

Heard Elementary School

201 Daniel Circle Dothan, AL 36301

Tamika A. Fleming
Principal

Phone: 334-794-1471
Fax: 334-792-6971

Dear Parents, Students, and Community,

It is with great pleasure that I welcome you to another great year at Heard Elementary School. The entire staff and I will commit to building strong relationships with our stakeholders and engaging students in challenging, adventurous, and meaningful work so that learning and achievement can flourish.

Parents are valued partners at Heard Elementary School. Your commitment to partnerships and participation will be vital in order for our students to reach their full potential.

Our Parent/Student Guidebook will serve as a great resource for you this school year. I encourage you to take the time to read each section with your child and refer to it as needed throughout the school year.

Remember, we sincerely believe educating students is a TEAM effort. Together we will make an impact to ensure that our students flourish and are contributors to building a better world.

Please know that my top priorities are building relationships, monitoring student achievement and safety. This requires me to spend the majority of my time in classrooms. Please feel free to schedule an appointment with me when the need arises.

Heard-where our strength keeps us focused!

Mrs. Tamika A. Fleming, Principal

OUR CREW

2026-2027

Tamika A. Fleming, Principal

Assistant Principal

U'Rosia Faulk

Secretary & Clerical Assistant

Jaccedi Smith

Nicole Norton

Counselor

Hope Farias

Reading Coach

Venetta Thomas

Kindergarten

Crystal Atwell

Sri Daly

Jamyah Jackson

Victoria Knolton

First Grade

Brittany Brinkley

Madison Tyler

Gabrielle Farmer

Erica Price

Second Grade

Melanie Grinstead

Mary Schaber

Courtney Lee

Crystal Wells

Third Grade

Ayana Shipman

Dayana Kincey

Brittany McCree

Fourth Grade

Iyanna Freeman

Terry Parker

TBA

Fifth Grade

Anita Owens

Kecia Evans

Media Specialist

Ashley Deffinbaugh

Math Coach

Kayla DeVore

Resource Specialist (LinC)

Jenny Barkley

Physical Education

Yancey Gordon

Sherry Mitchell

Nurse

Nurse Horton

Behavioral Specialist

Jordan Oliver

ESS Teachers

Jennifer Mills

Alicia Walker

Shelley Rushing

Art Teacher

Lori Howell

Speech Pathologist

Shona Fletcher

Music Teacher

Caroline McCarty

ESS Paraprofessionals

Yananda Lawson

Selene Lynn

Ollie Melton

Child Nutrition Program

Sonya King, Manager

Lishell Allen, Assistant Manager

Rena Roberts

Ginger Lowe

Custodians

Yvette Ford

Darrell Floyd

Nyjah Durr

Bright Key Resource Coordinator

KemKisha Wiggins

2026-2027 SCHOOL CALENDAR

Teacher Work Days	July 30-August 4
First Day for Students	August 5
Labor Day Holiday	September 7
Progress Reports	September 2
Fall Break	October 5-9
Students Return	October 12
Report Cards	October 14
Veteran's Day Holiday	November 11
Progress Reports	November 12
Thanksgiving Holidays	November 23-27
Holiday Break	December 21-January 4
Teacher Work Day	January 4
Students Return	January 5
Report Cards	January 6
Dr. Martin Luther King Holiday	January 18
Progress Reports	February 10
Teacher PD/Work Day	February 15
Report Cards	March 17
Spring Break	March 22-26
Teacher Work Day	March 29
Teacher Work Day	April 9
Progress Reports	April 21
Last Day for Students	May 25

Heard Elementary School's Mission

The Mission of Heard Elementary School is to grow the whole child through meaningful learning experiences that inspire and impact the world.

Heard Elementary School's Vision

The Vision of Heard Elementary School is for every learner to be empowered with the skills, confidence, and readiness to achieve their full potential today and for their future.



DAILY SCHEDULE

(7:40-2:30)

7:15 School Breakfast Served. Parents are to bring their children no earlier than 7:15 a.m.

7:30 School Day Begins

Students arriving after 7:40
will be checked in from our office staff.

2:00 Maintaining order and safety is important to us here at Heard. During the end of day dismissal, the office plays a vital role in helping to maintain order, accuracy and alertness, and smooth transitions. Therefore, there will be no checkouts after 2:00 daily. Our office will close at 2:00 p.m. to help with dismissal.

2:30 Begin dismissal for all students: bus riders, carpool students, walkers, after school daycare services, and 3:00 for Extended Day students.

Note: ALL STUDENTS MUST BE PICKED UP BY 2:45 P.M. Any students not picked up by 2:45 are assigned to Extended Day. Please be prepared to pay fees associated with their stay.

Spelling Instruction Information
(Kindergarten through Sixth Grade)

Spelling is not a skill of memorization; students need explicit spelling instruction. Research shows that explicit spelling instruction improves performance in reading fluency and comprehension.

In the past, spelling instruction in most classrooms was based on memorization of a list of words. Children were able to master spelling of the words through memorization, but could not apply this learning.

As a result, we will be eliminating the ineffective practice of rote memorization, spelling lists. We will focus the learning on engaging and effective research based practices to support reading, writing and vocabulary development.

You can expect your child's teacher to provide the weekly specific skills that will be taught and assessed, as well as provide some examples.

Thank you for partnering with us to help develop your child into a successful and well rounded reader and writer.

Heating Food in Microwave

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

Focus Act

Alabama has enacted the Focus Act which directly impacts all public schools. Students will not be allowed to have cell phones or other wireless devices in public elementary or secondary school buildings or school grounds during the instructional day. These devices must be turned off and stored away from the student's person.

Prohibited devices include:

Cell Phones

Smart Watches

Tablet/Laptops

Gaming Devices

Digital Media Players

Smart Glasses

Initial Registration Requirements

We request a copy of the following for each child enrolling: a birth certificate, and a current immunization record (Blue Form). This form can be obtained at the Houston County Health Department or through your child's physician. We will also require proof of residency in the form of one of the following: Utility Bill, Lease, Mortgage, Phone Bill, etc. If your child previously attended another school and the records were released to you, those documents will be required, as well.

Transfers/Withdrawals

The classroom teacher or 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 and prevent parents from having to wait.

Arrival

Students can begin arriving at school at 7:15. All students will enter the building and grab breakfast in the foyer area then proceed to their classroom. Car riders and walkers will enter the front doors of the building. All bus students will be dropped off on the northside of our building and report directly to the lunchroom.

Students who eat breakfast at school should arrive before 7:35 a.m.

The instructional school day begins at 7:40 am. Students arriving after 7:40 should be accompanied to the office by their parents. The tardy will be recorded and a pass to class will be issued.

Dismissal

Maintaining order and safety is important to us here at Heard. During the end of day dismissal, the office plays a vital role in helping to maintain order, accuracy and alertness, and smooth transitions. **Therefore, there will be no checkouts after 2:00 daily. Our office will close at 2:00 p.m. to help with dismissal.**

School dismisses at 2:30. Any child going home in a different way than communicated to the teacher at the beginning of the year will need a written note or a fax sent to the school prior to the office closing at 2:00.

All students must be picked up by 2:45 p.m.. Students remaining at school after 2:45 p.m. will be placed in Extended Day. Parents will be required to pay the daily rate of \$12 for the service.

Car/Daycare Riders

All car/daycare riders will be picked up at the front of the building. Parents will be given a placard to write their child's name and grade on it. Be sure that you hang this placard on the rearview mirror of your vehicle daily. This will help expedite the process of getting your child to you for pickup. If the placard is not visible, you will be asked to pull over until we can verify your identity. Please remain in your vehicle as a Heard staff member assists your child upon arrival at your vehicle.

Attendance

All students enrolled in the Dothan City Schools Systems are required to be in continuous attendance and abide by the policies governing attendance as outlined by the State of Alabama and the local Board of Education. Alabama Legislative Act 93-972 requires a parent/guardian to be responsible for enrolling their children in school, ensuring that they attend school regularly, and requiring that they conduct themselves properly while in school.

School begins at 7:40 a.m. After 7:40 a.m., a student is considered tardy. Students are considered present when they are in attendance for 50% of the day.

Unexcused tardies and early check-outs will count against the student's attendance.

Parents are encouraged to make medical and dental appointments outside of school hours. Late check-ins and early check-outs are discouraged because of the instructional time that the student will miss. However, if appointments are scheduled during the school day, parents should try to give the school advance notice.

Any student leaving school during the school day must check out in our main office. A written excuse from the doctor or dentist should be brought to the office when the student checks in during the school day, or on the first day the student returns to school. Students arriving late or picked up early will be considered unexcused if a doctor's excuse is not submitted.

Students who have appointments scheduled during the school day will not be excused for a whole day of attendance. For example, if a student has a 10:00 a.m. dentist appointment, the student should come to school, check out before the appointment, and then check back in for the remainder of the school day after the appointment.

Students receiving special education services must be in attendance the length of the regular school term and school day unless the IEP specifies a different length of time based on the individual needs of the child.

Absences may be excused for the following reasons:

1. Student is too ill to attend school.
2. Inclement weather, which would be dangerous to the life of the child.
3. Legal quarantine
4. Death of an immediate family member
5. Emergency conditions as determined by the Superintendent or Principal
6. Students excused by the Principal for attendance to attend special events. Parent/Guardian requests shall be considered absent and excused but shall not be considered to be perfect attendance. Such approval must be based on a written request submitted and approved in advance by the principal.

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.

A limit of 10 parent written excuse notes will be accepted per year.

Absences beyond 10 days per year must be substantiated by a physician's statement unless excused by the principal. Patterns of absences will be addressed on an individual basis.

****ATTENDANCE MATTERS AND EVERY DAY COUNTS!!! IF STUDENTS ARE NOT PRESENT, THEY MISS VALUABLE INSTRUCTION.**

Behavior

Parents/Guardians Responsibility (Act 94-782; Ala Code 16-28-3)

The Alabama Legislature passed Act 94-782 stating that Parents/Guardians are responsible for enrolling their child in school, ensuring that they attend school regularly, and that they conduct themselves properly as pupils.

The Dothan City Schools System recognizes the privilege and the responsibility of Parents/Guardians in supporting and demanding responsible behavior from their children. In an effort to ensure Parents/Guardians awareness and acceptance of that responsibility, reasonable efforts will be made to contact Parents/Guardians regarding Class II and III misconduct. Reasonable efforts will be made on Class I offenses if such misconduct is continuing and notification is needed. Reasonable efforts may include one or more of the

following: telephone calls, copies of referrals, Parents/Guardians conferences, letters to Parents/Guardians, registered mail, and when possible, home visits. In the event of continued misbehavior, Parents/Guardians may be asked to sit in class with their child. Parents/Guardians will be responsible for conducting themselves in an orderly manner while on school campus for conferences and any other school-related activities. Parents/Guardians conducting themselves in a disorderly manner are subject to the Criminal Codes of Alabama.

Character Focus

We are dedicated to producing amazing individuals that will make an impact on our school, community and our world. Character development allows our students to become ethical humans, as well as contribute to a better world.

We will continue to implement Hope Institute, character practices, as well as Whole Child practices, we are excited for Year 3 of our implementation.

Have you Heard? We are here to L.E.A.R.N.

L-Listen

E-Engage

A-Ask & Answer

R-Respect Time, Space and Ideas

N-Never Give Up

Incentives

Students are given the opportunity to be rewarded for appropriate behavior throughout the year in the following ways:

- Students will be recognized as “Wonderful Wolf Pups” for great behavior from faculty and staff.
- Students will have the opportunity to be selected as the Leaders of the Pack each Month.
- Daily and/or weekly rewards from support staff.
- Daily and/or weekly rewards from classroom teachers.
- Recognition throughout the school year for making our school community and world a better place.

Our Whole Child Pillars are Be Respectful, Be Responsible and Be Safe.

We will have a Classroom Behavior Matrix for expectations.

Scholars will also have opportunities to earn **Positive Office Referrals**.

Bus Behavior

The principal and/or principal designee has the authority to suspend a student from the bus. The suspension will be for a reason and specific period of time. Attempts will be made to notify the parent(s) prior to suspension (See Dothan City Schools Code of Conduct). Any student violating safety procedures or disobeying the bus driver will be reported directly to the principal. Cameras have been installed on all buses and can be accessed for review of incidences by the Transportation Department and/or Principal.

School Bus Guidelines

- Horse playing (rough or rowdy play) on the first offense will result in 10-day bus suspension depending on the severity, it could result in more days.
- 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, Parent/Guardian will be responsible for student's transportation to and from school each day.
- Students may receive disciplinary referrals for misbehavior in bus lines or other holding spaces.

Bus Referrals

First Referral: Conference with the student, copy of referral sent to parents.

Second Referral: Bus privilege denied for 3 days

Third Referral: Bus privilege denied for 6 days

Fourth Referral: Bus privilege denied for 12 days

Subsequent Referrals: Permanent removal from the bus for (1) full calendar year.

Dress Code

Please reference the Student Dress Code in the DCS Code of Conduct.

Field Trips

Field Trips are designed to supplement and extend different aspects of the curriculum and to introduce students to the resources of our community. Parents must sign field trip permission forms before a child is allowed to participate in the activity.

Students who participate in field trips are expected to travel to the field trip activity as a group, participate, and remain with the field trip group for the duration of the activity. Students shall be required to travel to and from all field trips activities in the transportation vehicle provided by the school system. Only in extenuating circumstances will students be released to their parents/guardians during or after a field trip activity. Parents must submit a written request explaining the circumstances, receive approval from the principal, and present themselves to the teacher to sign the child out of the field trip. No child shall be released to persons other than his/her parent/guardian while on a field trip.

Students can have off campus and campus activities withheld at the Principal's discretion.

Field Trip Guidelines:

Teachers will send home letters with information for upcoming field trips. Please read thoroughly and return in a timely manner.

Homework

It is often necessary for students to complete homework. Homework can be useful for multiple purposes:

- To encourage development of independent student habits, skills and responsibilities
- To enrich, reinforce, and extend learning by providing additional educational opportunities outside the classroom
- To provide for advance preparation for an upcoming classroom activity discussion, unit of study or assessment.
- To provide an opportunity for parents to be familiar with and be involved in the school's educational program and their own child's progress.

ACCORDING TO THE DOTHAN CITY SCHOOLS ELEMENTARY PROCEDURES POLICY, HOMEWORK WILL NOT BE TAKEN AS A GRADE FOR THE GRADEBOOK NOR USED AS A FORM OF PUNISHMENT.

Student Weekly Folders

Your child's graded work will be sent home every Wednesday in the Weekly Folder. Weekly assessments, observations, portfolios, projects, discussion and specific additional work will be considered in the grading process. Notes and information sheets will be sent home in these folders, as well. Please look over the content of your child's folder, sign the folder and the form included to show receipt of all of the information and return it to school with your child the next day.

Illness or Injury

In case of illness or injury, a child will be cared for temporarily by a member of the school staff (preferably the school nurse). School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents and paramedics will be contacted. Please be sure

emergency telephone numbers and medical information on file at school is current.

Medication

According to Dothan City Schools,

- Prescription medication will be administered only upon specific instructions from a licensed physician stating that the medication must be administered at school.
- The Physician Medication Authorization Form (MC-1) must be completed for each administered medication. No medication may be added to a form on file
- Non-prescription medication such as Tylenol, Pepto-Bismol, aspirin, etc. will not be administered at school
- Medications are not to be kept in the personal possession of students.
- Students are not to bring medication to school. If a medication is to be given, a parent must bring it with a Medication Authorization Form.

Lost and Found

Please mark your child's name with a permanent marker on all jackets, sweaters, coats and personal items. Articles found at school should be turned in to the office. These items will be placed in the Lost and Found area. Unclaimed items will be donated to an agency at the end of the school year. Heard will not be responsible for lost items.

Lunchroom

Dothan City Schools became eligible to participate in the USDA Community Eligibility Program (CEP) for the 2024-2025 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 will receive Breakfast & Lunch at No Cost until 2027-2028 school year.

Special Luncheons:

Parents will be invited to join their child for lunch on special occasions. Different grade levels will be assigned different months. This procedure is due to the limited number of available seats and lunchroom staff. Parents will pay for their meals. Carbonated drinks,

drinks in glass containers, and meals from fast food establishments are not allowed.

Parent Involvement

Thank you for your involvement in educating our scholars.

Parent Volunteers

The Heard faculty and staff consider parent volunteers to be a very special resource. Parent volunteers are needed throughout the school year. Parents may sign up at Open House, the first PTO meeting, or by contacting a PTO Officer. Thank you for making our school a better place for our students to learn and grow!!! Our Bright Key Program needs your help, please see our Bright Key Resource Coordinator, Mrs. Wiggins.

Classroom Parties

Class parties are limited to two parties a year: Christmas and Valentine's Day.

Birthdays: If you intend to send treats for your child's classroom for his/her birthday, please be sure to make ***prior arrangements with the classroom teacher.*** The treats will be given out during recess time. In the event that you would like to bring party invitations to school, please ensure there is an invitation for all students in the classroom to eliminate the possibility of hurt feelings.

Student/Class Pictures

Information will be provided in advance regarding dates for Fall and Spring Pictures.

Recess

Students will be provided a supervised 15 minute snack and stretch break during the school day. Students may bring a snack from home. We encourage our students to bring healthy snacks such as fruit, popcorn, or granola bars. Please DO NOT send candy, soft drinks or glass containers.

Substitute Teachers

Every student will periodically be taught by a substitute teacher. Academic and behavior standards will remain the same. All of our substitute teachers receive training from Kelly Services.

Textbooks

All textbooks are furnished by the State of Alabama. As the school is required to replace lost or damaged books, all lost or damaged books must be paid for by the parent/guardian. A textbook form is signed by all parents at the beginning of the year.

Promotions and Retentions

Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth. Progress reports are sent home the fifth week of each nine weeks and should be signed and returned. Progress reports provide parents an excellent method of monitoring their child's progress in each subject while enough time remains to improve grades and improve knowledge of standards, if necessary. Report cards are sent to parents every nine weeks. These should be signed and returned to school the

following day. If retention is a possibility, it will be communicated verbally and in writing.

Giftedness Assurance Statement

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels when compared to others of their age, experience or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact Heard Elementary School's Resource Specialist, Ms. Barkley.

Response to Intervention (RtI)

Rti is an intervention module designed to meet the needs of students experiencing difficulty in mastering standards and/or experiencing difficulty with behaviors. The RtI process is conducted by the campus Problem Solving Team , a decision-based committee composed of administrators, regular education teachers, counselors, and others, as needed. Our PST (Problem Solving Team) meets monthly to discuss students having difficulty in academic areas and/or behavior to develop a plan of action for improvement. For more information, contact our RtI Chairperson Mrs. Faulk. Parents will be invited to these meetings to gain information about their child's data and to know and understand what supports are being put in place to help their child.

Special Instructional Programs

CKLA (English Language Arts Curriculum)

Envision (Math Curriculum)

Elevate (Science and Social Studies Curriculum)

iReady

Alabama Comprehensive Assessment Program (ACAP)

Progress Learning

IXL

Special Activities

Media Center

Physical Education

Mileage Club (2nd-5th Grade)

Student Government Association

LinC

Peer Helpers

National Junior Beta Club

Art

Music

Support Services

Response to Instruction (RtI)

Positive Behavior Supports

Supplemental Services 4 Student Success (S-4)

Tutorial Services (Reading and Math)

Full Time Nurse

Full Time Counselor

Learning Supports
Extended Day Program (After School)
LinC (Learning in Collaboration)
Speech and Language
Exceptional Student Services
English Language Learner
Bright Key

Safety Procedures

Our Secure Vestibule will be another layer of security here at Heard. Please note: NO CHILD WILL BE CHECKED OUT BY A VISITOR (OTHER THAN THE PARENT) UNLESS THE PARENT HAS LISTED THEM FOR CHECKOUT APPROVAL ON THEIR CHILD'S INFORMATION SHEET.

Emergency Drills

An emergency management plan is provided for the safety and security of students and staff. Fire drills are conducted monthly. Tornado Drills, Lockdown Drills, and Bomb Threat Drills are conducted/practiced twice a year. In the event of emergency weather conditions, the school will follow the

directions of Dothan City Schools Superintendent. Please use the local media for messages. Social Media will be utilized by the Principal, as well. Remember, telephones may be extremely busy during this time. Parents, please inform your children of what they are to do in case of rain and severe weather.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances, such as extreme weather, equipment failure, or public crisis. The school board administrators are aware of hardships caused by abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means will be used to notify parents of an impending cancellation including the DCS website, DCS FB page, Heard FB page, Finalsire Callout System, radio, T.V. etc. Please talk to your child about what they are to do if school is canceled in the case they are sent back home during the day.

In the event of emergency weather conditions, the school will follow the directions of Dothan City Schools Superintendent. Please use the local media for messages. Social Media will be utilized by the Principal, as well. Remember, telephones may be extremely busy during this

time. Parents, please inform your children of what they are to do in case of rain and severe weather.

Crisis/Reunification Procedures

In the event that a campus evacuation is necessary, all students and staff will be transported to a predetermined relocation site. Our primary relocation site is Harvest Church, and the secondary relocation site is Ridgecrest Baptist Church.

The following communications may be used to inform parents of campus evacuation: District website, Social Media, Finalsite Callout System and/or Phone Calls. Upon arrival, parents will be directed by designated staff to the sign out area for each site. As a safety precaution, parents will be asked to provide identification before a child is released to them.

Anonymous Alert

Students or parents in the school community can anonymously submit any suspicious activity, bullying or other student related issues to a school administrator(s). We encourage you to report important issues. You can make a report by clicking on the Anonymous Alert icon on the Heard Website or the Dothan City Schools website. Once

you complete the contact form, you will receive a confirmation that your information has been submitted to the school. False reporting will be taken seriously to the full extent of the law.

Heard Elementary School
EXTENDED DAY PROGRAM
2026-2027

The Extended Day Program is an after-school program that operates daily Monday through Friday from 3:00-5:30 p.m. Heard's Extended Day Program will provide a safe, well-disciplined environment staffed by certified teachers that will enable students to complete homework or unfinished class assignments. It is our hope that this program will provide a needed service to our students and parents. Students will be supervised at all times. No student will be released except to parents or to designated persons authorized on registration paperwork by the parent

The purpose of the After School Extended Day Program:

- To provide an environment for after school study
- To provide a quiet period with supervisory personnel that will be qualified to help your child with academics
- To better utilize our school facilities for the benefit of our students
- To provide a safe, caring atmosphere for your child until you are able to pick him/her up
- To provide pleasurable and challenging experiences for your child until you are able to be with him/her.

Afternoon activities offered will include a snack, supervised playtime and completion of homework each day.

Cost: After an initial registration fee of \$5, the cost of our program is \$12 a day or \$60 a week. There is a \$10 late fee if pickup is after 5:30 p.m.

(In addition, please familiarize yourself with the 2026-2027 DCS Elementary Student Code of Conduct).

General Information

Parents 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. Fleming.

Derechos de los Padres a Saber

Se requiere que las escuelas den a los padres muchos tipos de información y avisos en un formato uniforme y comprensible y, en la medida en que sea posible, en un idioma que los padres puedan entender. Basándonos en la información que conocemos al momento de esta impresión, estaremos proporcionando esto. Por favor notifique a la oficina de la escuela o con nuestro Departamento de Idioma Inglés al 793-1397 ext. 236229 si necesita la información siguiente en otro idioma.

Al principio del año escolar, los distritos escolares que reciben fondos de Título I deben notificar a los padres que pueden solicitar información sobre las cualificaciones profesionales de los maestros y paraprofesionales del estudiante. Tal escuela también debe dar aviso oportuno de que el estudiante ha sido asignado o está siendo enseñado por un maestro que no está altamente cualificado.

Una escuela que recibe fondos de Título I debe proporcionar a cada padre información sobre el nivel de rendimiento de su hijo en cada una de las evaluaciones académicas estatales tan pronto como sea posible después de que se tome la prueba.

Su niño está atendiendo una escuela que recibe Fondos de Título I, como padres de un niño(a) que atiende una Escuela Título I usted puede solicitar información con respecto a las cualificaciones profesionales de los maestros del estudiante, incluyendo como mínimo, lo siguiente:

- Si el maestro ha cumplido con los requisitos estatales y criterios de los grados y materias en que el maestro proporciona la instrucción.
- Si el maestro está enseñando bajo un estatus de emergencia o provisional a través del cual ha sido eximido de las cualificaciones del estado o criterios de concesión de la licencia.
- La especialidad del grado bachillerato del maestro y de cualquier otro certificado de graduación o grado que el maestro tenga y el campo de la disciplina de la certificación o grado.
- Si al niño(a) le proporciona servicios un paraprofesional y, de ser así sus cualificaciones.

Si el estudiante recibe servicios de paraprofesionales y, si es así, sus calificaciones, incluyendo los requisitos estatales:

- Diploma de escuela secundaria o su equivalente reconocido.
- Completó dos años de estudio en una institución de educación superior.
- Obtuvo un título de asociado (o superior).
- Evaluación Workkeys.

Si desea recibir la información anterior, haga su solicitud por escrito a Mrs. Fleming.

Family Education Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA), student education records are protected by the federally mandated act FERPA. This act gives parents certain rights with respect to the student's educational records. These rights transfer to the student at the age of eighteen. <https://www.ed.gov/policy/gen/guid/fpc/ferpa> FERPA required that the Dothan City Schools District, with certain exceptions obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dothan City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures.

AHERA Notification

“All buildings used by the Dothan City Schools are free of friable (airborne) asbestos. Most buildings contain some forms of non-friable asbestos (most commonly in floor tile). This asbestos is managed according to an approved management plan, which may be examined in each principal's office. The Dothan City Schools are in full compliance with A.H.E.R.A. (the Asbestos Hazard Emergency Response Act) and asbestos containing material is inspected on a regular basis as required by law.

Section 504:34 CFR 104.4(a)

Title II: 28 CFR 35.130 (a)

Guidelines IV-N

“No qualified person with a disability is excluded from, denied benefits of, or subjected to discrimination in any course, program, service, or activity solely based on the basis of disability.”

Section 504:34 CFR 104.34 (a)(b)

Title II: 28 CFR 35.130 (d)

OCR Guidelines VI-A, 44FR 17167

ESL

Undocumented children and young adults have the same right as U.S. citizens and permanent residents to attend primary and secondary schools. In fact, like other children, undocumented students are required under state law to attend school until they reach a legally mandated age. This is especially true for English as

a Second Language child. For more information about registering an undocumented student to attend school in Dothan City Schools, please contact the principal.

ESL (English as a Second Language) is a program designed to provide tutorial assistance for students whose home language is other than English. A Home Language Survey must be completed for each student registering for enrollment. Any student whose registration or Home Language Survey indicates a first language other than English on any of the survey questions is a language-minority student and qualifies for tutorial assistance.

Upon request of a limited English proficient parent, an interpreter will be provided as soon as possible, given the date, time, and place of the needed interpreter. The interpreter will translate the individual academic achievement results of the student to the parent(s) and also interpret to the parent(s) in a language they can understand.

“Disabled secondary students with disabilities must be placed in the regular environment of any vocational or other school program or activity to the maximum extent appropriate to their needs with the use of supplementary aids and services.”

504 Coordinator
Alyssa Dyer
1665 Honeysuckle
Road
Dothan, Alabama
36305
334-793-1397

Technology Usage Policy

Electronic instructional materials are selected by 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 Dothan City Schools' Acceptable Use Policy can be accessed on the DCS website.

