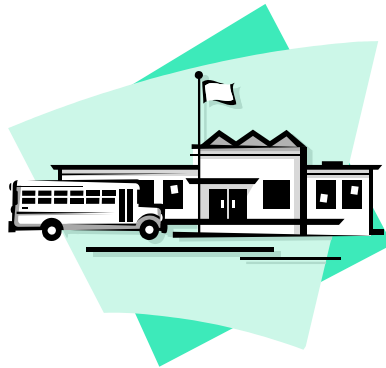


CODE OF  
STUDENT CONDUCT  
AND  
STUDENT HANDBOOK



DEKALB COUNTY SCHOOLS  
ALABAMA

REVISED JULY, 2011

**If there are any questions concerning any items in this handbook, please contact your local principal.**

Collinsville.....	Principal, Donny Jones .....	256-524-2111
Crossville Elementary .....	Principal, Ed Burke .....	256-528-7859
Crossville High School .....	Principal, David Uptain .....	256-528-7858
Fyffe .....	Principal, Ricky Bryant .....	256-623-2116
Geraldine .....	Principal, Robert Richey .....	256-659-2142
Ider .....	Principal, Steve Street .....	256-632-2302
Plainview .....	Principal, Ronald Bell .....	256-638-3510
Sylvania .....	Principal, Westley King .....	256-638-2030
Valley Head .....	Principal, William Monroe .....	256-635-6228
Henagar .....	Principal, Stevie Green .....	256-657-4483
Moon Lake .....	Principal, Brenda Wisner .....	256-634-4113
Ruhama .....	Principal, Hugh Taylor .....	256-845-3377
DeKalb Technology Center...	Principal, Gelane Nelson .....	256-638-4421

**DISCLAIMER**

The policies in this handbook are approved by the DeKalb County Board of Education. Errors and/or omissions in this handbook are subject to clarification by the Superintendent or his designee.

# DEKALB COUNTY BOARD OF EDUCATION STUDENT HANDBOOK

## BOARD OF EDUCATION

Mary Etta Bailey, Chairman  
Harold Bobo, Vice-Chairman  
Claude Callaham, Member  
Mark Richards, Member  
Terry Wootten, Member

Charles D. Warren, Superintendent

### Note to Parents:

Schools have the responsibility of helping youngsters develop their talents in order to reach their full potential. Young people must have proficient communication skills and computational skills coupled with a wide range of knowledge to compete in today's society. In addition, today's students must know how to apply these skills in our era of rapidly developing technology. Working together, parents and educators can help young people develop the academic skills, work skills, social skills and self-discipline they will need to succeed.

This Student/Parent Information Guide is designed to assist parents and students to better understand the daily operations and policies of the DeKalb County Schools in order to effectively use all the resources of the schools in the development of students. Copies of General Board policies are available in your local school office and library.

The Board and Superintendent wish to express appreciation for contributions made by present and former committee members, employees and board members.

2011-2012 Code of Student Conduct  
NOTICE of RECEIPT

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

It is the intent of the DeKalb County Board of Education that each student and his/her parent/guardian receive a copy of the DeKalb County Board of Education's Code of Student Conduct. The faculty within each school is charged by the Board of Education to review the Code of Student Conduct with the student body. It is the parent/guardian's responsibility to read the content and discuss the information with their child. By signing this form, you are verifying receipt of the DeKalb County Code of Student Conduct.

CODE OF STUDENT CONDUCT - I acknowledge that I have received a copy of the Code of Student Conduct adopted by the DeKalb County Board of Education.

SPECIAL EDUCATION - I acknowledge that I have received information concerning the availability of Special Education Services for students enrolled in DeKalb County Schools.

TEXTBOOKS - I acknowledge that I have received information concerning the care and possible replacement of state-owned textbooks.

STUDENT PHOTOGRAPHS - I understand that if I object to the photographing of my child I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter.

SURVEYS - I understand that if I object to my child participating in a Drug Use or Pride Survey as required by Title IV funding, I shall place written objections on file with the school at the time of the student's enrollment or at any time thereafter. Refer to Drug Testing section for guidelines on random testing of students participating in extra curricular activities.

INTERNET USE - I understand that if I object to my child using the Internet and/or e-mail, I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter.

FERPA - I acknowledge that I have received information regarding the Family Education Rights Privacy Act.

My signature acknowledges receipt of DeKalb County's Code of Student Conduct and individual school sections, which includes Special Education Information, Textbook Rules, and Regulations, Photographs, Surveys, Internet Use, and FERPA.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Date

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

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## INTRODUCTION

The DeKalb County Board of Education believes that a uniform set of policies, including a code of conduct for students, is vital to the pursuit of academic excellence in order that its students may have meaningful learning experiences.

It is important that each person connected with the school understands the importance of a consistent set of behavioral standards and policies in order that a positive environment can be established and maintained. Creating such an environment requires the cooperation of the parents/guardians, students, board of education and all employees of the school board.

Rules, regulations, and due process are designed to protect all members of the community in the exercise of their rights and responsibilities. The purpose of issuing the Code of Student Conduct and Student Handbook is to acquaint students, parents, teachers, administrators and others with rules and regulations that govern the orderly operation of the school.

As students progress in the school system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions.

The policies in the handbook shall apply to students N-12.

## EQUAL EDUCATIONAL OPPORTUNITIES

It shall be the policy of the Board that the school district shall place an equal emphasis on the nondiscriminatory provision of educational opportunities for children and no person shall be denied the benefits of any education program or activity on the basis of race, color, disability, creed, national origin, religion, age or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

## ENROLLMENT

No school within the DeKalb County School System shall enroll any student who is suspended, has been expelled, or who is subject to any pending disciplinary action by another public school system or other school, public or private, either within or outside the DeKalb County School System without the approval of the DeKalb County Board of Education.

No transfer student shall be considered as officially enrolled in any DeKalb County School until such time as it is determined that the student is eligible to attend school within the school system from which he/she is requesting transfer.

Nothing in this policy shall be interpreted in such manner as to prevent a student from attending school on a temporary basis and participation in any academic or extracurricular school activities for which he/she is otherwise eligible pending a determination of the student's status within the school system and school from which he/she is requesting transfer.

No school shall enroll a student that lives outside the DeKalb County attendance zone. School age children of DeKalb County Board of Education employees are exempt from the residency requirements. **The DeKalb County School System requires a residency affidavit before enrollment.**

## EXTRACURRICULAR ACTIVITIES

To participate in a school-sponsored extracurricular activity (athletics, band, etc.) the participant must be a regularly enrolled student of the DeKalb County School System.

## STUDENT INFORMATION

All Schools are required to furnish students internet access and or a hard copy of the Student Handbook during the first two weeks of the school term or first two weeks of the student's enrollment. Addendum shall be duplicated and provided to students to place in the regular handbook. Other methods of dissemination shall also be employed such as student assembly periods, announcements, memorandums, and other duplicated material. It is suggested that school rules and regulations/policies be discussed with parents, PTA/PTO groups and Booster Clubs.

The Board also provides handbooks for Personnel, Child Nutrition, Transportation, Communicable Disease, and General Policies.



## **PARENT/GUARDIAN/OTHER PERSON HAVING CONTROL OR CUSTODY**

Parent, guardian, or other person having control or custody of a student shall:

Require the child to properly conduct himself or herself as a pupil.

Read, sign, and return to the school an acknowledgment of receiving or having access to the written policies and procedures relative to school conduct.

Cooperate with appropriate authorities or agencies to address improper school conduct.

File an "incurrible petition" (beyond control) with the court when appropriate.

Action may be brought against parents for:

1. Failure to compel the child to properly conduct himself/herself as a pupil in any public school. This is a misdemeanor and punishable by not more than a \$100 fine and a sentence of 90 days hard labor for the county [Ala. Code § 16-28-12 (a) (1975)].

2. Aiding, encouraging, or causing any child to become or remain delinquent, in need of supervision, or dependent. This is a misdemeanor punishable by not more than a \$500 fine or a sentence of hard labor for the county for not more than 12 months or both [Ala. Code § 12-15-13 (1975)].

The following procedures shall be followed for out-of-school suspensions:

### **FIRST SUSPENSION**

The parent, guardian, or person having control or custody of the child shall be notified verbally and in writing of the suspension.

The Superintendent of Education shall be notified of the suspension.

The District Attorney shall be notified of the suspension.

### **SECOND SUSPENSION**

The parent, guardian, or person having control or custody of the child shall be notified verbally and in writing of the suspension.

The parent, guardian, or person having control or custody of the child shall attend a school conference.

The Superintendent of Education shall be notified of the suspension.

The District Attorney shall be notified of the suspension.

### **THIRD SUSPENSION**

The parent, guardian, or person having control or custody of the child shall be notified verbally and in writing of the suspension.

The child and the parent, guardian, or person having control or custody of the child shall attend the School Conduct Intervention Program provided by the Juvenile Court. This program is designed to assist parents by informing them of the provisions of the law and identifying resources.

The Superintendent of Education shall be notified of the suspension.

The District Attorney shall be notified of the suspension.

## **FOURTH SUSPENSION**

The parent, guardian, or person having control or custody of the child shall be notified verbally and in writing of the suspension.

The Superintendent of Education shall be notified of the suspension.

The District Attorney shall be notified of the suspension and provided information relative to this and previous suspensions.

If warranted, charges will be filed.

Generally the fourth suspension shall result in charges being brought against the parent, guardian, or other person having control or custody of the child. Special situations may result in legal proceedings being instituted prior to the fourth suspension.

## **CODE OF STUDENT CONDUCT**

A uniform code of conduct for students is important to the pursuit of academic excellence in order that the students may have meaningful learning experiences. This can be accomplished only in schools where the environment is free from distraction caused by disruptive behavior.

### **EXPECTED RESULTS OF A PROPERLY EXECUTED AND ENFORCED CODE OF CONDUCT**

1. Teachers and student's morale should be high because of a positive teaching and learning environment.
2. Increased public support for the schools should be better because of a positive learning environment which is provided and maintained.
3. An overall school environment and atmosphere which is conducive to learning will be ever present.

### **RULES OF THE HOME, STUDENT, SCHOOL, AND SCHOOL PERSONNEL**

In order for effective instruction to occur, there must be a cooperative relationship among student, parent, and educator. This relationship may be described as follows:

Parents or Guardians should:

- maintain regular communications with the school authorities concerning their child's progress and conduct.
- insure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- provide their child with the resources needed to complete class work.
- bring to the attention of school authorities any problem or condition which affects their child or other children of the school.
- discuss report cards and work assignments with their child.
- maintain up-to-date home, work and emergency telephone numbers at the school, including doctor, hospital preferences and emergency health care form.

Students should:

- attend all classes daily and be punctual in attendance.
- come to class with appropriate working materials.
- be respectful to all individuals and property.
- refrain from profane or inflammatory statements.
- conduct themselves in a safe and responsible manner.
- be clean and neat.
- be responsible for their work.
- abide by the rules and regulations of the school and each classroom teacher.

- seek changes in an orderly and recognized manner.

**Schools should:**

- encourage the use of good guidance procedures.
- maintain an atmosphere conducive to good behavior.
- exhibit an attitude of respect for students.
- plan a flexible curriculum to meet the need of all students.
- develop a good working relationship among staff and with students.
- encourage the school staff, parents/guardians, and students to use the services of community agencies.
- promote regular parental communication with the school.
- seek to involve students in the development of a policy
- endeavor to involve the entire community in the improvement of the quality of life.

**School Personnel should:**

- be in regular attendance and on time.
- perform their duties with appropriate materials.
- respect other individuals and their property.
- refrain from profane or inflammatory statements.
- conduct themselves in a reasonable and responsible manner.
- be clean and neat.
- adhere to the rules and regulations established by the school.
- pursue improvements in an orderly and recognized manner.
- utilize a variety of informal disciplinary and guidance methods, in addition to formal disciplinary action including:

- student program adjustment
- referral to appropriate personnel for group or individual counseling with guidance counselors, peer counseling, psychological evaluations, and such other services deemed appropriate.
- conferences and/or contacts between administrators, parents/guardians, teachers and students.
- referral to appropriate agencies for specific problems.

**JURISDICTION OF THE SCHOOL BOARD**

Students enrolled in the DeKalb County Schools are subject to the policies of the DeKalb County Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including but not necessarily limited to the following:

- Regular school activities.
- Transportation on school buses.
- Field Trips.
- Athletic Functions.
- Activities where appropriate school personnel have jurisdiction over studies.
- Automobiles driven or parked on school property (May be searched with probable cause and due process).

In addition to the foregoing, jurisdictional control over the student may be extended to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on health, safety and welfare of the school.

**FORMAL DISCIPLINARY AUTHORITY**

The authority of the school officials to control student conduct off school grounds and outside school hours is well settled in the law. Where students are engaged in a school sponsored activity, the authority of the school officials is the same as if the activity took place on school property.

## Definitions Relating to Formal Disciplinary Actions

### **After School Detention Hall**

Assignment to a designated room on campus at the end of the regular school day for a specified period of time.

Principals shall utilize In-School suspension when possible. The seriousness of the offense shall be taken into consideration. Since punishment should be immediate and a lack of space at the A-School prohibits students below 5th grade from attending, principals may consider out of school suspension if in-school suspension is unavailable. See page 37

### **Before School Detention**

Assignment to a designated room on campus at a designated time before the beginning of the regular school day.

### **Corporal Punishment**

Moderate use of physical force or physical contact by a principal or designee as may be necessary to maintain discipline or to enforce school rules. All teachers must follow the approved county policy as stated in the policies and procedures for The DeKalb County School System.

### **Disciplinary Probation**

Assignment for a specified period of time to a staff member who will assist in monitoring the student's adjustment to the school environment. With exception of gifted, see Special Education Policies regarding suspension of child enrolled in special education classes.

### **Expulsion**

Removal of the right and obligation of a student to attend a public school under conditions set by the School Board and in compliance with state and federal regulations. This may be for the remainder of the school year and one (1) additional year of attendance, depending upon circumstances leading to the expulsion.

### **In-School Suspension Program** - See new policy in General Policies Handbook

Provision of tutorial and guidance services in a restricted environment.

### **School Board Hearing**

Hearing by the School Board, with the parents/guardians and the School Board staff both being given an opportunity to speak before the Board.

### **School Bus Suspension**

Denial of the privilege of riding a school bus, based on misconduct occurring while the student is being transported at public expense.

### **Suspension**

Removal of students from their regular school program for a period not to exceed 10 school days. The Superintendent of Education and the parent/guardian shall be notified by the principal verbally and in writing when a student has been suspended.

### **Volunteer Work Assignments**

Option or alternative to other forms of punishment. Supervised activities related to the upkeep and maintenance of school facilities. Work assignments are not intended to interfere with any student's regular class schedule.

## **STUDENT/DRIVER SUBSTANCE ABUSE**

Students who participate in a competitive extracurricular activity/sport or those students who drive to school are subject to the Substance Abuse Policy approved by the DeKalb County School board for implementation in the 2006-2007 school year. For students to be able to participate in competitive extracurricular activities, sports or drive

to school, the student and parent must sign and return the consent and release form in the policy booklet. No student is allowed to participate without this form on file at the school. Copies of the policy are available at the school office or activity sponsor.

**PARENTAL RESPONSIBILITY FOR STUDENT CONDUCT**  
**IT'S THE LAW**  
Parental Notification of Civil Liabilities and Criminal Penalties

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

**Attendance and Conduct (Act 94-782)**

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local Board of Education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days). See "Truancy" for additional information.

**Teacher Assault (Act 94-794) Code of Alabama 13A-6-21(1975)**

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his/her duty.

**Drug Dealing (Act 94-783)**

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

**Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784)**

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, or physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) school days.

**Weapons in Schools (Act 94-817) Code of Alabama 13A-11-72(d) (1975)**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: Deadly weapons include, but are not limited to, hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.)

**Vandalism (Act 94-819)**

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful or malicious act of the minor.

**Pistol Possession/Driver's License (Act 94-820)**

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possess a driver's license on the date of conviction; the driver's license will be suspended for 180 days.

**Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in 16-28-40, Code of Alabama (1975))**

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

## **CELL PHONE USE POLICY**

### **CELL PHONE OR ELECTRONIC COMMUNICATION DEVICE POSSESSION/USE**

The DeKalb County Board of Education recognizes that cell phones are commonplace in today's society. However, cell phones in the school environment may be used inappropriately to take objectionable pictures, pass answers, incite others, as well as jeopardize testing security. Therefore, the DeKalb County Board of Education prohibits the possession and/or use of cell phones, electronic pagers or other electronic communication devices with the following exceptions:

- A. Students approved by the school principal for medical/emergency reasons, approved use in 504 or IEP plans, or other extraordinary reasons as determined by the principal. The principal must maintain a current list of students approved for use of an electronic communication device or cell phone.
- B. Such approved use must be expressly and specifically permitted by the school administrator (principal), teacher, or employee who is acting in a supervisory capacity at the time of use (students do not use without permission and supervision).
- C. For each violation of the cell phone policy, cell phones shall be confiscated and held by the principal for a period of 30 calendar days. School Administrators/appropriate central office administrators and law enforcement officers have the authority to review the phone records/text messages/pictures of any confiscated cell phone. Cell phones holding questionable material(s) will be passed along to the school resource officer and/or juvenile authorities. Use of an electronic device or cell phone to commit a misdemeanor or felony could result in an Alternative School Placement, long term suspension, or expulsion from school.
- D. Students who are approved for cell phone/electronic communication device use are responsible for any non-approved use of their device(s) by other non-approved students. Non-approved students may not use the cell phone or electronic communication device of an approved student. The school is not responsible for lost, damaged or stolen device(s).
- E. Electronic or communication devices (radios, IPODS, tape players, cameras, electronic games, etc) which may distract students from learning or disrupt the educational progress should not be brought to school unless specifically requested by school officials. Violations are subject to the above disciplinary action. School officials will not be responsible for the loss of items brought to school or for damage that may occur to such items. Therefore, it is strongly recommended that expensive or cherished items not be brought to school. The DeKalb County School System shall not assume responsibility for theft, loss or damage of/to a cell phone, or unauthorized calls made on a cell phone. Students shall be personally and solely responsible for the security of their cell phones and/or any other personal electronic devices.

Cell phone use is not allowed on school buses by any student including regular bus routes or extracurricular bus travel.

### **Alabama State Department of Education Policy**

#### **Cell Phone/Digital Device in a Testing Setting**

**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 device is in the possession of a student in the testing setting, testing for student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated.

## **Possession of Tobacco (Act 97-423)**

This act provides penalties, charges and court procedures regarding any minor possessing, using, purchasing, or transporting tobacco or tobacco products. A fine of not less than \$50 is established for each violation.

### **CLASSIFICATIONS OF VIOLATIONS**

Violations of the Code are grouped into three classes — minor, intermediate, and major. Each classification is followed by a disciplinary procedure which is to be implemented by principals and their designees. In the following classes of violations and disciplinary procedures, it is understood that the principal or his/her designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification the violation.

Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary action, by making a personal call to the parents or guardians when feasible, and by scheduling conferences with parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the principal or his/her designee.

#### **MINOR OFFENSES — TYPE I**

- 1.0** Excessive tardiness.  
Repeatedly reporting late to school or class
- 1.02** Minor disruption on a school bus.
- 1.03** Unexcused absence from class or school. (Attendance Policy will cover.)
- 1.04** Verbal abuse of another student.  
The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so and the performance of some act which creates a well-founded fear in the other person that such harm is likely.
- 1.05** Unintentional and/or non-directed use of profane or obscene language.
- 1.06** Participation in games of chance for money and/or other things of value.
- 1.07** Unauthorized fund raisin. All sales at school must have prior approval of the principal
- 1.08** Vehicular violations. Example (sitting in car, excessive speed, no decal etc.)
- 1.09** Chronic failure to bring supplies to class.
- 1.10** Failure to complete and/or return required school forms.
- 1.11 Non-conformity to dress code.**

**1. An article of clothing that is more than four inches above the knee would be considered inappropriate for school. PRINCIPALS SHALL REVOKE THE PRIVILEGE OF WEARING SHORTS**

**FOR INDIVIDUALS WHO REPEATEDLY VIOLATE THIS POLICY**

**(First Violation/Student Conference; Second Violation/Parent Conference;**

**Third Violation/Student's privilege of wearing shorts revoked.)**

**2. Clothing that exposes the midriff and/or undergarments, including but not limited to halter tops, tank tops, mini-skirts, and baggy pants, are inappropriate. There should be no bare midriff evident when**

reaching up or bending over. There shall be no “spaghetti” straps, baggy or low riding pants worn by students while in school or participating in school activities. No clothing should have holes anywhere above the knee.

3. Clothing or jewelry including “jelly bracelets” with sexually suggestive, profane, or vulgar themes or that promote gang-related activity is prohibited. Symbols of racial, ethnic, or religious hatred are prohibited. “Gothic attire” is not considered appropriate school attire and is prohibited.

4. Hats, caps, bandannas, or other head coverings, and sunglasses (for both male and female) are considered inappropriate attire to be worn on campus. Principals may grant an exception based on certain medical conditions or other compelling reasons.

5. Skintight clothing, inappropriately worn, or revealing as to provoke or distract other students is disruptive and unacceptable.

6. Shoes and sandals must be worn. Shoes that mark or damage floors will not be permitted.

7. Clothing advertising alcohol, tobacco products or any illegal drug may not be worn to school.

8. All clothing should be in good taste for the age, maturity, and size of the child. Any apparel which renders one’s appearance as sexually suggestive or indecent is prohibited. “Sagging” attire is not permitted.

9. Trench coats, overcoats, dusters or any bulky style coat may not be worn during the school day.

10. Book bags and/ or backpacks must be clear or made of mesh material.

11. Students are not permitted to wear pins, rings, or studs in their nose, eyebrows, tongue, or other parts of the face, hand or stomach. Body piercing of this manner is not consistent with the learning environment appropriate for our schools. No metal or plastic “spacers” for pierced body parts are allowed.

12. Billfold chains, dog-chain necklaces, animal collar necklaces, spike wristbands or necklaces and other provocative jewelry are prohibited.

13. The hair of students should be neat, clean, and well groomed. Extreme colors (exotic/unusual), spiking, and other provocative styles are prohibited.

14. If the principal determines that the student’s dress or grooming is unacceptable, adequate time shall be allowed the student to make proper adjustments. However, if a student continues to ignore the directive of the principal concerning the dress code, he/she shall be subject to disciplinary action.

15. Students are to come to school dressed for the business of learning. Students are expected to adhere to certain standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. A student’s appearance, mode of dress or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or safety of others. When, in the judgment of the school principal, a student’s dress or appearance is such a disruption or threat, the student may be required to make necessary modifications.

1.12 Giving false information.

Including, but not limited to, student information data and the concealment of information directly related to school business.

1.13 Inappropriate public display of affection.

Including, but not limited to, embracing and kissing.

1.14 Littering of school property.



- 1.15** Unauthorized use of school or personal property.
- 1.16** Failure to follow instructions.  
Examples: Failure to carry correspondence home, failure to obey directions in the hallways, assemblies, etc.
- 1.17** Any other violation which the school officials may deem reasonable to fall within this category after consideration or extenuating circumstances.
- 1.18** Bullying - Intimidation of any student, Grades K-12, through harassment, threats, oral or written, physical contact or other means, on campus, on school buses, or while attending any approved school activities.

Administrative responses for Type I violations include, but are not limited to:

- 1. Student Conference
- 2. Parent Contact
- 3. Detention
- 4. Suspension from Class or Bus
- 5. Suspension from School-requires both verbal and written notification of parents/guardians
- 6. In-School Suspension (Supervised)
- 7. Corporal Punishment – All teachers must follow approved DeKalb County Board policy.

## **INTERMEDIATE OFFENSES — TYPE II**

- 2.01** Insubordination to or disrespect toward school employees.
  - 1. Any verbal or non-verbal refusal to comply with a lawful direction or order of a school employee.
  - 2. The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the performance of some act which creates well founded fear in the other person that such violence is imminent.
- 2.02** Use of obscene or profane communication (verbal, written, gesture).
- 2.03** Threats to, extortion of, and/or harassment or bullying of other students.  
Verbally or by a written or printed communication, maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act against his/her will.  
Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Type III offense.
- 2.04** Fighting.  
Intentionally touching or striking another student against his/her will, or intentionally causing bodily harm to an individual.
- 2.05** Stealing - Larceny - Petty Theft.  
The intentional, unlawful taking and/or carrying away the property valued at less than \$100 belonging to or in the lawful possession of another.

**2.06 Possession of a potential weapon.**

A knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or object with the intent to be armed.

**2.07 Vandalism.**

Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.

**2.08 Offensive touching of another student.**

**2.09 Cheating.**

**2.10 Unauthorized or excessive absence from class or school.**

**2.11 Possession and/or use of tobacco products.**

Possession on the person, in the locker, vehicles, or in other effects of a student; holding a lighted cigarette cigar, etc.) inhaling or exhaling of the smoke of tobacco, or the using of any other tobacco products. (Refer to Act 97-423.)

**2.12 Leaving class or campus without permission including all school-sponsored events.**

**2.13 Trespassing.**

Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited is warned by an authorized person to depart and refuses to do so.

**2.14 Possession of stolen property with the knowledge that it is stolen.**

**2.15 Misconduct at school-sponsored events (club trips, athletic events, etc.).**

**2.16 Any other violation which school officials may deem reasonable.**

**2.17 Violation of Internet use policy.**

**2.18 Possession or use of any gang symbols/graffiti in any form including tattoos.**

Administrative responses for Type II violations include but are not limited to:

(Notices/Reports to parents should be made when possible)

1. Saturday School
2. Suspension from Class
3. Suspension from School-requires both written and verbal notification of parents/guardians
4. In-School Suspension (Supervised)
5. Corporal Punishment – (Witness and Due Process Required) – All teachers must follow The DeKalb County Board policy.

**TYPE III OFFENSES**

**3.01 Possession of firearms, including air guns.**

Any firearm (including a starter gun) which will, or is designed to, or may be converted to expel a projectile by the

action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive devise. Under the Gun-Free Schools Act, students, found guilty, must be expelled for one full year, 365 days.

- 3.02** Possession of weapon with intent to do bodily harm.
- 3.03** Possession, use and/or sale of unauthorized drugs and alcohol.  
Unauthorized possession, transfer, use or sale of drugs, paraphernalia or alcoholic beverages.
- 3.04** Arson.  
Willful and malicious burning or attempting to burn School Board property.
- 3.05** Explosions.  
Igniting explosives including fire crackers, fireworks, or smoke bombs.
- 3.06** Criminal Mischief.  
Willful and malicious injury or damages at or in excess of \$200 to public property, or to real estate or personal property belonging to another.
- 3.07** Battery upon School Board Employees.  
The unlawful and intentional touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee.
- 3.08** Robbery.  
The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of the same.
- 3.09** Stealing - Larceny - Grand Theft.  
The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.
- 3.10** Gambling.  
The intentional, unlawful participation in gambling activities involving amounts of more than \$100.
- 3.11** Burglary of School Property.  
Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closes to the public.
- 3.12** Bomb Threats.  
Any such communication(s) concerning School Board property which has the effect of interrupting the educational environment.
- 3.13** Sexual Acts.  
Acts of sexual nature including, but not limited to, battery, attempted rape or rape.
- 3.14** Written or verbal propositions to engage in sexual acts.
- 3.15** Aggravated battery.  
Intentionally causing great bodily harm, disability or permanent disfigurement; use of a deadly weapon.

- 3.16** Inciting or participating in major student disorder.  
Leading, encouraging or assisting in (major) disruption which results in destruction or damage of private or public property or personal injury to participants or others.
- 3.17** Vehicular Endangerment.  
Any dangerous or reckless use of motor vehicle on school property
- 3.18** Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
- 3.19** Repeated violations of gang symbols/graffiti.

**Administrative responses for Type III violations include but are not limited to:**

- 1. Indefinite Suspension  
Suspension should not exceed ten (10) days in length except in life threatening situations where a student may pose a danger to other students or personnel and then only until the Board meets. Suspension requires both verbal and written notification of parents/guardians.
- 2. Suspensions  
Students suspended shall not be allowed to participate in any extra-curricular activities including but not limited to athletics, clubs (and those that are school related such as 4-H if held during the school day).
- 3. Expulsion from School  
Students may be expelled for remainder of year, for 365 calendar days, or for an additional year, depending upon the circumstance of the violation.
- 4. Expulsion  
Students expelled from another system shall not be enrolled in the DeKalb County System.

**PENALTIES FOR POLICY VIOLATIONS**

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission. (See Parental Notification — “IT’S THE LAW!” — for further information.

**FORMAL DISCIPLINARY ACTION**

- 1. Commission of a Class III offense will necessitate a disciplinary conference with the principal and parents/guardians. If the matter is unresolved at that conference, the principal shall suspend the student and recommend him/her for expulsion.
- 2. Due Process - Punishment should not be delayed. Principals and teachers are

to evaluate physical condition of student when considering corporal punishment. Due Process is required.

3. Corporal Punishment - Students in Grades K-12 who refuse paddling may be assigned to ISS or after-school detention, or out-of-school suspension, grades K-12. (State Law does not forbid corporal punishment. The DeKalb County Board of Education does not recognize a “no paddle” list. Schools must follow IEP/504 plan or make provisions for medical reasons). All teachers must follow the approved board policy.
4. In-School Suspension - Principals shall utilize in-school suspension when possible. The seriousness of the offense shall be taken into consideration. Since punishment should be immediate and a lack of space at the A-School may prohibit students below 5th grade from attending, principals may consider out-of-school suspension if in-school suspension is unavailable. The In-School Suspension program is designed to provide a structured disciplinary atmosphere in which students who are in violation of Board policy and/or school rules and regulations may be isolated or removed from their regular classroom activities.  
  
In-School Suspension includes before and after-school suspension. Emergency arrangements may be made for an ISS program to be held during the school day, but the program must comply with Board policies. The ISS class must be supervised by a certified teacher and guidance services provided when necessary.
5. Snacks - may not be taken away as punishment. Breaks may be taken away, but schools must furnish some type of snack, e.g., crackers and milk. Schools may isolate students as long as they are supervised. There are several diabetic students and others who need food.

## **STUDENTS WITH DISABILITIES**

The Board of Education will abide by all regulations regarding the Reauthorization of the Individuals with Disabilities Education Act, IDEA/2004, and all amendments. See policy manual and guidelines provided by Special Education Coordinator.

### **504 STUDENTS**

Plans for all 504 students at all locations must be updated annually (preferably in the fall) by the 504 Committee with the assistance of the Special Education Coordinator. It is the local school administrator’s responsibility to see that each plan is complete and implemented.

### **DUE PROCESS**

Essentially due process means that a person must be given notice that he is about to be deprived of life, liberty, or property; that a person be given an opportunity to tell his side of the situation. But the concept of due process is a flexible one, and its specific definition in a given situation varies with the nature of the threatened deprivation and the other factors involved. In the case of short-term school suspensions, the Supreme Court recognizes that the deprivation involved is not a serious one and the need to maintain an orderly school environment is an important societal need.

Any Due Process Procedure Should Include the Following:

1. The student should be given oral or written notice of the charge against him/her. (Oral notice should be followed by a written notice, especially Type II and III Offenses.)

2. If the student denies the charges, he is entitled to an explanation of the evidence the school has as a basis of the charge.
3. The student shall have an opportunity to tell his side of the story.
4. There need be no delay between the time notice is given and the time of the hearing. In a majority of cases the principal may informally discuss the alleged misconduct with the student minutes after it has occurred.
5. Since the hearing may occur almost immediately following the misconduct, generally the notice and hearing should precede the suspension.
6. In cases where the presence of the student poses a continuing danger to persons or property or an ongoing threat of disrupting academic process, the student may be immediately removed from school. In such cases, the notice and hearing should follow as soon as practicable.

Code of Alabama, 1975

Section 16-1-14. Removal, separation of grouping of pupils creating disciplinary problems.

In the event the student is not satisfied with the disciplinary action, the student may appeal to the principal. If the student is not satisfied with the action taken by the principal, he/she may appeal to the Superintendent of Education. If the student is not satisfied with the action taken by the Superintendent he/she may appeal to the County Board of Education. The decision of the Board will be final.

## **EXPULSION**

If the principal recommends expulsion, the parents and student shall be so notified, setting forth the reasons in writing, with a copy sent to the Superintendent. The Superintendent will, in turn, notify the parents and student of the time and place of the next Board meeting, for the purpose of considering the recommendation and records, and advise the parents of their rights to counsel.

All due process shall be strictly observed in any expulsion hearing, as well as any preliminary steps prior to the hearing.

The Americans with Disabilities Act will be followed regarding suspension or expulsion of students.

## **MESSAGE TO STUDENTS, PARENTS/GUARDIANS (Right to Learn)**

The DeKalb County Board of Education believes that every student has the right to learn in an environment that is safe and free from distraction caused by disruptive behavior. Any student who threatens the well-being of another student, or who detracts from the learning atmosphere shall be disciplined in keeping with policies and due process.

The Board makes every effort to ensure that your child has every chance to obtain the best education possible. In the interest of your child and others, policies have been implemented to eliminate the use of tobacco and drugs on school grounds and at school-sponsored functions and to prohibit weapons, of any kind, from being brought to school or school functions.

The Board will hold parents, as well as students, responsible for any policy violations, as provided for through state and federal laws.

# **DEKALB COUNTY SCHOOLS STUDENT HANDBOOK**

## **SCHOOL DAY**

All students are required to be in attendance for a full six-hour day of instruction (360) minutes, exclusive of breaks, lunch, homeroom and other interruptions) regardless of the number of units earned toward graduation, or 180 days per year, as required by the State Board of Education. High School students are encouraged to take electives to enhance their educational background.

When students arrive at school they should take care of personal matters; using restrooms, getting water, getting money changed, buying supplies, etc. Students must not leave campus, at any time, without following proper check-out procedures.

Appointments with doctor, dentist or others should not be made during school time. In case it is necessary to check out of school, the check-out procedures shall be followed.

## **FULL - TIME STUDENTS**

There are no part-time students in public K-12 schools. Students may not leave school between regular arrival and departure time. Students must be in class 360 minutes per day unless in a Board approved Bible Release Time or bona fide Work Release Program. Current work programs are designed for the P.M., not the A.M. part of the day.

## **DRESS CODE**

See Code of Conduct, 1.11

## **ENTRANCE AGE**

Kindergarten children must be at least five (5) years of age on or before September 2, while First Grade children must be at least six (6) years of age on or before September 2. All immunization, health records, and social security number must be furnished along with proof of age in the form of a birth certificate only. Other records such as hospital, etc., will be taken on a temporary basis, not to exceed two weeks, in order to allow time for birth certificate to be obtained.

A child cannot be officially enrolled/eligible for grade record, etc., until birth certificate and immunization papers are furnished. Students from foreign countries must provide guardianship papers. (When circumstances dictate, the parent/guardian must also provide proof of custody in the form of court documents. In addition, the parent/guardian will sign a statement verifying legal custody and proof of residence.

The custodial parent must reside in DeKalb County or on an approved DeKalb County school bus route. School age children of DeKalb County Board of Education employees are exempt from the residency requirements. The DeKalb County Board of Education requires a residency affidavit.

## **ADMISSION POLICY FOR HOMELESS, MIGRATORY AND LEP STUDENTS**

Homeless, Migratory and LEP (Limited English Proficiency) children must have equal access to the same free and appropriate public education as provided to other students. The DeKalb County Attendance Supervisor must assign and admit a child who is homeless, migratory or LEP in the District regardless of residence and irrespective of whether the child is able to produce records normally required for enrollment. The school or school district may not require an out-of-District attendance agreement and tuition for such child. This shall be the policy of the DeKalb County School System.

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001 and the Stewart B. McKinney-Vento Homeless Assistance Act, all homeless, migratory and

LEP children shall not be denied or delayed admission to the DeKalb County School System due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Lack of a social security number
- Proper guardianship or custody requirements

Migrant and LEP students will be required to obtain proper immunization records, custodial proof, and a residency affidavit (that they live in DeKalb County) within 30 days of enrollment. The student will be withdrawn after 30 days and proper authorities will be contacted.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless, migratory and LEP children not currently attending school. The Superintendent shall appoint a liaison for homeless children.

A complaint regarding the placement or education of a homeless, migrant or LEP child shall first be presented orally and informally to the District's liaison. Thereafter a written complaint must be filed in accordance with the District's Grievance Procedure.

### **IMMUNIZATIONS**

All students entering school are required to present an Alabama Certificate of Immunization (IMM-50, blue slip or exemption) before attending school at any grade level, as required by State Health Department.

### **TARDINESS - K-12**

After a student has a total of 4 unexcused tardies to school for the semester (one half of the 9 months' school year) they will be assigned to in-school suspension, after-school detention, etc. for a period not less than one full hour. This punishment may be repeated after the next tardy. Excessive tardies could be an indication of parental neglect. Principals are to develop punishment for late-to-class tardies.

The policy regarding students driving to school and being tardy remains in effect. See Student Handbook - Cars, Bicycles and Motor scooters.

Tardies, Absences, Promotion and Retention Status must be posted to report cards.

### **FIRE DRILLS AND SEVERE WEATHER DRILLS**

A minimum of two fire drills shall be held the first week of the school term and one fire and disaster/tornado drill to be held each month of the school year. Schools shall conduct a minimum of one lockdown drill.

### **SEVERE WEATHER/SCHOOL CLOSINGS**

In case of severe weather -- snow, ice, etc., -- the official announcement for school closings will go out on school messenger (phone call) and will be given to the radio and TV stations in the area as early as possible, usually about 6:00 a.m. DO NOT call the school personnel.

### **EARLY DISMISSAL OF SCHOOL**

Parents should be sure that both the teacher and child know where the child is to go if school is dismissed early for any reason.



## **CLASS ATTENDANCE — ABSENCES**

Students are expected to report on time to all scheduled classes, group meetings and assemblies. Sufficient time will be allotted between classes.

- (A) Students will be expected to take care of their personal needs during this time. Students will not be permitted to leave class to go to the restroom except during emergencies.
- (B) Students will be expected to have all necessary books and supplies when they come to class. No one will be permitted to go to his/her locker after the class begins.

### **ATTENDANCE WILL BE CHECKED BY EACH TEACHER EACH PERIOD.**

If a student is absent from class and his/her name does not appear on the homeroom absentee list, his/her name will be reported to the office.

Students are required to attend all scheduled classes. If a teacher gives permission for a student to study somewhere other than the regular meeting place, the teacher is responsible for supervision of such students.

### **PERFECT ATTENDANCE POLICY**

Perfect attendance is defined as being in attendance 100% of each school day in each class. No tardies to school or class, checkouts, or excused notes are permitted for perfect attendance. (Students participating in school related activities are considered present at school)

### **TRANSFER AND WITHDRAWAL PROCEDURES**

- (A) Students who are withdrawing from school or transferring to another school must turn in all books and clear through the office. Students who are transferring from one DeKalb County school to another must present a transfer slip.
- (B) Each student shall be required to attend the school in which he/she originally enrolled unless a bona fide move (change of official residence) results in a change of school zone. For student transfers, see item G below.
- (C) Students wishing to transfer into a DeKalb County School must be in good standing at the school from which they are transferring.
- (D) A separate policy exists with regard to transfer of private school students where the school is not recognized by the State Department of Education or Carnegie units have not been earned. Students will be tested for grade entry level.
- (E) Students who transfer from schools not accredited by the Southern Association of Schools and Colleges or an organization recognized by SACS, must attend a DeKalb County School for two (2) full years in order to be considered for high school and elementary school awards.
- (F) Transfers from Unaccredited Schools. Students transferring must meet all state/local requirements for credit recovery and placement.
- (G) Students wishing to transfer from one DeKalb County School to another DeKalb County School must apply on or before June 15. Principals will evaluate class size and other factors to determine if the student will be allowed to transfer. After the June 15 deadline, students may only transfer based upon a “bona fide” move into the new school zone. The transportation supervisor determines school zones/bus routes. If a transfer is granted the parent/legal guardian must apply in writing each year to school administration to continue attending out of his/her school zone.

The supervisor of attendance may grant an exemption for extenuating circumstances.

- (H) Students residing in the Fort Payne City Schools district must make application to attend a DeKalb County school no later than June 15. It shall be the responsibility of the supervisor of attendance to review and make recommendations to the superintendent for any exceptions to the enrollment, transfer, and withdrawal policy.
- (I) Students who withdraw during the school year to attend private school or home school may not be readmitted to any DeKalb County school until the beginning of the next fall term. The Superintendent of Education may grant exceptions to the policy for extenuating circumstances.

## **PASSES**

When it becomes necessary for students to leave their assigned place, they must secure a pass from the teacher in charge.

## **STUDENT CHECK-OUTS AND MESSAGES**

Students will be allowed to check out of school only if a parent or person on notarized statement comes to pick them up. A sign-out sheet is provided in the office and should be filled out completely at the time of departure. If a student is to walk home, or leave with someone other than parents, the parents must so specify.

When checking out a student, the parent or guardian should come to the office and the office personnel will call for the student. Parents are not to go directly to the classroom. The office clerk has the master schedule and will know where the student will be. Parents should not interrupt a class session. It is a matter of routine for office personnel to call for a student. This procedure is for the safety and protection of students.

All messages from parents directed to students during the day must go through the office. Messages should be kept to a minimum, but in case of an emergency school personnel will be glad to convey any message.

Each subject shall be independent of the other, checking out of school or checking in late shall constitute an absence in all classes missed.

## **ILLNESS, INJURY AND INSURANCE AND ATHLETIC WAIVERS**

If a student becomes ill at school, he/she should report his/her sickness to the teacher in charge so appropriate action can be taken.

Physical examinations will be required in keeping with State Department of Education and State Health Department regulations. Parents should make known any physical problems or illness of their children in order for school personnel to be prepared in case of an emergency.

Insurance is required for participation in athletics. WAIVERS are required from parents for payment of claims not covered by insurance and to relieve Board and personnel of liability.

The school will not assume the expense from injury at school or during participation in a school activity. SCHOOL DAY/ATHLETIC Insurance is available to all students from an independent vendor at a very nominal rate. This is limited coverage and is not intended to replace hospital medical insurance. Parents should read the policy and understand the extent of the coverage. Expenses in connection with an injury that is not covered by insurance will be the responsibility of the students and their parents. Schools will not assume payment for bills not covered by insurance.

## **CARS, BICYCLES AND MOTOR SCOOTERS**

Students will be permitted to drive to school in accordance with the following regulations:

1. Students must complete an application for registration of automobile and obtain a decal.
2. Students must have a valid Alabama Driver's License.
3. Automobiles must be parked in prescribed parking lot.
4. Students must leave car secured (locked) until dismissed at the specified time.  
Any student who rides a bicycle to school must have written permission from the parent and school principal. This written permission should be kept on file at the school.
5. Any student desiring to drive a car or ride a motorcycle or motor scooter to school must follow all applicable state laws.
6. Student drivers must present proof of insurance coverage, having sufficient coverage of public liability, property damage, and medical liability.
7. Students shall not remain in cars after arriving on campus and are not to leave campus after having arrived.
8. Students will not be allowed back in cars during school day.
9. Students who drive to school should be on time. Tardiness will make student drivers subject to penalties listed below:

First Offense -- Loss of driving privilege for one week

Second Offense -- Loss of driving privilege for remainder of 9 weeks grading period, no less than two weeks

Third Offense -- Loss of driving privilege for remainder of school year.

## **SCHOOL ASSEMBLIES AND SPECIAL PROGRAMS**

A student's behavior should be refined and courteous at all times. An indication of the cultural level of a school is the conduct of its student body at assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, unnecessary clapping, boisterousness, and talking during a program.

## **STUDENT PERMANENT RECORDS**

Students' permanent records may be viewed by the parents. Parents desiring to see child's permanent records may get an appointment to do so. Parents will be required to sign a card which shall be placed in the record stating: 1) Name. 2) Relationship to student. 3) Reason for review. 4) Date and place of inspection.

## **SEARCHES — STUDENT LOCKERS/VEHICLES**

Although a student may have control of his/her locker/vehicle, his/her possession is not exclusive. The school policy is to reserve the right to search a student's locker/vehicle. Any search must be approved by the principal. The principal will authorize such a search if there is reason to believe (probable cause) that something is concealed there that is illegal. Searches may also apply to individual student (person, locker, or vehicle). Due Process will be followed. See Policies and Procedures Handbook on file with principal.

## **STATE/COUNTY OWNED TEXTBOOKS**

The textbooks used at school are normally those that are state adopted. Such textbooks are not the property of the student, but must be accounted for by both the student and the school. For this reason, any textbook that is mutilated or lost must be paid for by the student to whom the book is checked.

## **TRADING, SWAPPING, AND SELLING ITEMS**

Students are not permitted to trade, swap, or sell items among themselves on school property. Only school-related and approved fund raising is permitted.

## **MAKE-UP WORK AND TESTS**

Teachers provide students who have been absent for excused reasons an opportunity to make up missed assignments and all tests. Teachers are NOT required to re-teach the lessons missed. Students absent for unexcused reasons are not allowed to make up work missed. Suspension from school is considered an unexcused absence for the purpose of making up missed work or tests. Students who have excused absences are to make arrangements with teachers for make-up work and tests immediately or no later than 3 days after returning to school. The length of time permitted for make-up work is three (3) days after the teacher gives the assignment. See Attendance Policy.

When the principal or county superintendent grants approval for students from one class to make an all-day field trip, said students are excused from all classes. Students will be allowed to makeup all worked missed.

Careful consideration shall be given to students who have a catastrophic-type absence due to illness or accident.

## **REPORT OF STUDENT PROGRESS**

Reports of student progress are issued after four and one-half weeks of each nine-weeks grading period. Report cards are issued after each nine weeks grading period.

Grade Scale

Student progress shall be reported in numerical grades in grades 3-12. The following scale will apply:

90-100	Excellent
80-89	Above Average
70-79	Average
60-69	Below Average
0-59	Failure
E	Conditional
I	Incomplete

Kindergarten — see revised report card

Tardies, Absences, Promotion and retention status must be posted to report cards.

## **PARENT-TEACHER CONFERENCE**

Teachers and Principals are available for Parent Conferences. Parents should telephone for conference appointments one day in advance. Students are responsible for completing work skills for each level. If a student is having difficulty or is not making an effort to complete required work, parents are encouraged to telephone for a conference. Parent conferences shall be scheduled at times when teachers are not engaged in classroom instruction. Parent-Principal conferences are arranged by principal when necessary for discussion of absences, disciplinary problems, or other education matters.

## **HOMEWORK**

Homework is a vital component of any instructional program. Homework should be meaningful and employed to reinforce prior classroom instruction. In no case should it place students in a position requiring the use of skills that have not been introduced and practiced through classroom instruction.

Each school shall follow the county's established policies for homework:

1. Instruction time should not be used to complete homework assignments.
2. Homework should not be used as punishment.
3. Homework assignments should not exceed one hour, per subject, per week.
4. All homework assignments received by the teacher shall be evaluated and the grades recorded in the class grade book. The corrected papers shall be returned to the student.
5. Homework assignments shall be varied to accommodate individual differences when appropriate.
6. The local school shall develop a procedure by which parents will be informed of the importance of homework.

## **FINAL EXAMINATIONS**

Final examinations may be used to evaluate student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objectives on which learning activities have been passed.

## **STUDY HABITS**

Good grades are earned by students — not given by the teacher. The following are a few suggestions that might help all students do better school work.

1. Attend school regularly.
2. Be attentive in class.
3. Write down all assignments.
4. Hand in assignments promptly.
5. Ask questions.
6. Have a definite place to study at home.
7. Study over each school day's work.
8. Last, but not least, take pride in one's self, school, and community.

## **HOMEROOM CLASS PLACEMENT STATUS 2010-2011**

1. For a student to achieve sophomore status, he/she will have successfully completed a minimum of six (6) Carnegie units, attempted prior to the opening of school beginning with his/her sophomore year.
2. For a student to achieve junior status, he/she shall have successfully completed a minimum of twelve (12) Carnegie units, attempted prior to the opening of school beginning with his/her junior year.
3. For a student to achieve senior status, he/she shall have successfully completed a minimum of eighteen (18) Carnegie units, attempted prior to the opening of school beginning with his/her senior year.
4. Students must have 24 credits to graduate.
5. Transfers from out of county or state — See Principals' Handbook.
6. Foreign Exchange Students — Copy of State Department Policy provided to principals. Students are to be informed upon admission.

See High School Counselor about **CREDIT RECOVERY** options.

## **AWARDS AND HONORS**

Grades earned in the required core courses will be used to determine the grade point average that appears on the student's permanent record and report card.

Grades earned in the 16 required core courses (English, math science and social studies), foreign language, physical science, biology/anatomy, physics, Algebra 1 and 2, Geometry, and Advanced Math/Calculus will be used to determine the Valedictorian and Salutatorian.

Grades from the beginning of the 9th grade through midterm of the second term of the 12th grade, in the above subjects, will be averaged to two decimal points for the following honors and for selection of Top Ten:

Valedictorian — The student having the highest academic point average. This student must come from students working toward the Advanced Diploma.

Salutatorian — The student having the second highest academic point average. This student must come from students working toward the Advanced Diploma.

Honors Certificate — The student having the highest academic point average in the Standard Diploma Program will be recognized.

### **TOP TEN RANKING/SELECTION**

The Top Ten Seniors shall be chosen from those enrolled in the Advanced Diploma Program. There will only be ten students selected with the highest GPA's from the required core classes and foreign language. The only time there will be eleven students in the top ten is if there is a tie for the 10th place position.

### **PROMOTION/RETENTION GUIDELINES K-3**

#### **Kindergarten**

Kindergarten is not mandatory. A child must be five years old on or before September 2, 2006 to be eligible for entrance. Once a child is enrolled, they are subject to all rules and regulations governing the DeKalb County Board of Education. Promotion/retention decisions will be determined by the teacher and administrator. A check list based on the minimum standards outlined in the Alabama Course of Study will guide the promotion/retention process. A student that meets the minimum standards must be promoted.

#### **Grades 1-2**

1. Final decision will be made by the administrator.
2. Parents or Guardians must be notified, in writing, if their child is at-risk of failing. The notification must occur when the determination is made.
3. Promotion/retention decisions will be made based on multiple criteria.
4. Promotion will be based on a student's successful completion of the minimum classroom requirements and demonstration of proficiency on standards outlined in the Alabama Course of Study for Reading and Math.
5. If a student is recommended for retention, the teacher(s) and administrator will confer and discuss all aspects of a student's performance in reading and math. Consideration will be given, but not limited to, the following criteria:
  - Classroom average
  - Progress toward benchmarks
  - End of term assessments
  - Attendance
  - Maturity level
6. A student who successfully meets the above criteria must be promoted to the next grade.
7. A parent/guardian may appeal the promotion/retention decision to the office of the superintendent on or before June 14. The parent/guardian has the burden of proof for the appeal to the superintendent's office.
8. Promotion/retention criteria will not automatically apply to special education students. The Individual Education Plan (IEP) committee will make the decision for promotion or retention.
9. Promotion/retention criteria will not automatically apply to an English Language learner

(ELL) student if language is determined to be a barrier. The LPAC committee will make the decision for promotion or retention.

10. Grades may be given in other subject areas if appropriate.

### **Grade 3**

If a school uses a SBRR reading program in third grade as their core reading program the promotion/retention guidelines found in Grades 1 and 2 should be followed. If a SBRR reading program is not being used as the core reading program the teacher and administrator should refer to the promotion/retention criteria found on page twenty-six of the Student Handbook for Grades 3-6.

#### **PROMOTIONAL CRITERIA 3-6**

1. In order to pass a subject, a minimum score of 60, on grade level, is required in all basic subjects.
2. A student may have no more than two (2) F's in basic subjects as determined by end of year grades.
3. Basic subjects are considered to be: Language Arts, Math, Reading, Science/Health, and Social Studies. Since Language Arts includes English, spelling and handwriting, a combination of grades would be considered before failing a student who had a passing grade in English and an "F" in Spelling or Handwriting.
4. At the time of the second retention, the student will be transferred to the next grade level based on teacher recommendation.
5. A student who meets the above criteria **MUST** be promoted to the next grade level.
6. A student who fails their grade level may make up no more than one (1) F in summer school if available. Upon successful completion of summer school, they may go to the next grade level.
7. Students must pass Math and Reading for the year (annual grade) in order to be promoted. This policy is in effect if summer school is offered.

#### **PROMOTIONAL CRITERIA 7-8**

Students enrolled in grades 7 and 8 must meet a minimum score of 60 in five of seven courses. Three of the five must be core courses i.e. Two of these three must include English and Math.

English and/or Math will be taught in 7th and 8th grades as an annual course and students will receive an annual grade not a semester grade. One textbook will be used as the basic course for the year.

NOTE: A student in the seventh or eighth grade should attend summer school, if available, instead of repeating failed grade the following year. Although not compulsory, parents are encouraged to send student to summer school.

#### **PROMOTIONAL CRITERIA 9-12**

In order for a student to be classified as a member of a particular class (i.e., Freshman, Sophomore, Junior, or Senior) they must have earned the required number and type of credits as specified below:

School Year                      2011-2012

SOPHOMORE CLASSIFICATION                      6.0 UNITS OF CREDIT

JUNIOR CLASSIFICATION                              12.0 UNITS OF CREDIT

SENIOR CLASSIFICATION                              18.0 UNITS OF CREDIT

\* Promotional criteria for regular program students will not automatically apply to special education students. The Individual Educational Plan Committee will make the decision for special education.

\* A one year foreign exchange student may not participate in graduation due to the state requirements for graduation. Foreign exchange students may not be considered for valedictorian, salutatorian or Top Ten.

\* Students who transfer from schools not accredited by the Southern Association of Colleges and Schools or recognized by SACS, must attend two full years in order to be considered for awards.

## **WEIGHTED GRADES**

Because of the difficult curriculum of the Honors/advanced placement programs, it is more equitable for the honors students' grades to be weighted when computing class rank, determining eligibility for Senior Beta Club membership, computing Grade Point Average (GPA) and determining the Honor Roll.

(There are no part-time students at the high school level. Any student who takes dual enrollment courses for core classes must be full-time students at the high school and enroll in elective classes in lieu of the core classes at the high school).

- Numerical GPA:  
Before computing the total numerical average, ten (10) points will be added to each term DE/Advanced Placement grade, except for grades below 60.

- 4.0 GPA

Honors/AP	Regular
90-100 - 5	90-100 - 4
80-89 - 4	80-89 - 3
70-79 - 3	70-79 - 2
60-69 - 2	60-69 - 1
Below 60 - 0	Below 60 - 0

The grades recorded on mid-term reports, grade sheets or disks, grade reports and permanent records will be those ACTUALLY EARNED in the DE/Advanced Placement courses. They are to be noted as "DE" or "AP" courses on all records. This system will reward the above average students who accept the challenge of advanced courses while preventing the appearance of inflated grades on mid-term reports or grade reports. The following will be stamped on the permanent records of all students enrolled in Honors/Advanced placement courses:

Before computing scholastic averages add 10 points for each semester honors/advanced placement grade to the numerical average. The GPA will be computed as: A=5, B=4, C=3, D=2, F=0

Classes to be weighted:

- All AP courses and Honors as listed on the state's ACCESS website (student pays all fee materials textbooks, etc. as required)

## **CLASS DETERMINATION FOR WEIGHTED GRADES**

Students who participate in AP or Honors courses shall receive a weighted grade for each of these courses. Grades for AP/Honors courses shall be weighted at ten (10) points per one (1) credit course. These weighted grades shall be included when calculating GPA, class rankings and determining top ten (10) students. Dual enrollment grades will only be weighted at ten (10) points per credit course when calculating for scholarships.



## DRIVER EDUCATION

A student must be 15 years of age to participate in Driver Education classes.

## ATHLETICS

Interscholastic athletics shall be made available for students in the schools of the school district. The Superintendent or his designee shall develop and maintain an athletic program in the district that emphasizes participation of students and conforms to the guidelines of the Alabama High School Athletic Association, State Department of Education and local policies. Eligibility Rules -

Based upon the required number of units the student passed during the last two semesters in attendance (may include a maximum of two units earned during summer school). Students entering the 10th, 11th, 12th grades must have passed six units (including four courses) during the last two semesters in attendance. Students entering the 8th and 9th grades must have passed five subjects during the last two semesters in attendance. Students entering the 7th grade for the first time are eligible. The composite numerical average of the required units passed and averaged (minimum of 70 is required). Athletic Insurance is available at the school for student athletes at a set premium. Contact the principal for more details.

## CHEERLEADING

Cheerleading policies should be posted at the school and kept on file with the principal/sponsor. There are safety precautions and restrictions that participants and parents need to acknowledge. The school's eligibility requirements should be made known to students in August and before tryouts. Changes made in the school's policy must be made well in advance of tryouts and posted at the school.

## GRADUATION REQUIREMENTS

**In grades 7-12 The DeKalb County School System will schedule classes on a modified block schedule. Due to this change ½ credits will only be awarded in those classes the ACOS calls. (Govt., Economics, Health, principal may designate an elective for ½ credit)**

### **(Information for incoming 9th graders) Alabama High School Graduation Requirements**

Beginning with the ninth grade class of the 2009-2010 school year, ALL DeKalb County students will have as their default diploma option the Advanced Academic Endorsement to the Alabama High School Diploma. The course requirements for all endorsements to the Alabama High School Diploma are outlined below.

#### The Alabama High School Diploma

The Alabama High School Diploma requires the passing of 24 credits of coursework— Mathematics (4), Science (4), Social Studies (4), English (4), Computer Applications (0.5), Physical Education (1), Health Education (0.5), Arts Education (0.5), and Electives (5.5). It also requires the passing of 5/5 sections of the AHSGE.

## ENDORSEMENT REQUIREMENTS

Advanced Academic Endorsement Requires passing all standard coursework including Algebra II with Trig., two foreign languages, and an online experience and passing 5/5 sections of the

## AHSGE.

Advanced Career and Technical Endorsement Requires passing the same coursework as the Advanced Academic Endorsement with the exception of foreign language and passing three career and technical courses (or two career and technical courses and another course related to the student's career choice). In addition, 5/5 sections of the AHSGE also must be passed.

Career and Technical Endorsement Requires passing all standard coursework, passing three career and technical courses, and passing 5/5 sections of the AHSGE.

Credit-Based Endorsement Requires passing all standard coursework and passing 3/5 sections of the AHSGE, including Reading, Mathematics, and one other section.

No Endorsement Requires passing all standard coursework and passing 5/5 sections of the AHSGE.

A diploma with or without an endorsement signifies completion of high school and all requirements associated with the awarding of the diploma by the Alabama State Board of Education.

## The Alabama Occupational Diploma

The Alabama Occupational Diploma (AOD) is achieved through the standard curriculum or an alternative that is aligned with the Alabama courses of study. The recipients of this diploma are students with some form of learning disability. Those who receive the AOD must take the AHSGE but are not required to pass in order to receive the Alabama Occupational Diploma.

## Change in Diploma Type

Should a student and his/her parent or guardian determine that the Advanced Academic Endorsement is not appropriate for the student's educational needs, the parent or guardian may remove the student from the Advanced Academic Endorsement by meeting with the student's counselor and completing the Endorsement Change Request Form (Attachment A). This change in endorsement may occur prior to the student entering high school or at logical points (i.e. after grading periods) throughout the student's high school experience.

Following the spring administration of the Alabama High School Graduation Exam (AHSGE), twelfth grade students who have not passed all sections of the AHSGE may choose the Credit-Based Endorsement of the Alabama High School Diploma if the student has met the following criteria:

1. Successfully met the academic course requirements as established by the local school system.
2. Successfully met the course requirements for one career and technical education course.
3. Passed the reading, mathematics, and one other subtest of the AHSGE.

Once a student chooses the Credit-Based Endorsement, it will serve as the final endorsement to the Alabama High School Diploma. A Credit-Based Endorsement Request form must be completed and signed by the graduating senior and his/her parent or guardian and submitted to the high school counselor in order to receive the Credit-Based Endorsement (Attachment B).

## Online Experience

Included in the newly adopted requirements of the Advanced Academic Endorsement to the Alabama High School Diploma is the requirement that all students will have an Online

Experience. An online experience for this purpose is defined as a structured learning environment that utilizes technology—consistently and regularly—with Intranet/Internet-based tools and resources as the delivery method for instruction, research, assessment, and communication. The online experience may be delivered through a Teacher-Led online learning experience much like the traditional classroom but led/managed through a virtual environment or through Blended Instruction to include a balanced mix of traditional face-to-face instruction activities along with appropriately designed online experiences. This blended format can provide opportunities for students to work outside the classroom in virtual teams with students from other schools or classrooms to learn writing, research, teamwork, and technology skills.

A student may obtain his/her Online Credit through one or more of the following options:

1. Take an online course
2. Participate in an online experience
3. Participate in online experiences incorporated into required computer application course for the Alabama High School Diploma.

For the online experience to be successful and to meet the Credit Requirements, it must meet the following standards:

1. Be relevant and address many learning styles appropriate to the task.
2. Include asynchronous and/or synchronous interaction between teacher and student as well as student and student.
3. Incorporate resources outside of the classroom.
4. Meet the Alabama Course of Study: Technology standards for Grades 9-12.
5. Incorporate the following:
  - a. Use of technology tools for managing and communicating personal information.
  - b. Apply advanced software features such as built-in thesaurus, templates, and styles to improve the appearance of word processing documents, spreadsheets, and presentations.
  - c. Identify and describe various telecommunications or online technologies such as desktop conferencing, listservs, blogs, and virtual reality.
  - d. Incorporate a variety of media and formats to design, develop, publish, and present products.
  - e. Collaborate in content-related projects that integrate a variety of media.
  - f. Demonstrate proficiency in the use of emerging technology resources such as podcasting, Webcasting, compressed video delivery, online file sharing, graphing calculators, and global positioning software.

#### Credit Advancement

The DeKalb County Board will wait until after the 2009-2010 school year at which time volunteering school systems will have piloted Credit Advancement and the final guidelines for implementation across the state will have been determined.

Diploma Requirements: In order to earn an Alabama High School Diploma, students must successfully complete the High School Basic Skills Exit Exam and earn the requirements for the Alabama High School Diploma or the Alabama High School Diploma with Advanced Academic Endorsement.

**Alabama High School Diploma      Units/Credits**

**English Language Arts      4              Credits**

Four credits to include the equivalent of:

English 9 .....1    English 10.....1    English 11.....1    English 12.....1

**Mathematics                      4**

Four credits to include the equivalent of:

Algebra I.....1              Geometry.....1

**Science                              4**

Four credits to include the equivalent of:

Biology.....1              A Physical Science.....1    Environmental Science.....1

**Social Studies                      4**

Four credits to include the equivalent of:

World History 9.....1    US History 10.....1    US History 11.....1  
Government.....1/2    Economics.....1/2

Physical Education.....1    Health Education.....1/2

Fine Arts.....1/2    Computer Applications\*.....1/2

Electives.....5 1/2

TOTAL ----- 24

\*May be waived if computer literacy, keyboarding skills, and introductory applications are verified by qualified staff at the high school. The designated one-half credit will then be added to the electives.

**Alabama High School Diploma with Advanced Academic Endorsement:** Credit earned through applied academic courses will not satisfy the core curriculum requirements for a diploma with an advanced academic endorsement.

**English Language Arts              4**

Must include advanced levels of:

English 9 .....1    English 10.....1    English 11.....1    English 12.....1

**Mathematics                      4**

Must include advanced levels of:

Algebra II with Trigonometry.....1

**Science                              4**

Must include advanced levels of:

Biology.....1    A Physical Science.....1    Advanced Life and/or Phys. Science.....1

**Social Studies                      4**

Must include advanced levels of:

World History 9.....1    US History 10.....1    US History 11.....1  
Government.....1/2    Economics.....1/2

Physical Education.....1    Health Education.....1/2

Fine Arts.....1/2    Computer Applications\*.....1/2

Foreign Language.....2    Electives.....3 1/2

TOTAL              24

\*May be waived if computer literacy, keyboarding skills, and introductory applications are verified by qualified staff at the high school. The designated one-half credit would then be added to the electives.

**PE REQUIREMENTS:** Due to state mandates, all students in K-8 will be required to participate in physical education classes (marching band, cheerleading and athletics will not substitute for

the PE requirement). Students in 9-12 will be required to earn one credit in physical education. All students participating in physical education classes will take the physical fitness test as required by the state. Some PE waivers may be applied in grades 9-12. Check with your principal or counselor for details.

**Requirements for the Alabama Occupational Diploma:** Students with disabilities, as defined by the Individuals with Disabilities Education Act, who began the tenth grade in the 1997-98 school year or later, must earn the course credits outlined in Ala. Admin. Code r. 290-3-1-.06(11)(k)1. and successfully complete an approved occupational portfolio in order to be awarded the Alabama Occupational Diploma.

English Language Arts	4
Four credits to include the equivalent of:	
Employment English I	1
Employment English II	1
Employment English III	1
Applied Employment English IV	1
Mathematics	4
Four credits to include the equivalent of:	
Job Skills Math I	1
Job Skills Math II	1
Job Skills Math III	1
Applied Job Skills Math IV	1
Science	4
Four credits to include the equivalent of:	
Life Skills Science I	1
Life Skills Science II	1
Life Skills Science III	1
Applied Life Skills Science IV	1
Social Studies	4
Four credits to include the equivalent of:	
Career Preparation I	1
Career Preparation II	1
Career Preparation III	1
Applied Career Preparation	1
Career/Technical Education	2
*Cooperative Career/Technical Education	1
Health Education	1/2
Physical Education	1
Fine Arts	1/2
Electives	3

## ALTERNATIVE DIPLOMA

See High School Counselor for information

## **DIPLOMAS AND CERTIFICATES**

1. Those students successfully completing the specified number of Carnegie Units required for the Advanced High School Diploma and passing the Exit Exam shall be awarded an “Advanced High School Diploma.”
2. Those students successfully completing the specified number of Carnegie Units required for the Standard High School Diploma and passing the Exit Exam shall be awarded a “Standard High School Diploma.”
3. Students with disabilities, as defined by the Individuals with Disabilities Education Act, must earn the course credits outlined in Ala. Admin. Code r.290-3-2.06(11)(k)1. and successfully complete an approved occupational portfolio in order to be awarded the “Alabama Occupational Diploma.”
4. Those students successfully completing the specified number of Carnegie Units in a defined diploma program and failing to pass the Exit Exam shall be awarded a “Graduation Certificate.”
5. Students must complete required Carnegie Units to be eligible for diploma or certificate.
6. Special Education students completing IEP receive a Graduation Certificate if they do not qualify for No. 1, No. 2, or No. 3, above or if they fail the Exit Exam.
7. To be eligible to participate in the school’s graduation ceremony, the student must be currently enrolled in the DeKalb County School system and meet the criteria to receive a diploma or certificate.
8. In addition to earning the required units/credits for a particular diploma or certificate as described above, all financial obligations must have been satisfied (books, uniforms, fees, etc.) prior to participation in graduation ceremonies.

It is the principal’s responsibility to notify, in a timely manner, the parents of a senior who may not have sufficient credits to graduate.

See SDE memo on requirements for graduation participation. Where applicable, Special Education Students are to receive a Graduation Certificate, not a Certificate of Completion as referenced in STI.

## **FEES - MATERIALS/LABS/LOCKERS/EQUIPMENT**

Fees shall be collected by each instructor and turned in to the school office for receipt. Schools may not charge for any required subject. Fees may be collected for electives. Students may be required to purchase workbooks as needed.

Fee amounts to be set by each school shall not exceed the following amounts:

Home Economics	\$30.00 per year
Agribusiness	\$30.00 per year
Technical School	\$40.00 per year***

***Welding	\$50.00 per year
Keyboarding	\$40.00 per year
Driver Education	\$40.00 per year

Science Lab Fees	
Grades 7 & 8	\$20.00 per year
Grades 9-12	\$35.00 per year

Locker and Parking Fees                      Amount to be set by principal

### **CHILD NUTRITION LUNCH PROGRAM**

The mission of the DeKalb County Child Nutrition Program (CNP) is to help students establish life-long good nutritional habits and to provide students the nutritional fuel necessary for them to achieve their maximum physical and academic potential. Students are encouraged to eat a nutritious lunch from the school cafeteria every day. Meals as listed in the daily menus are available to students meeting the eligibility criteria as full-price, reduced-price, or free. To be priced as a meal, a tray must consist of no more than the number of items listed to “select” or “take” from the day’s menu and no less than any three. Students having trays not meeting this criteria will be charged Ala Carte/Extra Item Prices as listed in the Price Chart below:

#### **PRICE CHART**

<b>BREAKFAST</b>	<b>LUNCH</b>
Full Price K-12                      \$0.75	Full Price K-6                      \$1.60
Reduced Price K-12                \$0.30	Full Price 7-12                    \$1.75
Second Breakfast K-12            \$0.75	Reduced Price K-12              \$0.40
	Second Lunch K-6                \$2.10
DeKalb Co. BOE Employees \$1.25	Second Lunch 7-12              \$2.25
Visitors                              \$1.75	Visitors                             \$2.75
	** DeKalb Co. BOE
	Employees                        \$2.50
<b>Ala Carte/Extra Items:</b>	<b>Ala Carte/Extra Items:</b>
	Entree w/meal                    \$0.75
	Entree w/out meal                \$1.50
Milk/Juice                          \$0.25	Milk/Juice                        \$0.25
	French Fries or Chips            \$1.00
	Vegetable or Fruit               \$0.50
	Bread Item                        \$0.25
	Dessert                            \$1.00
	Fruit Roll-Up                     \$0.50
	Cup w/Ice                         \$0.50
	Beverage/Tea                    \$0.50
	Bottled Water                    \$0.50
	Tea Refill                         \$0.50

\*Available only in grades 7-12

\*\* Includes 7-12 Lunch with one serving Ala Carte Beverage

No commercial food items are allowed in the school cafeteria unless brought from home in a packed lunch container including beverages, which must be in a thermos-type container. No deliveries of commercial food/fast food allowed by anyone on the school campus during breakfast and/or lunch serving hours.

All school Child Nutrition Programs are computerized and provide students the opportunity to prepay into their personal meal accounts. Each account can accept up to \$99.00 per deposit. A detailed listing of meals/items purchased is available at any time from the school CNP Manager and low-balance letters can also be provided. Money in an account at the end of school may be held on account for the opening of next school year or may be returned to parents.

An application to apply for free or reduced-price meals is provided to all students at the opening of school. Any eligible student having an application on file may receive a free or reduced-price lunch and also breakfast in schools where breakfast is offered. Lunch is available at all schools and breakfast is available at all schools except Crossville.

Students are encouraged to use the CNP as a learning laboratory in which to practice their decision making, math, nutrition, communication, and social skills daily. All students are to go to the cafeteria with their class at the appointed time unless otherwise instructed. Each student is responsible for busing his/her own tray and for leaving their dining area clean and free of trash and spills.

## **MEAL CHARGES**

USDA regulations prohibit the charging of meals to the Child Nutrition Program. Each school principal is to establish nonpublic fund source. The fund may be sponsored by the Parent/Teacher Organization or any community group/individual donations for the purpose of loaning students money to purchase a school meal. Students will be permitted to borrow money for the purchase of no more than one breakfast and one lunch per day. Students will be limited to borrowing money for five student meals, before repaying the loans from the principal's office. Money will not be loaned for the purchase of an Ala Carte or extra item. School staff and visitors will not be permitted to charge meals or borrow money from the nonpublic fund source. Check will only be accepted for student or staff pre-pay meals.

## **Worthless checks**

The face value of a check returned for insufficient funds (NSF) is considered a bad debt and may not be absorbed as a cost by the state, federal or public local funds. The principal at each school is to exercise due diligence in the acceptance of checks and in the collection of NSF checks. A list of individuals who have submitted bad checks is to be maintained in order to prevent the receipt of any further checks from those individuals. Each local school is to take necessary actions to collect the check amount and must document those actions and procedures approved by the DeKalb County Board of Education required by the DeKalb County district Attorney's Worthless Check Unit. Once it is determined that all normal collection procedures have failed, the writer of the check is given a ten day notice to tender payment for the face value of each check plus a thirty dollar NSF fee for each check returned whether collected or not. If payment is not received within the ten days, the check and all documentation is turned over to the proper authorities for criminal prosecution.

## **VISITORS**

Students from other schools will not be allowed to visit on campus during the school day. Visitors who come to school on business should first report to the Principal's Office, sign in and



obtain a visitor's pass. The Board of Education welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Principals shall be responsible for assuring that School Personnel shall be aware of the purpose of any visit. Whenever possible, all visits should be pre-arranged. Principals shall be authorized to take necessary steps in dealing with any unauthorized visitors.

## **THE PUPIL-PARENT RESPONSIBILITY IN SCHOOL TRANSPORTATION**

**1.** The students are under the authority of the principal. The driver of the bus is responsible for student behavior. Transportation to and from school and related events is a privilege.

It shall be the responsibility of the students to conduct themselves like ladies and gentlemen at all times while riding school buses. Rules of conduct established by the DeKalb County School Board include:

- a.** Student shall follow directions of the driver the first time given.
  - b.** Student shall arrive at the bus stop before the bus arrives.
  - c.** Student shall wait in a safe place, clear of traffic and away from where the bus stops.
  - d.** Student shall wait in an orderly line and avoid horseplay.
  - e.** Student shall cross the road or street in front of the bus only after the bus has come to complete stop, the stop arm is extended, and upon the direction of the driver.
  - f.** Student shall go directly to an available or assigned seat when entering the bus.
  - g.** Student shall remain seated, keeping aisles and exits clear.
  - h.** Student shall exhibit proper behavior at all times.
  - i.** Student shall refrain from throwing or passing objects on, from or into the bus.
  - j.** Student shall refrain from the use of profane language, obscene gestures, shouting and use of  
or possession of tobacco, alcohol, drugs or other controlled substance while on the bus.
  - k.** Student shall refrain from eating or drinking on the bus.
  - l.** Student shall not carry hazardous materials (glass containers included, nuisance items (water guns, whistles, knives, etc.) or animals on the bus.
  - m.** Student shall respect the rights and safety of others.
  - n.** Student shall not leave or board the bus at locations other than the assigned stops at home or  
school, except on written notice by the principal.
  - o.** Student shall refrain from extending head, arms, legs or objects out of the bus windows.
  - p.** Student shall refrain from damaging or vandalizing the bus.
  - q.** Student shall cooperate with the bus driver.
  - r.** Student shall refrain from any other action not along the lines of good conduct.
- 2.** Parents or guardians of students are held responsible for damage to the bus, and violations are to be reported to principal.
- 3.** Drivers may make seating assignments until the driver has an opportunity to confer with the principal. After investigation, such assignments may be made permanently if deemed necessary by the principal.

4. The bus operates on a definite schedule and will not wait for tardy students. Parents will see that their children are ready to meet the bus in the morning without delay of bus.
5. Students should wait until bus has come to a dead stop before attempting to enter or leave bus. Drivers will put on amber blinking lights when stopping and put out stop sign and turn on flashing red lights while stopped.
6. If it is necessary to stand on bus, students should move back in the bus instead of crowding around driver. Under no circumstances should students stand beyond safety bar toward the front of the bus.
7. Students transported to a feeder school and left to wait for another bus are under school supervision. Any misconduct is to be reported to home school for correction.
8. Where a bus must turn around at a house, the turning area must be kept free of parked cars or other vehicles. Adequate space must be provided. Parents must see to culverts, etc., or service will be denied.
9. The Transportation Department will not change bus routes to accommodate baby sitters or transport to alternate locations if not on the regular route.

See Transportation Handbook for additional rules, guidelines and responsibilities of parents, students and others.

## **TRANSPORTATION**

Volunteer drivers or club sponsors (with appropriate CDL) may drive buses to school-sponsored activities for “non-supporting” sports or clubs.

## **SEXUAL HARASSMENT**

Sexual harassment (and other forms of harassment) perpetrated against students or by students is prohibited in the DeKalb County School System. It shall be a violation of this policy for any student to be subjected to harassment or to subject another person to harassment through conduct or communication of a sexual nature.

Students who feel that they are victims of sexual harassment should:

1. Tell the offending person directly that the conduct is unwelcome and that you expect it to stop immediately.
2. If the harassing behavior does not cease, then the student has the right to filled a complaint with the principal. The principal will investigate and try to resolve the problem.
3. If the harassing behavior does not cease, then the student has the right to file a formal complaint with the Title VI/IX Coordinator for the DeKalb County School System. The coordinator will follow the procedures as stated in the DeKalb County Policy Handbook. The Title VI/IX Coordinator for the DeKalb County School System is currently the Instructional Coordinator. The Coordinator may be reached at (256) 845-2455 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

## **TOBACCO USE PROHIBITED FOR STUDENTS**

No smoking or use of tobacco products of any kind will be permitted on campus or at any school function, athletic or other, whether on or off school property. Also, see 2.11 Code of Student Conduct.

## **ATTENDANCE POLICY**

All DeKalb County Schools must follow State law regarding minimum amount of instructional time students of all grades must spend in specific classes (Alabama Code 16-1-1/AL Administrative Code 290-33-1-06 (13)(6) 1.)

- 1.** No student shall be eligible to receive credit for a class if he/she is absent until the reasons for such absences have been determined, parent conferences held where necessary, in line with the due process (See Student Handbook) and the problem settled to the satisfaction of the principal, in keeping with the policies.
- 2.** If reasons for all absences have not been determined and requirements met by the end of the nine weeks, an “I” or Incomplete shall be given by the teacher instead of a numerical grade and a report made to the principal concerning the student’s absences. The “I” shall not be removed except through the appeals process.
- 3.** In regard to illness, students shall furnish either a physician’s statement or parent’s statement, or Health Department statement, should be required, unless the principal has knowledge of the facts. The parent shall be contacted whenever the principal feels that further verification is needed.
- 4.** Absences because of the following reasons are not to be counted against the student:
  - a.** Students representing their school in school-sponsored activities. For example, but not limited to, approved field trips, educational trips (having merit as determined by principal), religious holidays (principal may investigate for authenticity), and athletic and band competitions, as long as they meet the requirements of the State Department and are approved by the principal.
  - b.** Students on campus, but assigned to a special class during the day, for example, LD or Gifted, instead of regular class.
  - c.** Excused Absences: In addition to the above, the State Board considers absences caused by either illness of the student, death in the student’s immediate family, legal quarantine, weather, or poverty as excused absences (must be documented and approved by principal).
  - d.** With principal’s approval, a student may be excused to attend the funeral of someone other than a member of the immediate family after review of the request, including, but not limited to, a close friend, official, or parent of classmate, etc.
  - e.** When parents must travel long distances to funerals and children cannot be left alone or with someone, consideration, within reason, shall be given to excusing those students who must be away from classes for more than a day.
- 5.** Teachers will provide students who have been absent for excused reasons an opportunity to make up missed assignments. It is the student’s responsibility to request makeup work within three (3) days following the determination of the principal that the absence was excused. The work must be completed with three (3) days after being assigned by the teachers. Exceptions will be made in the event a

student is absent of an approved reason for an extended period of time.

**6.** Students shall present their cause of absence to the principal upon returning to school. The principal shall notify the student's teacher stating that the absence or absences are or are not excused. It is the responsibility of the student and parents to provide the principal and teachers with satisfactory evidence relating to excused absences. Students and parents shall assume responsibility for their obligations regarding deadlines.

**7.** Students with an excused absence/school sponsored activity will be allowed to makeup all class assignments, homework, test, extra credit, or any other activity that would count as a grade. It will be the responsibility of the student to arrange makeup work with the teacher. No makeup work is to be given for unexcused absences. An out of school suspension is unexcused.

**8.** The principal will notify the teacher when an Incomplete grade is to be removed. When "I" is removed, whereby make-up work is not allowed for unexcused absences, and a zero is given for missed test, such could result in a grade of "F" when other test grades and daily grades, where applicable, are averaged.

**9.** Late arrival to school (tardiness) for an unexcused reason shall be classified as unexcused. See policy on tardiness.

**10.** Truancy-Students between the ages of 7 and 17 must, by law, attend school. See Truancy Policy and Guidelines. When a student is out for two days and the principal has not heard from the parent or guardian, the attendance supervisor shall be notified. Students over the age of 17 must attend school on a regular basis or be subject to disciplinary action.

Students and parents/guardians are cautioned to be aware of this policy and to make every effort to improve student attendance. Once a child is enrolled, regardless of age, they are subject to all attendance and truancy laws. The acknowledgment form at the beginning of this handbook must be signed and returned to the principal.

## **EXCESSIVE ABSENCES**

For students (Grades K-12) - After accepting parent notes for 4 days of absences from a student during the semester, a professional excuse (doctor, dentist, etc.) must be furnished for all future absences during the semester. The principal may grant an exception because of unusual or extenuating circumstances. It is the principal's responsibility to provide prompt and timely notification to students and their parents when they are in danger of failing a subject due to poor attendance. **UNEXCUSED ABSENCES SHOULD BE REPORTED PROMPTLY (WEEKLY) TO THE ATTENDANCE SUPERVISOR FOR POSSIBLE LEGAL ACTION.** According to state law, students (and parents) violating truancy laws must participate in the "Early Warning" program (Juvenile Court).

## **TRUANCY**

Alabama law requires that every child between the ages of seven and sixteen attend a public school, private school, parochial school or be instructed by a competent private tutor for the entire length of the school term in every scholastic year. State statutes further provide that a parent, guardian or other person having control or charge of any school-age child is responsible for that child's regular attendance and proper conduct.

In all absences which occur without prior permission of the principal, the parent/guardian is

responsible for providing an explanation as soon as practical. "As soon as practical" has been interpreted by the State Department of Education as a period of two (2) days.

Failure of the parent/guardian or other person having charge or control of a child to furnish a satisfactory explanation shall result in the child being considered truant with the knowledge of the parent, guardian, or person having control of the child.

The State Department of Education and the DeKalb County Board of Education recognize absences for the following reasons as being excused: (a) illness; (b) death in the immediate family; (c) inclement weather which would be dangerous to life and health of the student as determined by the principal and/or superintendent; (d) legal quarantine; (e) emergency conditions as determined by the principal and/or superintendent; and (f) prior permission of the principal with the consent of the parent or legal guardian.

Any absence not falling in one of the above listed categories shall be recorded as an unexcused absence. Such unexcused absences shall result in the student being considered a truant.

All students, K-12 are subject to county policy once enrolled.

If any child fails to attend school without legal excuse, that child and the person having custody of that child will be referred to the District Attorney.

Any child who is prosecuted for truancy may be placed in a juvenile facility or in long term residential care. Any custodial adult who is prosecuted for failing to require a child to attend school may be jailed for up to one year or fined up to \$500.00 or both.

It shall be the responsibility of the school principal to monitor all absences and to determine if the absences are excused or unexcused.

Procedures are as follows:

#### **FIRST TRUANCY (UNEXCUSED ABSENCE)**

The parent/guardian shall be notified in writing by the principal that said student was truant and the date of the truancy.

The parent/guardian shall be provided a copy of Alabama's compulsory school attendance laws and a copy of DeKalb County Board of Education Attendance Policy and be advised of the penalties which may be applied and the procedures which shall be followed in the event that other unexcused absences occur.

#### **SECOND TRUANCY (UNEXCUSED ABSENCE)**

The parent(s)/guardian and child shall attend a conference with the principal.

Attendance at the scheduled conference shall be mandatory except where prior arrangements have been made or an emergency exists.

### **THIRD TRUANCY (UNEXCUSED ABSENCE)**

The principal shall send a Request for Services to DeKalb County Attendance Officer. This form shall document the dates of the unexcused absences, the dates notices were sent to the parent(s)/guardian, and the date of the parent conference. This Request for Service will result in the parent(s)/guardian's referral to mandatory early warning truancy prevention program provided by the juvenile court.

Failure to appear at the early warning truancy prevention program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), 816-28-12 (failure to cooperate), or a truancy against the child, whichever is appropriate.

### **FOURTH TRUANCY (UNEXCUSED ABSENCE)**

The DeKalb County Attendance officer will be notified that said student has accumulated a fourth unexcused absence after attending the early warning truancy prevention program.

### **FIFTH TRUANCY (UNEXCUSED ABSENCE)**

A complaint/petition will be filed against the child and/or parent(s)/guardian.

### **ATTENDANCE CONTRACT**

(Grades 7-12)

Procedures -- Truant students who are 16 and over:

1. Parents of a student shall be notified in writing by the principal when that student accumulates two (2) unexcused absences to school or class.
2. When a student has one or more unexcused absences (three) the principal will schedule a conference with the parents and student. At this meeting the parent and student will be given the opportunity to sign an attendance contract.
3. On the occasion of the next unexcused absence (fourth) the Supervisor of Attendance shall serve the parent/guardian of the student with a written notice from the Superintendent by "Registered Letter, Return Receipt Requested" or Certified Letter stating that the parent/guardian must contact the Supervisor of Attendance within five (5) days and give a satisfactory explanation of the additional unexcused days missed or the principal will be instructed to remove the child's name from the school's roll and assign the student a semester grade of W-4 (withdrawal failing) in each subject. A student may not be readmitted to a DeKalb County School during the same term.
4. Notice of the results set out in No. 3 will be sent to the parents/guardians and child by Certified mail.
5. It is the goal of the DeKalb County Board of Education and all schools to encourage all students to remain in school and graduate.

### **HEAD LICE**

Head Lice are a common problem in school children. It occurs in all socio-economic levels regardless of age, gender or standards of personal hygiene. It is not a disease but can be a

frustrating problem to deal with. The most common signs of lice are persistent itching of the head, a crawling sensation in the hair, and the appearance of live lice or eggs on the hair. You can help to control lice outbreaks by checking your children's hair weekly for lice and nits and treating the hair immediately if any are found.

#### Removal of students with head lice

To avoid embarrassment a student identified with pediculosis will be discreetly removed from class and sent to the health room or office. The parent/guardian will be notified to take the child home for treatment with a medicated anti-lice pediculicide that may be purchased without prescription. Not all anti-lice products are the same especially when it involves method of treatment and follow up re-application. Care must be given to follow the directions precisely in order for it to work properly.

#### Return of student to school

Once the student has been treated and any remaining nits manually removed, the parent/guardian must bring him/her to school for a re-check. The nurse or other school official will either clear the student to return to class or send him/her back home.

#### Absence of Infested Child from School

The day the child is sent home and the following day will be considered excused absences. The remaining days will be considered unexcused and subject to procedures implemented to control absenteeism.

### **EMERGENCY TREATMENT**

School personnel will make arrangements for immediate transport and emergency treatment of a pupil in case of extreme injury or illness. Such transportation and/or treatment shall be at the parent/guardian's expense.

### **LIFE SUSTAINING EMERGENCY CARE**

It is the intent of the Board to provide such life sustaining emergency medical care to students as may appear to be necessary and appropriate. No DNAR (Do Not Attempt Resuscitation) requests from parents or guardians shall be honored under any circumstances.

### **AIDS/COMMUNICABLE DISEASE**

See Communicable Disease Handbook and Master Policies.

### **IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE**

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff Neck
- Red Rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to:  
[www.adph.org/immunization](http://www.adph.org/immunization)

## **DRIVER'S LICENSE**

In compliance with Acts 93-368 and 94-820, students must be enrolled in school in order to obtain and keep a driver's license. School officials must furnish proof of enrollment for students under the age of nineteen (19) and report withdrawals to authorities.

## **SAFE AND DRUG FREE SCHOOLS**

(Drug Dogs)

To assist the schools in providing a safe, drug-free environment, the Board of Education will permit law enforcement agencies to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs. The timing of such visits will be known only to the principal and superintendent.

## **SCHOOL RESOURCE OFFICER**

School Resource Officers - School Resource Officers operate under the direction of the Sheriff/SRO Supervisor.

## **YOUTH SPORTS ACTIVITIES AND HOLD HARMLESS AGREEMENT**

(for use of School Facilities) See Principal for forms



## **TV SURVEILLANCE CAMERAS**

To provide and maintain a safe and secure environment for students, staff and authorized visitors, the DeKalb County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the system.

Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes, and on applicable laws related to the use and surveillance equipment. Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only.

All school personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on school-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

## **METAL DETECTORS**

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the DeKalb County Board of Education may employ the use of metal detectors. Stationary and/or mobile metal detectors may be used. Training shall be provided for authorized persons on the use, maintenance, and storage of said equipment and on laws and procedures for conducting searches. Particular circumstances may call for private, hand-held metal detector searches.

All metal detector searches shall be conducted by school board employees. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes. The Board shall establish the schedule for use of detectors but individual schools may implement a more stringent schedule if approved by the Board. These policies shall be communicated annually to all school personnel, students, and parents.

## **DROPPING CLASSES/SUBJECTS**

Students/Parents should be aware of rules and regulation pertaining to the dropping of a class/subject after the school term begins. There are special stipulations/restrictions included in the Guidelines for Technical School classes, Advanced Diploma Program, and other basic subjects as well as electives.

## **SCHOOL VOLUNTEERS**

The Board recognizes that volunteers can make many valuable contributions to the schools. Therefore, the Board may permit a volunteer program in the district, subject to suitable regulations and safeguards, to be promulgated by the Superintendent or staff in cooperation with the schools. The activities of school volunteers shall be continually monitored to assure proper management of their services. Volunteers shall not have direct supervision of students. Coaching volunteers shall not serve as spokesmen for the team or school.

## **Policy Regarding the Legal and Ethical Use of Technology Resources, Electronic Mail, and the Internet**

### **INTRODUCTION**

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of DeKalb County Schools to provide all students and employees with the opportunities to access a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the instructional goals of the DeKalb County Schools.

Thus, it is the intention of the DeKalb County Schools that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the DeKalb County Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies. DeKalb County Schools technologies may not be utilized for personal gain.

### **POLICY STATEMENT**

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of the DeKalb County Schools.

Individuals may only use accounts, files, software, and computer resources that are assigned to those individuals under their password.

Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside The DeKalb County Schools.

Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement.

According to the license agreement, a backup copy of all purchased software programs should be made and, thus, become the working copy.

All original copies of software programs, including those purchased with departmental funds, and hardware will be stored in a secure place. For security and insurance purposes, access to original software shall be limited to the building principal and/or his designee. System wide software will be housed at the Board of Education.

If a single copy of a software program is purchased, it may only be used in one computer at a time. Multiple loading or down-loading the contents of one disk into multiple computers, (1987 Statement on Software Copyright) is NOT allowed. Individuals are not authorized to make copies of any software or data without the knowledge of the building principal and/or his designee. Any questions about copyright provisions should be directed to the Technology Coordinator.

Illegal copies of software may not be created or used on school equipment.

Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal or the System Technology Coordinator.

Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.

Students and employees of the DeKalb County Schools must not attempt to modify

technology resources, utilities and/or configurations, or change the restrictions associated with their accounts, or attempt to breach any technology resources security system, including internet content filtering, either with or without malicious intent.

Network access shall not be used to affect individual computers or the network in any of the above ways.

The Principal of each school will be responsible for establishing specific practices to enforce this policy at individual schools.

The legal and ethical practices of software and hardware usage will be taught to all students and employees in the system (i.e. during computer lab orientation, faculty meetings, etc.).

This policy will be prominently displayed in all rooms throughout the system that contain one or more computers

All DeKalb County Schools technology resources, regardless of purchase date or location, are subject to this policy.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the System Technology Coordinator. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including, but not limited to: (1) loss of access; (2) additional disciplinary action to be determined at the individual school in line with the Code of Student Conduct for the DeKalb County Schools or other board policy; and (3) legal action, when applicable.

## **ELECTRONIC MAIL**

The DeKalb County Schools System provides access to electronic mail for many of its employees and some student classes. That access is for their use in any educational and instructional business that they may conduct. Staff personal use of electronic mail is permitted as long as it does not violate DeKalb County Schools policy or adversely affect others. All contents and usage of electronic mail shall be the property of the DeKalb County Schools System.

## **INTERNET**

Information from electronic sources alters the educational environment by opening unlimited resources. The intent of the DeKalb County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for their various curricula. The DeKalb County Schools have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. We believe that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. Internet access is provided to allow students to conduct research and to communicate with others. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing the written permission of parents.

All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.

To maintain system integrity and to insure that the system is being used responsibly, the DeKalb County Schools reserve the right to review files and network communications.

Users should not expect that files stored on the DeKalb County Schools servers will always be private.

All home pages (starting point for a group or individual directory of Internet sites and/or other information) will be reviewed by the System Technology Coordinator for approval before being publicly posted.

Students will be allowed to conduct independent research and communicate on the Internet upon the receipt of the appropriate permission forms. Permission is not transferable, must be renewed yearly and therefore, may not be shared.

Internet access is a privilege, not a right. All Internet users are expected to act in a considerate and responsible manner.

The following are not permitted on any DeKalb County Schools Network or the Internet:

1. sending, displaying, or downloading offensive messages or pictures
2. using obscene language
3. harassing, insulting, or attacking others  
damaging computers, computer systems, or computer networks (this includes changing workstation and printer configurations)
4. violating copyright laws
5. using other user passwords
6. trespassing in other user files, folders, or work,
7. intentionally wasting limited resources, or
8. plagiarizing.

**PLAGIARISM** Definition: To steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source.

(n.d.). Retrieved Dec. 15, 2005, from Merriam-Webster Online Dictionary Website:  
<http://www.m-w.com/cgi-bin/dictionary?book=Dictionary&va=plagiarized>.

Plagiarism is expressly prohibited by students and staff of the DeKalb County Schools.

## **INTERNET SAFETY**

- 1.** Students are not to access inappropriate matter on the Internet and World Wide Web.
- 2.** Students are not to use school system equipment or resources to electronically communicate with individuals for non-instructional purposes. This includes e-mail correspondence, chat rooms, instant/real time messenger services, or any other form of electronic direct communication, including but not limited to sites such as MySpace.com and FaceBook.com. Such contacts may only be made with the approval and supervision of school system personnel and be conducted solely for instructional purposes.
- 3.** Students are prohibited from participating in any unauthorized access ('hacking') of computer systems or any other unlawful technological activities.
- 4.** Students shall not meet in person anyone they have met only on the Internet; and
- 5.** Students and school system employees are prohibited from the unauthorized electronic disclosure of personal student information such as name, home address, phone number, age, or race.

- 6. The DeKalb County Schools have taken filtering and supervisory precautions to restrict intentional or accidental access to inappropriate sites on the internet.
- 7. Students must abide by all laws, this Acceptable Use Policy and all DeKalb County Schools security policies.

Ref: TITLE XVII--Children's Internet Protection Act.

**PRIVACY**

Employees have no expectation of privacy with respect to the system's computers, mail system, or Internet access. Although it does not regularly do so, the system reserves the right, on a regular or random basis, to access and monitor all equipment, files, Internet access, and e-mail use.

The school system will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any unacceptable activities conducted through the system's technology resources. Anyone committing unacceptable acts will face disciplinary action by the school system as well as any legal action deemed necessary by law enforcement officials.

**DISCLAIMER**

DeKalb County Schools makes no warranties of any kind, whether expressed or implied, for the service provided. The school system shall not be responsible for any damages suffered while the user is on the system. Such damages could include, but are not limited to, loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the user or others. Use of any information obtained through the DeKalb County School's network is at the user's own risk. The school system specifically disclaims any responsibility for the accuracy of the information obtained through its services.

**Parent and Student must Sign and return the Opt Out Internet Use Policy form below:**

**DeKalb County Board of Education – 2011/2012**  
**P.O. Box 1668 Rainsville, AL 35986**

**OPT OUT Internet Use Policy**

The DeKalb County Schools System provides access to electronic mail for employees and some student classes. That access is for their use in any educational and instructional business that they may conduct. All contents and usage of electronic mail shall be the property of the DeKalb County Schools System.

I DO NOT want my child using the internet!  
 I understand that by signing below that my child WILL NOT use the internet.  
 This form must be signed and returned to be kept on file in the student file.

PARENT/GUARDIAN Name: \_\_\_\_\_  
Please Print Name Signature

STUDENT Name: \_\_\_\_\_  
Please Print Name Signature

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974  
(FERPA)**

**POLICY**

Schools will comply with FERPA. A copy of regulations will be furnished upon request. Any parent wishing to see their child's education records, or any student over 18, should contact the school for the procedure to follow.

Rights do not transfer to students with disabilities until they reach age 19.

**SEC. 1010. PROTECTION OF PUPILS**

Section 439 of the General Education Provisions Act (20 U.S.C. 1232h) is amended to read as follows:

**"PROTECTION OF PUPIL RIGHTS"**

"Sec. 439.

"(a) All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

"(b) No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning --

"(1) political affiliations;

"(2) mental and psychological problems potentially embarrassing to the student or his family;

"(3) sex behavior and attitudes;

"(4) illegal, anti-social, self-incriminating and demanding behavior;

"(5) critical appraisals of other individuals with whom respondents have close family relationships;

"(6) Legally recognized privileges or analogous relationships, such as those of lawyers, physicians, and ministers; or

"(7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

"(c) Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

"(d) ENFORCEMENT. -- The Secretary shall take such action as the Secretary determines appropriate to enforce this section, except that action to terminate provided under an applicable program shall be taken only if the Secretary determines that --

"(1) there has been a failure to comply with such section; and

"(2) compliance with such section cannot be secured by voluntary means.

"(e) OFFICE AND REVIEW BOARD. -- The Secretary shall establish or designate an office and review board within the Department of Education to investigate, process, review, and adjudicate violations of the rights established under this section."

## **MEDICATIONS**

Must follow State Dept. recommendations provided by Supervisor of Nurses. School personnel shall not diagnose ADD/ADHD. Diagnosis is to be made by medical personnel only. Violations will result in disciplinary action. Over-the-counter medications do not require a physician's orders. See Medication Policies Manual on file with Principal for additional information.

## **HIPAA**

### **DEKALB COUNTY BOARD OF EDUCATION**

#### **Notice of Privacy Practices**

As required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

**THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU (AS A STUDENT OF THIS DISTRICT) MAY BE USED AND DISCLOSED, AND HOW YOU OR YOUR PERSONAL REPRESENTATIVE CAN GET ACCESS TO THIS INFORMATION.**

**PLEASE REVIEW THIS NOTICE CAREFULLY**

If you have any questions about this notice, please contact our privacy contact person who is the Deputy Assistant Superintendent, 256-638-6921.

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and to control of your protected health information. "Protected health information" (PHI) is information about you including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services. Our practice is dedicated to maintaining the privacy of your protected health information.

We are required to abide by the terms of this Notice of Privacy Practices. We may revise or amend the terms of our notice, at any time. The new notice will be effective for all protected health information that we have at that time and for future information. We will post our current Notice in our office in a visible location at all times and upon your request, we will provide you with any revised Notice.

## **DISCLOSURES**

1. Uses and Disclosures to carry out treatment, payment or health care operations: Under HIPAA regulations, we do not need to obtain permission to use health information for treatment, payment and health care operations. However, several state laws require student or personal representative consent before health information is used or disclosed by health care providers.

NOTE: Your physicians, hospitals, or other health care providers will furnish additional information regarding treatment. Health information is confidential and should not be released without written parental permission.

## **BETA CLUB**

### Standards of Membership

Standards of membership must conform to the general features as laid down in the National Constitution. The classes from which members may be drawn shall be tenth, eleventh, and twelfth grades. The scholastic requirements for membership shall be:

1. A prospective member shall have maintained A's (90-100) or A's and B's (80-89) in each class for two consecutive semester grading periods. (A "B" shall be defined as a minimum 80 average).
2. The principal and a majority of teachers must approve the prospective member before he or she may become a Beta Club Member. The sponsor and principal shall tally the approval.
3. The prospective member must not have been convicted of any act classified as a misdemeanor or felony by the State Code of Alabama or the United States Code.
4. A senior may be inducted during the first semester only. Qualifying grades should be made prior to his or her senior year. However, a student may be reinstated his or her senior year if a previous Beta Member.

### Loss of membership

1. If a Beta member should have a class grade below a "B" during any semester grading period, that member would be put on academic probation. A member will be removed from academic probation following a semester of A's or A's and B's. If another "C" (70-79) is made during this probation, the Beta Member will be removed from the club. If any semester grade falls below a "C" the member will be removed from the club. Only one "C" may be made during any grading period. If more than one "C" is made during any semester, the member will be dropped from membership.
2. The principal and sponsor may drop a member from membership for moral or disciplinary reasons that are deemed to be sufficient.
3. A student dropped from membership may be reinstated provided he or she meets the requirements of the constitution.
4. A Beta member will be dropped from membership if he or she is convicted of any act classified as a misdemeanor or felony by the State Code of Alabama or the United States Code.

## **GIFTED PROGRAM**

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

Accommodations in the general education classroom must be provided for the times that gifted students are in pull-out classes. The accommodations form must be completed if the following accommodations are not made.

1. Students will not be required to make up missed class work.



2. If new material is introduced, student will be instructed by peer or teacher in a small group or one-on-one setting.
3. If test are administered, student will take the test when he or she returns to the classroom or a mutually agreed upon time.

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

For each student transferred, information is gathered in the following three areas:

1. Aptitude. Assessed through an individual or group test of intelligence or creativity.
2. Characteristics. A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
3. Performance. At least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessments/items used are 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. For more information contact the Special Education Coordinator at (256) 638-4131. Academic accommodations/modifications must be made as directed by the Gifted, IEP, 504, or ELL plan.

## **GUN-FREE SCHOOL ACT**

The DeKalb County Board of Education shall comply with the Federal Gun-Free School Act of 1994 and the Code of Alabama, § 13A-11-72(d) (1975). In keeping with state and federal law, all persons, other than authorized law enforcement personnel, are prohibited from possessing any weapon on or near school property as explained hereafter.

The Gun-Free School Act requires school districts to expel from school for a period of not less than one year a student who is determined to have brought a weapon to school, and only the superintendent or the superintendent's designee shall have the authority to modify such action on a case by case basis.

Incompliance with federal law, any student who brings a weapon to school in violation of this policy may be referred to the criminal justice system upon review by the superintendent or designee.

### **Weapons In School**

The presence of weapons on school property is detrimental to the health, safety and welfare of students and school personnel, and is a violation of law.

No person shall carry, possess, store, transfer or have under such person's control any weapon or explosive compound or any object that can reasonably be considered, or looks like a weapon, within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, including, but not limited to, academic, athletic contest, field trips, or any other similar or related functions; in any school vehicle or bus; or in any private vehicle parked on school property, or on other public or private property in

proximity to school property while attending school or a school-sponsored or school-related function. For purposes of this policy, the following definitions apply:

1. A “school safety zone” is defined as any real property owned by, used or leased to any public elementary school, secondary school or the board of education and used for or in connection with school programs or school-related activities or events.
2. “Weapon” means and includes:
  - a. Any gun, rifle, shotgun, or any firearm, herein defined as having the meaning set forth in 18 USC 921 (a) (3,4), i.e. any weapon, including a starter gun which is designed to or may be readily converted to expelling a projectile by the action of any explosive, or any other “destructive device”, defined to include the following:
  - b. Any other object if used or attempted to be used to cause bodily harm, including but not limited to , knives, brass knuckles, billy clubs, razor, or razor blades;
  - c. “Look-alikes” or facsimiles of any weapon as defined above;
  - d. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, if considered to be a weapon is used or attempted to be used to cause bodily harm;
  - e. Any explosive, incendiary, or poison gas;
  - f. Any object that may be reasonably considered by the school administration as a weapon.

#### Exception

The Superintendent or designee may grant an exception to this policy, upon the written request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school sponsored, provided the item is not equipped, nor intended, or used to do bodily harm.

#### Penalty For Violation

Any student found guilty of violating this policy will be suspended for up to ten days and be recommended for expulsion. Only the superintendent or the superintendent’s designee shall have authority to modify such action on a case-by-case basis.

## **DeKalb County Anti-Harassment Policy**

### Section 1: Harassment, Violence and Threats of Violence Prohibited

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

### Section 2: Definitions

- A. The term “harassment” as used in this policy means a continuous pattern of intentional

behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3 (B) below. To constitute harassment, a pattern of behavior may do any of the following;

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

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

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

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

E. The term “student” as used in this policy means a student who is enrolled in the DeKalb County School System.

### Section 3: Description of Behavior Expected of Students

A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student conduct. Students are expected and required to (1) comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence or intimidation; (2) refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

B. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student’s race;
- The student’s sex;
- The student’s self-identification;
- The student’s physical characteristics;
- The student’s religion;
- The student’s national origin; or
- The student’s disability.

#### Section 4: Consequences for Violation

A series of graduated consequences for any violation of this policy will be outlined in the Code of Student Conduct and Personnel Policies or any rule or standard adopted under authority of this policy.

#### Section 5: Reporting, Investigation, and Complaint Resolution Procedures

A. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

B. Upon receipt of the complaint, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonable prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

C. Any acts or reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school and/or system officials under the Code of Student Conduct or Personnel policies. A student who deliberately, recklessly, and falsely accused another student or personnel member of violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

D. The complaint form shall also include a provision for documenting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or legal guardian of the report.

#### Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement the will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication of the DeKalb County Board of Education's Web site.

