

Girard Elementary School
522 Girard Avenue
Dothan, Alabama 36303

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Office Hours: 7:30 a.m. - 3:30 p.m.
sclark@dothan.k12.al.us

Note from the Principal

Dear Parents,

Welcome to the 2026-2027 school year. As the new year starts there are many questions you may have and sometimes you just need a quick answer. Listed below are the questions our school staff is asked most frequently.

School Times

- What time does school start? 7:40 a.m.
- What is the earliest time I may drop my child off at school in the morning? 7:20 a.m.
- What time does the tardy bell ring? 7:40 a.m.
- What time does school end? 2:30 p.m.

Breakfast/Lunch

- Breakfast/Lunches – There is “No Charge” for “ALL” students.
- Breakfast will not be served after 7:45 a.m.

Absences/Tardies

- How many absences are allowed each year? Parents may write 10 parent notes for the year (these will be excused).
- Are doctor excuses considered excused? Yes
- What is an excused tardy? Doctor appointments
- What is an unexcused tardy? Checking in late due to oversleeping, running late, etc.
- Is checking out early an unexcused tardy? Yes, with the exception of doctor appointments. The excuse from the doctor must be returned the next day.

Recess

- Please send a snack with your child in the mornings. On Friday, your child may bring \$2.00 to purchase ice cream.

Birthdays

- May I bring treats such as cupcakes or donuts for my child's birthday? Yes, you will need to communicate with the classroom teacher as to when to bring them (usually during recess).
- May I send balloons or flowers to my child? No, this is a distraction for the classroom.

I hope that these frequently asked questions and answers will help; however, please read the handbook, refer to the DCS “Code of Conduct for Students” book, and follow us on Facebook.

Thank you for being a part of Girard Elementary School. “We are Better Together”.

Sue Clark, Principal

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Dothan City Schools

VISION

The vision of Dothan City Schools is to have: Every learner equipped with the skills, confidence, and readiness to learn, and thrive today and for their future.

VALUES

EXCELLENCE: Dothan City Schools values excellence because we believe in providing consistent, equitable, and high-quality instruction that empowers learners to reach their full potential—emotionally, socially, and academically—while preparing them to contribute meaningfully to their communities.

INTEGRITY: Dothan City Schools values integrity because we believe in being honest, upholding strong moral principles, and doing the right thing—even when no one is watching—as a reflection of high character.

RESPECT: Dothan City Schools values respect because we believe in building strong, empathetic relationships to create a positive learning environment in support of personal and academic growth as well as a safer, more inclusive community.

TRUST: Dothan City School values trust because we believe in promoting transparency, accountability, and confidence in the actions and decisions of our students, staff, and leaders.

UNITY: Dothan City Schools values unity because we believe in the power of people from all backgrounds coming together with a shared purpose to achieve more than they could alone.

Mission Statement Girard Elementary School and Dothan City Schools

The mission of Dothan City School System
is to prepare the whole child to build a better tomorrow.

REMINDERS FROM THE OFFICE

TARDIES

A student who arrives after 7:40 a.m. is considered tardy. Patterns of tardiness will be addressed on an individual basis. A student is not considered as having perfect attendance once he/she has an unexcused tardy. An excused tardy is defined as being late to school or an early check-out due to a doctor's appointment accompanied with a doctor's excuse or principal's discretion. An early check-out without a doctor's excuse is considered an unexcused tardy and will count against perfect attendance. For further details, please refer to the DCS "Code of Conduct for Students" book.

ABSENCES

Absences beyond (10) days per year must be substantiated by a physician's statement unless excused by the principal. For further details on unexcused absences, please refer to the DCS "Code of Conduct for Student" book. Even if a parent calls the school to explain an absence, a note should follow when the student returns to school or you may send an email.

EARLY CHECK-OUT

A student that checks out prior to 11:10 a.m. is not considered in attendance for the day. In order for the absence to be excused, a doctor's excuse or a parent note stating that your child was sick must be presented the following day. For further details, please refer to the DCS "Code of Conduct for Students" book.

A student checking in after 11:10 a.m. is not considered in attendance for the day. In order for the absence to be excused, a doctor's excuse or a parent note stating that your child was sick must be presented the following day, unless the nurse calls for the student to be picked up. For further details, please refer to the DCS "Code of Conduct for Students" book.

PARENT HANDBOOK

The information in this handbook is very important and will answer many questions concerning situations that will arise during the school year. Please keep this handbook and refer to it as necessary.

ATTENDANCE

Girard Elementary wants your child at school. However, your child will need to stay at home if he/she is sick. If a parent calls the school to explain an absence, a note should follow when the student returns to school or you may send an email. If students are absent and return to school without a note, it will be considered an unexcused absence. Elementary 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. The only excused absences under Alabama law are:

1. Student is too ill to attend school,
2. Inclement weather which would be dangerous to the life or health of the child if he attends school,
3. Legal quarantine,
4. Death in the immediate family,
5. Emergency condition as determined by the superintendent or principal

Only ten (10) parent notes will be accepted per year. Absences beyond ten (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 and reported to the Truancy Court. Please refer to the DCS "Code of Conduct for Students" book for more information regarding absences.

Arrival

School begins at 7:40 a.m. Students who do not ride buses should **not** arrive at school before 7:20 a.m. Students will not be allowed in the building before this time.

Dismissal

Bus and Car-pool students are dismissed at 2:30 p.m. Changes in the way a student gets home must be given in writing to the classroom teacher. **Due to safety, changes in the way a student gets home cannot be made by phone and parents will not be allowed to come into the lobby during dismissal. Also, after 2:00 p.m., parents will not be allowed to check students out.**

Early Check-out

If it is necessary for a student to leave school during the day, he/she must check out through the office by signing the check-out log. Parents are encouraged to make medical and dental appointments outside school hours. A written excuse from the doctor or dentist should be brought to school when the student checks in or checks out early.

Unexcused tardies count against Perfect Attendance.

Students must be in attendance 3 1/2 hours in order to be counted in attendance. GES encourages students to remain in school from "bell to bell". This requires that the student is present when the bell rings in the morning and remains until the bell rings for dismissal in the afternoon. Please refer to the DCS "Code of Conduct for Students" book for more information.

Illness

If a student becomes too ill to remain in class, we will contact you to pick up your child. We are not equipped to care for sick children and transportation cannot be provided to take them home. If your child is ill, please do not send him/her to school. If a child has a fever, **he/she must be fever free for 24 hours (without medicine) before returning to school**. A student that contracts a contagious disease or condition will be sent home from school and must remain home until the disease or condition is cleared.

Please notify the school nurse if your child requires special medical attention or consideration due to some temporary or permanent disability or illness. If your child is ill and is unable to participate in P.E. or recess, send a note to the teacher and your child will not participate in P.E. or recess. Parents may only write three excuses per nine weeks for their child not to participate in P.E. due to an illness. If a child needs to be excused for a longer period of time, a doctor's excuse is required.

Tardiness

Prompt arrival at school is expected of all students. Any student who is not in his/her assigned seat when the tardy bell rings at 7:40 a.m. is considered tardy. Parents need to come in with the student to explain why the student is late. An excused tardy is defined as being late to school or an early check-out due to a doctor's appointment accompanied with a doctor's excuse or principal's discretion. A student who is late to school or checks out early without a doctor's excuse will be given an unexcused tardy. Please refer to the DCS "Code of Conduct for Students" book for the consequences. Also, **A STUDENT IS NOT COUNTED PERFECT IN ATTENDANCE ONCE HE/SHE HAS AN UNEXCUSED TARDY, WHETHER IT IS CHECKING IN LATE OR LEAVING SCHOOL EARLY.**

Sign-in/Sign-out

Students entering school during school hours must be accompanied by a parent to sign-in at the office.

All students leaving school property other than during regular dismissal time must be signed out by a parent. The parent must sign the check-out log.

Withdrawal of Students

If you are withdrawing your child from school, please notify the teacher and office personnel at least one day prior to the withdrawal of the student. This will give us time to complete the necessary paperwork and will keep parents from having to wait while records are brought up-to-date.

BEHAVIOR

A safe, secure atmosphere conducive to learning is essential to the educational process. We expect students to follow classroom expectations, be respectful of all adults and each other, and value and respect the property around them. GES promotes the following character traits:

- Principled – We do what is expected
- United – We are better together
- Positive – We respect everyone in our building
- Safe – We keep hands, feet, objects, and rude words to ourselves

If students misbehave, procedures as outlined in Girard Elementary School's School-wide Discipline Plan and the DCS "Code of Conduct for Students" book will be followed. Please read both plans carefully as well as sign and return. Please be aware of the law SB157, named the "Teachers' Bill of Rights". Students misbehavior will not keep a teacher from teaching and other students from learning.

Students who make weekly conduct grades other than A's or B's will not be allowed to participate in field trips or in any activities which take place away from the school site.

Wolf Pup Slips

"Wolf Pup" slips are given to students for misbehavior outside of the classroom setting. Pup slips will be modeled and discussed with students at the beginning of the school year and the guidelines will be sent home for you and your child to sign.

School Bus Misconduct

The principal or designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the students, will be for a reasonable and specified period of time. The Parent/Guardian(s) will be notified prior to the suspension from the bus. Alternative consequences may be developed by the Principal or designee as circumstances warrant.

All bus drivers have received formal orientation/training on rules and behavioral management of students while students are being transported. Bus drivers explain the rules to students during the first two weeks of school, periodically as necessary, and for new students as they begin riding the bus. **The procedure specified in the Disciplinary Action for school bus offenses may not be followed for serious misconduct. The Code of Conduct, as it applies to Class I, II and III, may be applied as necessary.**

Expectations for Student Behavior on Dothan City School Buses

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

Disciplinary Consequences for Elementary Students Riding School Bus (Referral to Principal or Designee) (K-6):

Refer to the DCS "Code of Conduct for Students" book

Cell Phones/ "Focus Act"

The Dothan City School Board recognizes that students carry personal electronic communication devices. Schools Board Members also recognize that parents provide these devices for their children so they can be in touch in case of emergency. School requires a students' attention. In recent times, personal electronic devices have become a distraction in the classroom and also a source of concern; especially when used to video or take pictures of other students, or bully using electronic methods. Please note that in case of extreme emergency, for example, a lockdown situation or active shooter, law enforcement shares that multiple cell phones and calls jam their systems and also false statements of the situation can be shared which often confounds the work of school officials, law enforcement, and emergency services. Pursuant to the Freeing our Classrooms of Unnecessary Screens for Safety (FOCUS) Act and the above reasons, the following is expected:

- 1) No student may possess a wireless communication device in any public elementary or secondary school building or on the grounds during the instructional day. WIRELESS COMMUNICATION DEVICE. A cellular telephone, tablet computer, laptop computer, pager, gaming device, or any other portable electronic device including smart watches identified in a wireless communication device policy that has the capability of exchanging voice, messaging, or other data communication with another electronic device. Phones must be turned off and stored off the student's person during school hours. The prohibition on using wireless devices will be enforced during the instructional day, meaning all school hours, in both school buildings and on school grounds.
- 2) Students are explicitly prohibited from using any type of electronic device to record audio or video segments at any school function or event, or to have the devices turned on during the INSTRUCTIONAL DAY. The period of time during which a public elementary or secondary school is open and in session for purpose of meeting the minimum number of instructional days or hours pursuant to Section 16-13-231, Code of Alabama 1975. The term also includes class transitions, lunch, non-instructional times, and any other time specified in a wireless communication device policy.
- 3) Transportation will allow cell phones on the bus if the phone is on silent or vibrate.
- 4) Nothing in the policy shall prohibit a teacher or school official from allowing the use of these devices in a productive manner as part of an instructional lesson, approved specialized project, or for specific research with principal's prior approval per lesson plan.
- 5) A student may use, operate or possess a wireless communication device if the use, operation, or possession occurs during an emergency threatening the life or safety of the student or another person
- 6) Exceptions for Students with Disabilities (IEP/504 Plans):

In accordance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, reasonable accommodations will be made for students with disabilities only when the use of a personal electronic device is specifically identified and justified in the students' IEP or 504 plan to provide a free appropriate public education for the students. Such determinations must:

- Be based on a comprehensive evaluation and the individualized needs of the student.
- Be documented within the IEP or 504 plan, following a IEP or 504 team meeting.
- Include a review of alternative, school-managed assistive technology or communication tools before a personal device is considered.

The use of personal cell phones for medical or educational purposes shall not be approved based solely on parent or physician request and will only be permitted when explicitly determined by the IEP or 504 team as necessary for students' access to their educational program

Consequences:

Elementary (K-5)

- If a student is guilty of unauthorized use of the device during school hours, the device will be taken and held by the school official. The parent or guardian will be contacted and expected to pick the device up at the school.
- Violation of this policy for the **second** time will result in the collecting of the device; parent/guardian will pick up the device and the student will be placed in In School Suspension/Alternative Placement (1-2 days).
- **Subsequent** violations will result in the collecting of the device; parent/guardian will pick up the device and the student will be placed in In School Suspension/Alternative Placement (3-5 days). In addition, the student is no longer permitted to bring any electronic devices on school campus.

Refusal to surrender the device when asked by the school official will be considered a Code of Conduct Class II- Code 299-

COMMUNICATION BETWEEN PARENTS AND SCHOOL

E-Mail

Our secretaries, teachers, principal and other school personnel have e-mail addresses. Teachers will send their e-mail addresses at the beginning of the school year.

Pupil Evaluation Procedures

Teacher-made tests, observation, discussion and specific work products will be considered in the grading process. Sending students' work home regularly is one way we have of keeping parents informed of a child's performance in a given subject. **Signed papers/conduct folders are sent home every Friday. Please go over these with your child and sign and return to school on Monday.**

Progress Reports

Progress reports will be sent home by teachers midway in each grading period. This provides parents an excellent opportunity for monitoring their child's progress in each subject while enough time remains to improve grades, if necessary. The report should be signed and returned.

September 2, 2026
November 12, 2026
February 10, 2027
April 21, 2027

Report Cards

Report cards will be issued to students after the close of each nine-week grading period. Report cards will contain academic and conduct grades as well as attendance. Report cards must be signed by the parents and returned to the classroom teacher. The Dothan City Schools' grading scale is:

A	Outstanding	90 – 100
B	Good	80 – 89
C	Satisfactory	70 – 79
D	Below Average	60 – 69
F	Failure	59 and Below

	Report Cards Go Home
1st Nine Weeks	October 14, 2026
2nd Nine Weeks	January 6, 2027
3rd Nine Weeks	March 17, 2027
4th Nine Weeks	May 25, 2027

CURRICULUM

Field Trips

Field trips within Dothan city limits and to nearby points of interest are part of our instructional program.

These trips are designed to supplement various aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of the scheduled trip date and will be asked to sign field-trip permission forms. Parents will need to honor deadline dates. If the deadline is not met, your child will not be able to go on the field trip. Students who make lower than a B in weekly conduct have demonstrated the inability to control their behavior and follow school classroom expectations; therefore, they will not be allowed to participate in activities which take place away from the school campus.

Homework

Homework is important because it is an extension of the learning that takes place in school. Homework provides practice and drills that reinforce classroom learning. It also provides opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for them to work and by seeing that assignments are completed and placed in book bags nightly. Parents of students not completing homework assignments will be contacted by the teacher.

Media Center

Students have open access to the media center and its resources. Students may check out books and take them home if the parent signs a permission form. If the form is not signed, the book will need to remain at school. Our school encourages parents to read with their child daily. Students are expected to care for the books and return them on time. A student may not check out another book until his/her over-due book is returned. The parent must pay for any book lost or damaged by the student. Students will not be allowed to take more than three AR tests per day and must be counted present in attendance in order to take a test.

Physical Education (P.E.)

Students are required to participate in P.E. each day. Students are encouraged to wear tennis shoes with socks during P.E. class. If a student changes shoes before P.E., it must be done in a timely manner or the student will not be allowed to change. Parents are only allowed three notes per nine weeks to excuse a student from participating in P.E. due to an illness. If the student is to be excused for a longer period of time, a doctor's excuse is required.

GENERAL INFORMATION

AHERA Notification

"All Buildings used by the Dothan City Schools are free of friable (air-borne) 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. For further Information, contact the Maintenance Department at Central Office, (334) 793-1397.

Title IX Coordinator

The Title IX Coordinator for Dothan City Schools is: TBA
Dothan City Schools
Phone: (334) 793-1397

Section 504 Coordinator

The section 504 Coordinator for Dothan City Schools is:
Alyssa Dyer
Dothan City Schools,
Phone: (334) 793-1397

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 Sue Clark.

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 Sue Clark.

Student's Equal Educational Opportunities, Grouping, and Grievance Procedures

It is the policy of the Dothan City Board of Education that no person in this District shall, on the basis of handicap, or race, color, creed, religion, sex, age, or national origin be denied the benefits of, or be subject to discrimination in any education program or activity. In compliance with federal legislation, Act 45 CRF 185.43 (d) (2), it is the policy of the Dothan City Board of Education that there be no racially identifiable classes established or permitted to exist in the Dothan City Schools except as outlined in paragraph "C" below. The Board places an equal emphasis upon nondiscriminatory provision of educational opportunities for children concerning such factors, in addition to race or color, as: (1) handicap, (2) creed, (3) national origin, or (4) sex.

All programs offered by schools within the Dothan City School District shall be open to all students regardless of sex in compliance with Title IX of the Educational Amendments of 1972 as later amended by the final regulations for implementation of this legislation.

Admission

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the No Child Left Behind in 2001 and the Stewart B. McKinney Homeless Assistance Act, all students homeless, migratory, immigrant, and Limited English Proficient children have equal access to the same free appropriate public education including public preschool education, provided to all other children and youth.

The enrollment of homeless, immigrant, migrant, and limited English proficient children and youth shall not be denied nor delayed unduly due to any of the following barriers:

- *Lack of birth certificate
- *Lack of school records or transcript
- *Lack of immunization or health records
- *Lack of Social Security Number
- *Lack of proof of residency
- *Lack of transportation
- *Guardianship or custody requirements

Instructional Practices and Equality of Educational Opportunities

The Board intends that its nondiscriminatory policy include, but not necessarily be limited to:

- A. Assigning students to ability groups, tracks, special education classes, special classes for mentally, emotionally, or socially disturbed, or any curricular or extra-curricular activities on the basis of race, color, or national origin, or the sex of the student.
- B. The prohibition of any tests which are considered by experts to be biased to the degree that said tests are discriminatory in nature.
- C. The charging of any fees to those students who are unable to pay said fees even though the charge itself may be in accordance with Board policy and State Statute; no grades, report cards, or other benefits of the instructional program shall be denied any student because of his inability to pay the costs of said programs. Said students shall be admitted to the programs without charge.

The above regulations shall not be interpreted to bar legitimate homogeneous or ability grouping based upon reliable, objective evidence that such measures are educationally beneficial to involved students and consistent with all Federal, State, and local regulations.

All grading practices, establishment of promotion and retention policies and decisions concerning graduation requirements shall be of a non-discriminatory nature.

Title I Grievance Procedures

The grievance procedures outlined in regulation coded, GAE-R shall be applicable to student personnel as well as employees. Should grievances not be satisfactorily resolved at the local school level as stipulated in Levels One and Two of the procedures, the complainant shall request a hearing of the grievance in writing. Said requests shall be addressed as follows:

Office of Federal Programs, Dothan City Schools

Exemplary Conduct

All administrators of the Dothan City School System and all other professional personnel shall exercise authority in a fair and reasonable manner. The Board believes in strict discipline; it believes equally as well that disciplinarians must so conduct

themselves as to be entitled to the respect of the disciplined. School discipline shall be utterly free of arbitrary, capricious, or other such legally indefensible and educational unethical practices.

Adopted: October 13, 1981

Multi-tierd System of Support

A designated general education committee is designed to meet the needs of general education students at-risk of failure due to academics, behavior, or drop-out. For more information, contact Ms. Clark.

ESL Statement

English as a Second Language guidelines provided by the state of Alabama will be followed.

Bad Weather

On days when school is dismissed early because of bad weather, your child should know where to go when school is dismissed. Please plan ahead with your child concerning what to do, where to go and how to get there. Buses will run their usual routes. If it is necessary in severe weather to delay the opening of school or to close school, the announcement will be made by radio, television stations, and websites.

Digital Citizenship

Students will be taught the basic guidelines of Digital Citizenship in the classroom.

Internet (DCSNet)

(Dothan City Schools Use of the Internet and Other instructional Technology)

The Dothan City School System has actively pursued making advanced technology and increased access to learning opportunities available to our students. Internet access is available to students through DCSNet. Our goal in providing this service to students is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. A complete copy of the DCS technology usage policy can be viewed on the DCS website.

The users of the DCSNet are expected to follow the rules set forth in the Dothan City School Code of Conduct and the law. Therefore, all students who use the Internet will be required each year to sign a DCSNet Agreement that will be co-signed by parents.

Lockdown(intruder)/Fire/Tornado/Bomb Drills

Lockdown(intruder)/fire/tornado/bomb drills are necessary for the safety of the students, faculty and staff. These drills will be conducted at regular intervals during the year. Specific information for lockdown/fire/ tornado/bomb drills is posted in each room.

Parties

Class parties are limited to two a year—Christmas and Valentine's Day. Birthdays are important. However, we do not celebrate birthdays with parties but parents are welcome to drop off or send cupcakes/cookies to share with the class. **Please notify the teacher in advance before bringing the treat.** The teacher will share the treat at a time most convenient for the class.

Also, please do not send birthday or other types of party invitations to be handed out to friends unless the whole class is being invited. **The school does not accept delivery of flowers, balloons, or candy for students. Limos will not be allowed to pick up students at school.**

Pets

No pets are allowed at school.

Pictures

School pictures are taken in the fall and spring.

Recess

Weather permitting; students are given a fifteen-minute recess each day in addition to P.E. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Always dress your child for outside recess. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building. Snacks may be brought to school to be eaten during recess. Friday is considered "Ice Cream Friday". Students may bring \$2.00 to purchase ice cream at school.

Telephone/Address Changes

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

Chromebooks/Textbooks/Library Books

All textbooks are furnished to students by the State of Alabama. Students are responsible for all textbooks, Chromebooks, and library books issued to them during the school year. All lost or damaged books or chromebooks must be paid for, as the school must replace these books and chromebooks.

Unauthorized Articles

In general, students can't bring toys, especially toy guns, knives, or unusual items (such as collector's cards, Pokémon, etc.) to school. Electronic games are not allowed.

Dress Code

Please Refer to DCS "Code of Conduct for Students" book

Vandalism and Property Damage

All school property must be treated properly. Any students damaging school property will be required to pay for damages.

MEDICAL INFORMATION

Immunizations

All children entering school must be properly immunized against chicken pox, polio, diphtheria, tetanus, pertussis, measles, German measles, (Rubella), and mumps. The law requires the school to exclude from attendance those students failing to provide proof of these immunizations or the parent can provide an exemption certificate. **(Alabama Immunization Card)**

Medication



According to Dothan City Schools' policy:

1. Prescription medications will be administered only upon specific instructions from licensed physicians stating the medication must be administered at school.
2. The physical Medication Authorization Form (MC-1) should be completed for each medication. No medication may be added to a form on file.
3. Non-prescription medication including Tylenol, Pepto-Bismol, aspirin, etc. will not be administered at school.
4. Medications are not to be kept in the personal possession of students. No medication will be taken in the classroom, except for asthma inhalers.
5. The parent/guardian shall deliver all medication to the school personnel designated by the principal.

PARENT INVOLVEMENT

Parent/Student/School Compact

Parents and students are required to sign contracts which describe parent responsibilities to the school and student responsibilities in academics and behavior. Working together, we can make the learning experience of your child positive.

Visitors

All parents and visitors are required to report to the school office and office personnel will provide assistance. **During school hours, all outside doors are locked. Entrance into the school will be at the main entrance on Girard Avenue.**

SCHOOL NUTRITION

All students will be able to eat breakfast and lunch at no charge.

