencies that have been authorized by the school nurse.

5. Emergency Medication: A student may carry his/her emergency medication on his/her person for self-administration with proper authorization on the School Medication Prescriber/Parent Authorization Form (PPA) and after demonstration of proper administration to the school nurse.
6. Expired Medication or Needed Inventory of Medication: The parent/guardian will be notified when medications expire and when medication inventory is needed. Expired medication must be picked up within two weeks of notification. If not picked up within this time frame, the medication will be destroyed in accordance with guidelines. It is the parent/guardian's responsibility to bring additional medication to school. If medication is not brought in a timely manner, the prescriber will be notified.
7. First Dose of Medication: The first dose of any new medication or change in dosage (increase or decrease) of a current medication should be given at home with the exception of emergency medications (ex epiPen).
8. Suggested Recommended Medication Administration of Early Morning AM Medications and Antibiotic Medications: It is recommended that AM medications be administered at home before school. Also, when a medication is prescribed for three times a day it should be given at home; just before leaving for school, upon returning home in the afternoon, and at bedtime (ex antibiotics).
9. If a medication is administered to a student other than the school nurse or medication assistant, it must be administered by the parent/guardian.
10. End of Each School Year: The parent/guardian must pick up all medications on or before the last day of classes or the medication will be destroyed.

Scoliosis Screening

The Alabama State Department of Education requires school districts to offer and provide scoliosis screening for male and female students in grades 5 through 9 if the child's parent request it to be done.Screening is performed by observing the uncovered spine, viewing the student from the back, side, and front and also from all sides with the student bending forward. If a child receives a positive screening by the school nurse, the child's parent will be provided with a written referral to physician form. The written referral to physician form needs to be completed by your child's physician. The completed form then needs to be returned back to the school nurse.If you would like your child to be screened for scoliosis, please request a screening consent form from your child's school nurse. Only students that have a signed consent form will receive a scoliosis screening. If you need assistance or have questions, please follow up with your child's school nurse.

Migrant and Homeless

Migrant and homeless students who come into the system will be provided the same quality educational opportunities as all other students.
A student shall not be admitted to, or excluded from, and federally assisted education program on the basis of a surname of language-minority status. [No Child Left Behind Act of 2001. Title III- Language Instruction for Limited English Proficient and Immigrant Students, Part C, Section 3302 (f)]

Pictures All pictures will be able to be purchased online.

Individual pictures are taken in the fall. Class and Individual pictures are taken in May.

Policy for Providing a Quality Education for all Students in Henry County

The Henry County School System is committed to providing high quality education for all students. Because of this commitment, this policy is developed for students who use English as a second language, who are immigrants, who are migrants, and/or who are homeless. Each student who enrolls in our schools must complete a Home Language Survey. The parent or student may fill out this survey. If it is determined that the student's language is not English, the English Language Learners (ELL) Coordinator is contacted. The student will be given a Language Assessment to determine his/her understanding/ability to perform in a regular classroom situation. A team made up of regular classroom teacher(s), principal or designee and the ELL Coordinator will discuss assessment results and decide the best plan for the student. All students will be in regular Physical Education classes. At other times students could be given instruction in a resource room or be helped in the regular classroom by another person. All students are monitored and mainstreamed as progress is made. Student(s) will be evaluated on their classwork. A Language

Assessment will be administered to determine the student(s') ability to work in the regular classroom. All students will have the same services and opportunities to participate in activities in the school.

Privacy Act
The parents or guardians of students under the age of 18 have the right to request to see their child's records. Students 18 years old or older may request to see their school records. The school must have a signed statement from the student or his/her parent before a transcript will be sent to an employer, a college admission office, etc.

Promotion Policy and Academic Requirements (Grading and Reporting Grades)

First through fifth grades must pass at least three (3) of the following: mathematics, social studies, science, language arts. A pupil shall be retained if the final grade of "F" is received in language arts or mathematics. A pupil may be retained if he/she consistently works below grade level in language arts, mathematics, social studies or science. Students shall also be required to be in attendance no less than 170 days per year for promotion.Promotion or retention for students not displaying obvious mastery of grade level material through regular grades and standardized test scores should be determined on an individual basis student and all other factors. Report cards for Kindergarten through fifth grades are sent home every 9 weeks during the school term. Report cards are issued to students on the last day of school for the year. Progress reports for K-5 grade students will be sent home approximately 4.5 weeks prior to each report card. Reports are due to be signed and returned to your child's teacher within three schools days. If accommodations are made for any student, the report card grade will indicate that accommodations have been made. The following grading scale will be utilized: A= 90-100 B= 80- 89 C= 70-79 D= 60-69 F= 0-59

PTO

PTO is a valuable partnership to the education of Headland Elementary students. We encourage you to join the PTO. There are numerous volunteer opportunities throughout the year. The PTO sponsors fundraisers throughout the year. Income generated from these fundraisers is given back to the school.

Response to Instruction (RTI)

Response to Instruction is a process of core classroom tiered support for all students in Henry County Schools. The Response to Instruction process at each school is designed around the Henry County RTI Framework which consist of Universal Screening, Tiered Instruction, Intervention Expectations, and Professional Development. The goal is success for ALL students through tiered support!

Sexual Harassment
Employees and student shall not engage in conduct constituting is sexual harassment. Sexual harassment is illegal and will not be tolerated. The Henry County School Board shall investigate all allegations of sexual harassment and take appropriate action against employees or students who engage in sexual harassment. (See Board Policy File: Galena and Code of Conduct)

Statement of Equal Opportunities
It is the policy of Headland Elementary School that no student will be denied access to programs of service, or treated differently on the basis of race, sex, religion, belief, national origin, ethnic group, limited English-speaking ability, handicapping condition, or economic condition.

Sunscreen ACT (2017-278)
Allows students in public and nonpublic schools to possess and use FDA regulated over-the-counter sunscreen at school and school-based events. Section 1.(a) Any student in a public school under the jurisdiction of a local board of education or in a nonpublic school may possess and apply Federal Food and Drug administration regulated over-the-counter sunscreen at school and at school-based events notwithstanding any other provision of law, including any role of the State Board of Education or the State Board of Nursing. Section 1.(c) Any student, parent, or guardian requesting a school board employee to apply sunscreen to a student shall present to the nurse a Parent Prescriber Authorization Form (PPA) containing a parent or guardian signature. A physician signature or physician order shall not be required.

A**labama Student Assessment (State Testing)**
All students must take all state required assessments.
Alabama State Department of Education Policy Cell Phone/Digital Device in a Testing setting by Students
The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.

Title I
Headland Elementary is a Title I Schoolwide Program School that receives federal Title I, Part A funds to improve academic achievement for all students.
The school and district will:

* Implement a schoolwide program aligned with the school's Continuous Improvement Plan (CIP).
* Ensure parents are involved in the development and evaluation of the school's "Parent and Family Engagement Plan" and "School-Parent Compact".
* Provide opportunities for meaningful family engagement, professional development for staff, and resources to improve student outcomes.
* Support parents' right to know the professional qualifications of their child's teacher(s) and whether their child is being taught by a teacher or paraprofessional who does not meet state certification requirements for more than four consecutive weeks.

The Henry County School System remains committed to providing the resources, technical assistance, and monitoring needed to ensure all Title I schools meet federal and state accountability standards.
Headland Elementary is a Title I Schoolwide School that receives federal program funds that are used to improve the academic achievement of all students. The Henry County School System is committed to providing technical assistance and support for all schoolwide programs.The Henry County School System implements the NCLB Parents Right-to-Know provision by providing parents with copies of all required notifications/forms. These include both English and Spanish (and other languages as needed) versions of the required documents. TransACT is used as a resource for the documents.
The Henry County School System is committed to enrolling without barriers and providing fair and equitable services to students with limited English proficiency, children with disabilities, migratory children, neglected or delinquent youth, homeless children and youth, students in foster care, and immigrant children. For further information see the LEA Title I Plan, EL Plan, Foster Care Plan, and Homeless Children and Youth Plan available in the school principal's office, the superintendent's office, or on the Henry County website http://www.henrycountyboe.org (Departments + Federal Programs + Documents + Federal Programs Documents).
The Headland Elementary School Parental Involvement Plan, CIP and other applicable documents are available at www.headlandelementary.org.

PARENT'S RIGHT-TO-KNOW – REQUEST TEACHER QUALIFICATIONS
We are pleased to notify you that in accordance with the *Every Student Succeeds Act (ESSA),* you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has 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 the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please send a note to Mrs. Neiswanger to request the Parents Right-To-Know Request Teacher Qualifications form to be completed by you. Should you have any questions, feel free to contact Mrs. Neiswanger at 334-585-7080.
Protection of Pupil Rights Amendment (PPRA) Scheduled Activities and Surveys
We want to keep you informed about activities and surveys scheduled for the upcoming school year. There are two types of activities:

- Activities requiring the district to obtain your prior written permission for your child to participate; and

- Activities for which the district must give you an opportunity to have your child not participate (opt-out).

We will send out notifications of the activities as they occur. Once you receive notifications of the activities, please complete the form- Parent Consent and Opt-Out Response. Student participation in scheduled activities/surveys.

Visitors

Visitors must sign in at the office and receive a visitor's pass and sign out upon leaving.

Withdrawing a Student

The school requests a 24 hour notice when a student is to be withdrawn.

Notification of Rights Under FERPA

The Family Educational Right and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. (One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.)
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The office that administers FERPA is:
Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue S. W., Washington, DC 20202-4605

HELP US LOCATE CHILDREN WITH DISABILITIES…CALL
334-585-2206
Henry County Board of Education
Dr. LaKeisha Newsome, Special Education Coordinator

Help the Henry County System locate, identify, and evaluate individuals from birth to age 21 who have disabilities. Children may be eligible for special education services in one or more of the following areas of disability:

Autism	Other Health Impaired
Deaf-Blind	Specific Learning Disabilities
Speech Language	Emotional Disability
Hearing Impaired	Traumatic Brain Injury
Intellectual Disabilities	Visually Impaired
Multiple Disabilities	Developmentally Delayed
Orthopedically Impaired	

The Henry County Board of Education provides special education services to children ages 3-21 residing within Henry County. The Problem Solving Team, outside agencies, or parents/guardians may make a referral. Anyone wishing to make a referral may contact your child's school or the office of Special Education Services at (334) 585-2206 ext. 1230. The Henry County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class, or nationality.

HENRY COUNTY GIFTED PROGRAM SERVICES

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

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

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

The gifted acceleration process is in place in Henry County to address gifted acceleration.

To make a referral for gifted services, contact the Principal, School Counselor, or Gifted Specialist at your child's school.

PUBLIC NOTICE Henry County Board of Education

The Henry County School System offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 7-12.

- General Agriscience
- Building Construction
- Drafting Design Technology
- Business Management & Administration
- Career Cluster Explorations
- Health Science
- Food, Wellness, and Dietetics

Persons seeking further information concerning the career and technical education offerings and specific prerequisite criteria should contact:

Career and Technical Education Director

Dennis Brand P. O. Box 635, Abbeville, Alabama 36310 Phone (334) 585-2206

All discrimination complaints based on sex, handicap, race, national origin, religion, color, creed, or age should be directed in writing to one of the designees listed below. Complaints should follow the grievance procedures outlined in the Henry County Board of Education Policy Handbook. Copies of these handbooks are in each principal's office, each school library, and the town libraries in Headland and Abbeville.

TITLE IX COORDINATOR (Sex) & NON-DISCRIMINATION COORDINATOR

Dennis Brand P. O. Box 635, Abbeville, Alabama 36310 Phone (334) 585-2206

Complaint Procedure for Student Grievances

A. Informal Discussion – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.

B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within ten (10) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.

C. Level Two – If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.

D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Henry County Board of Education, provided request for placement on Board agenda is filed within ten (10) days.

Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

SPECIAL EDUCATION PROGRAM

The Henry County Board of Education provides special education services to children ages 3-21 residing within Henry County. The Problem Solving Team,

SECTION 504 COORDINATOR (HANDICAP)

Section 504 of the Rehabilitation Act of 1973 was written to protect qualified individuals from discrimination based on their disability. Individuals with disabilities are persons with a physical or mental impairment which substantially limits one or more major life activities. This law covers persons who are perceived or have ever been perceived to

have a major physical or mental impairment. Anyone wishing to make a referral may contact your child's school or Dr. LaKeisha Newsome at (334)585-2206 ext. 1230. The Henry County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class, or nationality.

The Henry County Board of Education maintains a policy of equal educational, athletic, and employment opportunity. The intent of such action is to ensure the absence of discrimination towards a particular race, color, religion, gender, handicap/disability, age, national origin, access to the Boy Scouts and other designated youth groups, or veteran status in any school or school system policy which might affect the administration and treatment of students or the employment of personnel working in connection with the educational program or activity in Henry County Schools.
The Henry County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age and provides equal access to the Boy Scouts and other designated youth groups in its programs and activities.

HENRY COUNTY BOARD OF EDUCATION
INTERNET ACCEPTABLE USE POLICY PERMISSION FORM

Student Name:_____

Homeroom:_____

The Henry County School System's Internet Acceptable Use Policy is designed to provide guidelines for using Internet in the classrooms, school media center, and computer labs of your school this year. Please take the time to read this policy located in the Henry County Board of Education Policy Manual, Policy 5.90. If you have any questions about it, please be sure to contact principal or the office of the superintendent.

This policy must be read and signed both by the student and a parent/guardian, and then returned to your child's homeroom teacher. Please return the signed form as soon as possible, since you will not be given access to the Internet until you have agreed to this policy.

Please note that if you violate the terms of this policy, you may lose privileges or receive punishment as defined in the Henry County Board of Education Code of Conduct. It is your responsibility to read and ask questions about this policy.

Your teacher is planning an in-class discussion of this policy after you have had a chance to become familiar with it.

PLEASE RETURN THIS FORM TO YOUR TEACHER AS SOON AS POSSIBLE

I acknowledge that I have read, understand and agree to all terms as outlined in the Internet Acceptable Use Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed. (Please check one.)

_____ **My child may use the Internet while at school according to the rules outlined.**

_____ **I would prefer that my child not use the Internet while at school.**

Please check the following if you GIVE permission for Henry County Board of Education to create/maintain a Gmail/GSuite for Education account for your Student to participate in Google Classroom activities (including homework). Yes_____ No_____

Student's Name (printed) **Parent/Guardian's Name (printed)**

_____ _____

Student's Signature **Parent/Guardian's Signature** **Date**

_____ _____ _____

Headland Elementary Media Release Form

Student Name _____

Homeroom _____

Throughout the school year students attend programs, activities, field trips, and events along with normal classroom routines that support their education, promote community service or encourage positive behavior.

With the Principal's approval, occasionally, staff, parents, and local media cover these events by taking photographs or video. This may include newspaper, television, websites or other media production. This also includes our school's website and classroom and club pages.

By signing below, you agree that you have been notified of the possibility of your son/daughter may be included in photographs or video and authorized the use for public print, display or broadcast.

_____ I give permission for my child's name or photograph to be used for school-related public media, closed class Facebook page, and school's website.

_____ I **do not** give permission for my child's name or photograph to be used for school-related public media or the school's website. (Student **will be** allowed to attend the activity or program.)

_____ _____

Parent Signature Date

This form will stay in effect for the current school year. If at any time you wish to make a change this form, please contact your child's homeroom teacher. ~~Thank You

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Dear Parents,

This Headland Elementary Student Policy Handbook lists only a synopsis of the rules and regulations that students are expected to abide by. The Henry County Board of Education Policy Handbook and the Henry County Code of Student Conduct contains a complete list of all school policies and regulations, these policies can be found on the following website: http://www.henrycountyboe.org. Should you have any questions, please contact the office to schedule an appointment for a conference. Please discuss the rules and policies with your child. Sign and return this sheet to your child's teacher.

Sincerely,
Carmen Neiswanger, Principal

Student's Name Homeroom Teacher

_____ _____

Parent's Signature Date

_____ _____