Welcome to Dallas County High School

Dear Parents, Guardians, and Students:

As the new principal of Dallas County High School, it is with pleasure and enthusiasm that I welcome you to the 2018-2019 school year on behalf of the administration, faculty, and staff. It is our goal to have every student feel welcomed, supported, and actively engaged in the teaching and learning process throughout the year. We strive to form strong partnerships where parents, teachers, and students care and work consistently towards academic and social growth to ensure our students graduate and meet the demands of society and effective citizenship. We believe that sharing responsibility with parents will make a tremendous difference in the culture of our school because we can achieve more together than we can independently.

Our student handbook was developed to assist in understanding the roles and high expectations of Dallas County High School. Definitions and explanations are provided throughout the handbook to help clarify school policies and programs.

Once again, the Dallas County High School administrators, faculty, and staff are honored to have your support to ensure that our students have a successful and amazing year. Together we can make a difference.

Sincerely,

Stephanie V. Smith
Principal
Welcome to the 2018-2019 school term and what promises to be an exciting and educational year. The faculty and staff of Dallas County High School are devoted to seeing that every student who puts forth an effort will receive the highest quality education possible.

Please take some time to review the handbook together, discuss it, and then follow the rules contained inside. The calendar is made available to help students and parents plan for all facets of everyday life at Dallas County High School. We encourage parents to become involved in our school and your child’s education.

**VISION**

The vision of Dallas County High is for faculty, students, and stakeholders to consistently Strive Together to Improve the Next Generation by ensuring students achieve academic and professional success. (STING)

**MISSION**

At Dallas County High School, our daily mission is to be “Fired Up”!

F: focused on academics and athletics

I: integrity on the field and in the classroom

R: responsible for myself and others

E: exceed expectations

D: determined to succeed

U: unified

P: practice these everyday
NON-DISCRIMINATION POLICY

It is the policy of the Dallas County Board of Education and Dallas County High School not to discriminate on the basis of sex, race, disability, religion, creed, national origin, or age. If you have reason to believe that you have been discriminated against, you may contact Mrs. Hattie Shelton, Superintendent, by writing her at P. O. Box 1056, Selma, Alabama 36702-1056 or by calling her at 875-3440.

TITLE IX COMPLIANCE

Dallas County High School complies with non-discrimination regulations under Title VI and Title VII, Civil Rights Act of 1964; Title IX, Educational Amendments of 1972; and Section 504 Rehabilitation Act of 1973. It is the official policy of the Alabama State Department of Education, Dallas County Board of Education, and Dallas County High School that no person in Alabama shall, on grounds of race, color, handicap, sex, religion, creed, or national origin be excluded from participation in or denied the benefits of or be subjected to discrimination under any program, activity, or employment.

GUIDANCE DEPARTMENT

Personal concerns of students can seriously limit or enhance educational development. Schools have the responsibility to provide a guidance program and make relevant and objective information available to students in such a manner that will enhance educational development. It is the purpose of the Guidance Department to provide counseling and/or guidance on an individual or group basis for each student in planning his/her educational needs, as well as social, personal, or emotional problems. The doors are always open to students and parents. All students must bring a pass to the counselor's office from class.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dallas County Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records; however, Dallas County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Dallas County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. In order for a student's photograph to be used in any way (newspaper, internet, etc.), a parent or guardian must sign a consent form each year.
If you do not want Dallas County Schools to disclose directory information from your child’s education records without your prior written consent, you must notify Dallas County High School in writing by August 31, 2018. Dallas County Schools has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

A cumulative record shall be kept on each student enrolled in the system. Cumulative records shall be kept in forms approved by the State Department of Education. Student records will be maintained by the school and will be used in making appropriate educational decisions for the student. The school principal shall be “responsible for developing a plan that will ensure that such records are kept up to date and accurate. All information regarding students and their families will be collected, maintained, and distributed under safeguards of privacy.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students”) certain rights with respect to the students education records. These rights are:

1. The rights to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time, and place where the records will be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, suitor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

LIBRARY

The Dallas County High School library supports and promotes the school wide literacy campaign by encouraging students to read. Each year the library creates a literacy themed program for the school year. Students have opportunities throughout the school year to participate in reading activities and competitions. The library opens each day at 7:30 am and is also open during lunch. Students must have a pass from their teacher to visit the library during class. No passes are needed in the morning before school starts or during break. Students are asked to sign in when they arrive and sign out when they leave. Circulation rules allow students to check out two books at one time for ten days. If a student wishes to extend the circulation time, then the student must stop by the library to renew the book. Students may be charged a late fee of five cents per day if the library book is not required class reading.

The new CCRS Reading standards suggest that students should read 70% informational text and 30% literary text. Informational text types require students to read complex informational text independently in a variety of content areas which makes up the vast majority of required reading in college and in the workplace. CCRS Reading standards place an equal emphasis on the sophistication of what students read and the skill in which they read. The Dallas County High School library supports the reading of informational texts by providing access to Alabama Virtual Library and showcasing a variety of informational texts available for student use. By implementing the new CCRS Reading Standards, our goal is to have high school graduates that are ready for college and the workplace.

The library provides copying and printing services for students. The library also provides project supplies for students. Students may use markers, construction paper, scissors, glue, and other supplies at no charge.

LOCKERS

Student lockers are the property of Dallas County High School and remain at all times under the control of Dallas County High School. Students are expected to assume full responsibility for their school locker. Dallas County High School retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

1. All lockers will be $20.00 per year.
2. No student is allowed to share a locker with another student.
3. For your security, no combinations should be exchanged.
4. The school is not responsible for items stolen from lockers.
5. Lockers are rented on a first-come, first serve basis.
6. Students must complete “Acknowledgement Concerning Use of Student Lockers” form.

BUS RULES AND REGULATIONS
(Established by the Dallas County Board of Education)

The primary purpose of school buses is to transport students safely. In order to accomplish this purpose, the following guidelines must be followed when riding a school bus:

1. OBEY THE DRIVER AT ALL TIMES. Obeying the bus driver will eliminate most bus problems.
2. Never stand or play in the road while waiting for the bus.
3. Always be at the designated bus stop on time. Do not leave the bus except at your regular stop without written permission from the administration. Make sure the bus is completely stopped before getting on or off. Never attempt to carry on a conversation with the bus driver while the bus is in motion. Keep head and hands inside the bus at all times. Always enter and leave the bus through the front door except in case of an emergency.
8. Cross the highway in the following manner:
   a. Make sure the bus is stopped, the door is open, and the stop signal is out.
   b. Cross the highway in front of the bus, look both ways, and wait until the driver gives the clear signal. Then proceed with caution.
9. Never yell out or carry on a conversation with anyone along the side of the road.
10. Cooperate with the driver at all times in leaving the bus clean, sanitary, and clear of all objects. The bus is not to be used for eating or drinking.
11. Violations of bus rules will be treated as any other discipline problem.
12. FIGHTING OR MAJOR BUS PROBLEMS CAN RESULT IN SUSPENSION OF BUS PRIVILEGE. Fighting is a Class II Offense and will be dealt with as such.
13. Video cameras may be used on buses to help with discipline.
14. Any action not covered will be handled on a "common sense" basis. Each student will be given due process. If the bus driver's request seems unreasonable, contact the administration upon returning to school.

Remember that riding the bus is a privilege that requires responsibility and cooperation. Good behavior and common sense will help provide safe bus transportation.
CARS, MOTORCYCLES, ETC.

Students who are properly licensed, can show proof of insurance coverage, and have purchased a Vehicle Registration Permit may bring their vehicles to school provided they drive safely and park in the designated area. All student vehicles should be parked in their area and remain there until school has been dismissed. Students are requested to lower the volume of their sound systems as they enter the parking area. Students will not sit in automobiles after parking. Students will remain out of and away from all vehicles during the school day. Students must have a pass from the office to get items out of their car during the school day. Student vehicles may be searched upon reasonable cause. The school is not responsible for items stolen or for damage to vehicles. Students failing to park in the proper location will be fined. Habitual parking in an undesignated area will result in loss of driving privileges to school. If you drive to school and have 3 unexcused tardies to school you can lose driving privileges for up to 5 days. If students continue to be habitually tardy, parents will have to sign them in. Only seniors who have bought a parking pass will be allowed to park in the senior parking lot. Students are not allowed to park in the front of the school.

TEXTBOOKS

Textbooks are provided by the State of Alabama. Students and/or parents are responsible for the proper care and safeguarding of these books when checked out to the student. Code of Alabama, Section 16-36-69: The parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of the textbooks. If the parent, guardian, or person having custody of the child to whom the textbook was issued fails to pay the assessed damages within 30 days after notification, the student shall not be entitled to further use of the textbooks until remittance of the amount of loss or damage has been made.

FEE SCHEDULE

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Foreign Language</td>
<td>$15.00</td>
</tr>
<tr>
<td>Keyboarding, Accounting, Computer Application</td>
<td>$20.00</td>
</tr>
<tr>
<td>Science (Biology, Chemistry, Physics)</td>
<td>$20.00</td>
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<tr>
<td>Family &amp; Consumer Sciences</td>
<td>$20.00</td>
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<tr>
<td>Career Tech Center</td>
<td>$30.00</td>
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<tr>
<td>Senior Parking Lot Vehicle Registration Fee</td>
<td>$25.00</td>
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<tr>
<td>All Other Vehicle Registration/Parking Fee</td>
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</tr>
<tr>
<td>Band (School-owned instrument)</td>
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<tr>
<td>Flags and students who own their instruments</td>
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</tr>
<tr>
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<tr>
<td>Technology</td>
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ATTENDANCE AND ABSENCES

The Dallas County Board of Education believes good student attendance enhances learning. When a student is not in school, he/she misses valuable instructional time. For this reason, the Board equates attendance with academic achievement, and establishes policies and procedures designed to encourage and require students to be in school.

Regular school attendance is one of the most important habits a student can form while in school. Admission officers of colleges and universities are interested in and always request the attendance record of all prospective students. Employers in business and industry are vitally interested in the attendance and punctuality records of students seeking employment with them. The attendance record is a most important part of each student’s permanent record.

All students are expected to be in attendance each day unless they are sick or in the case of a family emergency. In case of absences, a written note explaining the absence is required upon the student’s return to school. No more than three (3) parent/guardian written excuses will be accepted per semester. Excuses beyond that number will be considered unexcused. Failure to provide a written explanation not later than three
(3) days from the date of the absence shall result in an unexcused absence. As explained in the Dallas County Board of Education’s Attendance Policy, too many unexcused absences can result in a student not being promoted to the next grade or not receiving course credit. According to the Dallas County Board of Education Policy Manual (July 1, 2004), students attending Dallas County Schools will be denied promotion/credit for any grade, course, or subject in which he or she receives eleven (11) or more unexcused absences per semester or twenty-one (21) or more unexcused absences for the year. A student with unusual circumstances, which are substantiated by a physician or other documentation by the principal, could be promoted if all requirements are met.

**NOTE:**
(1) Students who know that they will be absent for more than 5 days at one time should see the principal.

(2) A suspension is NOT an excused absence. A suspension is an "unexcused absence (see suspension rules).

**EXCUSED ABSENCES**

Absences will be excused for the following reasons:

1. Illness;
2. Death or serious illness of an immediate family member;
3. Legal requirements, such as subpoena or other required court appearances; and
4. The prior permission given by a Principal;
5. Legal quarantine

Students granted excused absences shall be permitted to make up work, tests, and other missed assignments and activities. It shall be the responsibility of the student (and his or her parents and/or guardians) to check with teachers to make up missed work. In all cases, students must make up missed work within five (5) days after a return from an excused absence.

**UNEXCUSED ABSENCES**

Any absence not classified according to one of the above reasons will be coded unexcused. Days absent due to suspension from school will be classified as unexcused. **STUDENTS WILL BE ALLOWED TO MAKE UP WORK FOR SUSPENSIONS; HOWEVER, IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN THE WORK FROM HIS/HER TEACHER THE DAY HE/SHE RETURNS TO SCHOOL.**

Teachers will be responsible for nine-week tests or final exams. Principals will avoid, if at all possible, suspending students on days they will be taking nine-week tests. In cases where suspension during nine-week tests cannot be avoided, the principal shall allow the student to make up these tests upon their return from suspension.

**Exam Exemption Policy**

Students may exempt the final 9 week exam if they have at least an 85 average in their academic classes, no more than 3 unexcused absences for the semester and no more than 3 unexcused tardies to school for the semester.

**DUE PROCESS**

In cases where a student is not promoted or fails to receive credit due to excessive unexcused absences, the parent/guardian may file with the Superintendent a written request for review of the conditions surrounding the student’s non-promotion/non-credit. An adverse decision from the Superintendent may be appealed to the Board.

Information concerning the attendance expectations of students enrolled in the Dallas County School System will be given to students/parents at the beginning of each school year or at the time they enroll as a
student. Principals will inform parents of the importance of regular attendance. In certain cases it may become necessary to require a doctor’s excuse for excused absences that exceed eleven (11) per term.

Parents/guardians will be notified upon the student’s receiving a third unexcused absence or third discipline report to the principal’s office. This notification shall stress the importance of regular attendance and/or importance of proper discipline and warning that additional unexcused absences or discipline reports in excess if three shall result in the parent/guardian being reported to proper juvenile authorities and to the District Attorney as required by Alabama Law (Act 93-672).

Upon receipt of four or more unexcused absences or four or more discipline reports to the principal’s office, the parent/guardian shall be notified that the Dallas County Board of Education will report the parent/guardian to the proper juvenile authorities and to the District Attorney as required by Alabama Law (Act 93-672). Upon a suspension of five consecutive days or more the student and his/her parents/guardians shall be notified that the Dallas County Board of Education will report the parent/guardian to the proper juvenile authorities and to the District Attorney as required by Alabama Law (Act 93-672).

Students granted excused/unexcused absences are permitted to make up work, tests and other assignments, Activities, etc. It shall be the responsibility of the student/parent to check with teachers and find the work, test or activities to be made up. It is expected that the work be made up on the student’s return to school. However, where students have extended excused absences, teachers shall allow a reasonable time for make-up work. In all cases, students must make up work within 5 days from the time they return to school or receive teacher permission for an extension where there are extended excused absences for 5 days or more. Students who have family deaths may not be out of school for extended days.

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**DALLAS COUNTY SCHOOLS**

**Student Human Immunodeficiency Virus (HIV) Policy**

Approved 7/26/10

Dallas County School System shall strive to protect the health and safety of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote this goal. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in the school, daycare, or athletic settings when current guidelines are followed.

**A. Students**

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school sponsored activity.

School authorities shall determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student’s physician, parent/guardian; respect the student’s family privacy; and reassess the placement if there is a change in the student’s need for accommodations or services. School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group.

**B. Privacy**

Pupils are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose. No information regarding a person’s HIV status shall be divulged to any
individual or organization without a court order or the informed written, signed, and dated consent of the person with HIV infection; or the parent/guardian of a legal minor. The written consent shall specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person’s HIV status shall be kept under lock and key. Access is limited to those named in written permission from the person, parent/guardian and to emergency medical personnel. Information regarding HIV status will not be added to a student’s permanent educational or health record without written consent.

C. Related Services

Students shall have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection through the assigned nurse to a particular school.

School administrators shall maintain a confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and to other HIV related services as needed.

Public information about resources in the community shall be kept available for voluntary student use.

D. HIV and Athletics

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person’s HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities. All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits must be on hand at every athletic event. All physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

E. HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will:

- Be taught at every level, Kindergarten through grade twelve.
- Use methods demonstrated by sound research to be effective.
- Be consistent with community standards.
- Follow content guidelines prepared by the Center for Disease Control and Prevention (CDC). Be appropriate to student’s developmental levels, behaviors, and cultural background. Build knowledge and skills from year to year.
- Stress the benefits of abstinence from sexual activity, alcohol, and other drug use.
- Include accurate information on reducing risk of HIV infection.
- Address student’s own concerns.
- Include means for evaluation.
- Be an integral part of a coordinated school health program.
- Be taught by well-prepared instructors with adequate support.
- Involve parents and families as partners in education.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their
children. If a parent or guardian submits a written request to the principal that a child not participate in a specific prevention topic, and assures that the topic will be discussed at home or elsewhere, the child shall be excused without penalty. In classroom sessions, all materials and resources should be researched based on age and grade level appropriateness according to the Alabama Health Education Course of Study.

F. Staff Development
All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

G. Infection Control
All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards put forth by the U.S. Occupational Health and Safety Administration for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible.

A school staff member is expected to alert the person responsible for health and safety issues of a student’s health condition or behavior if they present a reasonable risk of transmitting an infection.

Note: If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation. Infection Control guidelines should be posted in the school. (See attachment).

H. General Provisions
On an annual basis, school administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them. Parents/guardians will be required to sign documentation to acknowledge receipt of the policy or material.

Dallas County School System
Head Lice (Pediculosis) No Nit Policy

Approved 10/25/2010

The Dallas County School System has adopted a “no nit” Policy. A “no nit” policy requires: (1) removal of lice eggs (nits) after treatment and (2) exclusion of children until nits have been removed. Further, this policy was determined to be the best option for the Dallas County School System because it helps to: (1) encourage parents to screen their children at home; (2) eliminate diagnostic confusion; (3) prevent transmission and reinfestation: (4) reduce the need for additional treatment. Effective control of pediculosis in the school setting enables students to remain in school and improves the potential for successful learning.

Pediculosis capitis, also called pediculosis or head lice, is a common problem for children and their families. The head louse is a wingless insect that lives on the human scalp and lays eggs (nits) in the hair. It cannot hop or fly, but crawls rapidly. Because the head louse is very difficult to see, it is usually diagnosed by the presence of nits. It is transmitted by personal physical contact or common use of combs, brushes, or headgear.
An enormous amount of time, energy, and money is involved in the treatment of pediculosis by schools and families. If children are not treated and/or their home and school environment are not properly cleaned, they will likely become reinfested. Most children identified with pediculosis can be treated that day and return to school the following day. Usually no more than three days should be required for effective treatment.

The following guidelines will be used to implement a prevention and control program for effective control of pediculosis in the Dallas County School System:

1. The System Nurse will coordinate in-service training for teachers and other school personnel regarding proper screening, classroom prevention, and control techniques at the beginning of each school year and as needed throughout the year. In-service training will address, at a minimum, the following:
   
a. Confidentiality.
   
b. Identification of pediculosis and nits.
   
c. Respect for sensitivity of students and families regarding pediculosis.
   
d. Precautions regarding self-contamination and cross-contamination.
   
e. Treatment options.
   
f. Precautions and myths regarding treatment.
   
g. Resources for treatment.
   
h. Reassessment and readmission requirements.
   
i. Environmental safeguards for classrooms.
   
   . Importance of educating students about pediculosis.

2. All schools that have experienced pediculosis outbreaks during the school year will implement a consistent screening program. Outbreaks occur most often in young children, but can occur in any age group.

3. Notify the child's teachers, bus drivers, etc., as appropriate.

4. Students identified with pediculosis should be sent to the office or health room while respecting the student's confidentiality. Thus, bringing the student to the office or health room should be as inconspicuous as possible. Students with pediculosis should be separated from other students while waiting to go home. Extreme care and attention should be given to avoid embarrassment to any student, particularly if there is a delay in parents picking up the child. Again, the confidentiality of all children identified with pediculosis should be a major consideration.

Ask parents to come to the school to take the child home. This meeting provides an opportunity to talk with the parent about treatment procedures as well as to confirm the presence of infestation. Notification should be in a private setting to protect confidentiality.

   a. Provide parents with a letter stating that pediculosis was found and provide written and verbal instructions for treatment and home cleanup that address the three steps in the control of pediculosis.
      • Treating with a pediculicide product.
      • Removing the nits.
      • Cleaning the home/car environment.
   
b. Teach parents how to screen for pediculosis.
c. Advise parents to notify the parents of neighboring children or frequent visitors to their home or other activity sites (sports, gymnastics, etc.) of the possibility of pediculosis infestation.

Requirement for Re-admittance to School
The procedures to recheck and readmit children sent home with pediculosis in the office or health room after they have been treated are as follows:

a. Rechecks should be done in a private setting and in the presence of the parent.

b. One or two teachers and/or school nurse should be permanently designated to recheck children before class.

c. These teachers should be trained not only to recognize pediculosis infestation, but also to provide additional education to parents in a non-threatening manner, when children are not clear of pediculosis on recheck.

d. The student must have been treated with a pediculicide and be free of nits and lice before being readmitted to school. If only a few nits are present in the hair, the parent and/or teacher can remove the nits, discard in a plastic bag, and the child can return to class. Parents should be reminded that many of the pediculicide products require a second treatment. The teacher or nurse should encourage and answer any questions regarding the second treatment or home cleanup during the recheck visit.

e. No more than three consecutive absences should be considered excused due to pediculosis. After three consecutive days, absences should be considered unexcused.

f. A special Return To Class Form will be given to the student if their recheck shows no lice or nits. This form alerts the classroom teacher that the recheck was done and that student may return to class.

Dallas County School System
Information Guide for Head Lice (Pediculosis) No Nit Policy

The purpose of this document is to provide basic information about head lice and to assist principals in enforcing the regulations for communicable disease control to insure uniformity in procedure system wide.

GUIDELINES:

A. What are head lice
   - Head lice are tiny grey or brown insects about the size of a sesame seed that live in human hair and must feed on human blood to survive.
   - They lay tiny white oval eggs about the size of a knot in a thread called nits. The nits glue to each strand of hair close to the scalp.
   - Nits are most often found in the hair behind the ears and at the back of the head and neck.

B. How do you get head lice
   - Occurs most often with elementary children.
   - Children get lice from other children through head to head contact,
   - sharing combs, hats, school lockers, or coats with a louse infested child.
   - You can’t spread NITS....only LIVE LICE.
   - Head lice DO NOT spread disease.
   - Any child can get head lice. It doesn’t matter where they live, or go to school.
C. How do you get rid of head lice

- If evidence of nits or lice is found, brothers and sisters should also be checked. Parents of those children found with lice are notified and asked to pick up their children and treat them. A letter stating that head lice were discovered should be given to the parent.
- Parents may obtain non-prescription medication from their pharmacist or obtain a prescription from their family physician. **FOLLOW DIRECTIONS ON THE PACKAGE COMPLETELY.**
- When evidence of head lice is found, all students in those classrooms shall be screened. If no additional cases are found, screening may be discontinued. However, if further cases are identified their contacts must also be screened.
- Treat your home at the same time you treat your child.
- Do the following:
  - Soak combs and brushes in some of the lice shampoo for 1 hour; or in very hot water for 5-10 minutes.
  - Wash sheets, blankets and other bedding in the hottest setting of water in the washing machine.
  - Dry clean non-washable items; or seal these items in a plastic bag for 1-2 weeks.
  - Vacuum furniture, carpets and mattresses thoroughly.
  - Treat hair for a second time after 7 days (or follow the manufacturer of the lice treatment’s instructions) to make sure that you kill any lice that may have hatched from nits that might have been missed during the combing, before they lay eggs.
  - THERE IS NO NEED TO CUT HAIR. THE SAME PROCEDURES WILL HAVE TO BE FOLLOWED.
  - Students who return to school without appropriate treatment will be sent home with a second letter of explanation. No more than 3 consecutive days absence should be considered excused when absence is due to head lice. After 3 consecutive days, absences should be considered **unexcused.**
  - School nurses and each school principal should have a plan implemented to screen, prevent and control head lice.
  - All teachers should be made aware of these guidelines.

Questions concerning the above listed guidelines should be addressed to the school nurse, principal or the attendance officer.
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 that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanction.

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 a 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 substantially disrupting or interfering with the orderly operation of the school;
- 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 or 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 Dallas 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 Dallas County School System Discipline Plan for Safe Schools. Students are expected and required to:

- Comply with the requirements of law, policy, regulations, and rules prohibiting harassment, violence, or intimidations;
• Refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student;
• 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 religion
• The student’s national origin or
• The student’s disability

Section 4. Consequences for Violations
A series of graduated consequences for any violation of this policy will be those outlined in the Dallas County School System Discipline Plan for Safe Schools or any rule or standard adopted under the 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, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s designee determines that the complaint alleges a serious violation, 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 reasonably 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) Acts of 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 in 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 officials under the Dallas County School System Discipline Plan for Safe Schools. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Dallas County School System Discipline Plan for Safe Schools.

(d) The complaint form developed to report violations of this policy will include a provision for reporting 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 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 policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods of the Dallas County School System Discipline Plan for Safe Schools and customarily used for such purposes, including publication on the Dallas County School System’s Website.

DISCRETIONARY LEA PARENTAL INVOLVEMENT POLICY/PLAN COMPONENTS

1. Parents’ Right to Know
At the beginning of each school year, through dissemination of the Parent/Student Handbook the Dallas County School System shall notify the parents of each student attending any school receiving Title I, Part A funds that the parents may request, and the agency will provide the parents on request, and in a timely manner, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:
- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

2. Home-School Compacts
- All students in programs supported by Title I, Part A funds are required to complete a Home-School Compact each year.
- The Compact will be developed and revised by each school’s Advisory Committee, consisting of the school administrator, teachers and parent, as necessary.
- The Compact consists of an agreement for the parents/guardians, the student, the teachers, and the principal. Parents should read the parent section carefully, and then sign the compact. Students should read the student section carefully and discuss its contents with their parents/guardians, then sign the compact. When completed, the Compact is to be returned to the child’s teacher.

3. School Choice
Before the first day of school or as soon as notification is received from the Alabama State Department of Education and can be practically made available, parents will be notified by letter and via the LEA website if the school their school is identified for school improvement. “Supplemental Educational Services”, thus increasing the amount to be budgeted for supplemental educational services to a total equal to both required amounts.

4. Supplemental Educational Services
The Dallas County School System will communicate to the principal(s) of school(s) in School Improvement Year I or beyond the requirement to offer access to supplemental educational services (SES) to all eligible students. The System will notify parents of eligible students at the beginning of the school year of the availability of supplemental educational services. The System will make funds available for supplemental educational services by reserving a portion of its Title I, Part A allocation.
PART V. ADOPTION
This LEA Parental Involvement Policy/Plan has been developed jointly with and agreed upon by parents of children participating in Title I, Part A programs.
This Policy/Plan was adopted and/or approved by the Dallas County School System Board of Education, and will continually be in effect, with annual review until 2016. Revisions will occur as necessary for compliance. The school district will distribute this Policy/Plan to all parents of the Dallas County School System in abridged form in the annual school’s handbook. This policy may be viewed in full on the system website (www.dallask12.org); and at the Central Office. Copies may be obtained upon request at the Central Office, or from the parent facilitator at the Resource Center.

2014 Annual Revision

2017 - 2020 ADMISSION POLICY
FOR FOSTER CARE, HOMELESS, MIGRANT, AND ELL STUDENTS

Pursuant to the requirements of "The Every Student Succeeds Act of 2015" as amended by Title IX de McKinney-Vento Homeless Assistance Act, all students in foster care, homeless students, migratory students, and English language learners must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Dallas County School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, students in foster care, and English learners shall not be denied or delayed 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
• Guardianship or custody requirements
• Social Security Number
• Unaccompanied youth; no guardians

The Dallas County School System will employ practices that increase the awareness of The Homeless Education program. The district shall notify parents/guardians of homeless children and youth of available resources and assist them in accessing the resources.

The Dallas County School System shall conduct its annual evaluation of its Homeless Education program to determine the effectiveness of the program. The system will adjust practices and procedures as needed to improve the effectiveness of implementation and student achievement.

Enrollment Dispute

If a dispute arises over school selection or enrollment in a school:

• The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.
• Local homeless liaison shall be informed immediately of the dispute.
• Dispute shall be resolved at the district level rather than the school level.
• The dispute resolution process shall be informal and accessible to all involved and carry out as expeditiously as possible.

• Parents, guardians, and unaccompanied youth shall be informed that they can provide written or oral documentation to support their position.

• Written notice of the discussion shall be as strict as possible, simply stated and provided in a language the parent, guardian, or unaccompanied youth call understand.

• Notice of the right to appeal to the State if the district-level resolution is not satisfactory shall be given to the parents, guardian, or unaccompanied youth.

DEFINITION: Section 725(2) of the McKinney-Vento Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

• Children and youths who are: - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up"); - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; - living in emergency or transitional shelters; or - abandoned in hospitals;

• Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;

• Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

• Migratory children who qualify as homeless because they are living in circumstances described above. The McKinney-Vento Act no longer includes children and youths who are awaiting foster care placement in the definition of "homeless children and youths." For all non-covered States, this change is effective on December 10, 2016.

REGULATIONS REGARDING THE EDUCATION OF HOMELESS CHILDREN AND OTHER YOUTH.

First Reading: 8/24/17 School Board Approved: 10/26/2017
GENERAL EXPECTATIONS

The Dallas County School System agrees to implement the following requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A Programs, consistent with section 1116 of Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1116, the school district will work with its schools to ensure that the required school-level parent involvement policy/plan meet the requirements of section 1116(c) (4) of the ESSA, and each include, as a component, a school-parent compact consistent with section 1116(d) (2) (D) of ESSA.
- The school district will incorporate this district-wide Parent and Family Engagement Policy/Plan into its district plan developed under section 1116(a)(1)(2)(B)(C)(D)(E) of the ESSA.
- In carrying out the Title I Part A parent and family engagement requirements, to the extent practicable, the Dallas County School System and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports required under section 1116 of the ESSA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents can understand.
- If the LEA plan for Title I, Part A, developed under section 1116 of ESSA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- (If and when funding level requires this part): The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserved goes directly to the schools. The remaining ten percent of the one percent shall be used for district initiatives.

The Dallas County School System will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

- The school district will be governed by the following definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition: Parent and Family Engagement means the participation of parents or guardian in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
  
  (A) That parents or guardians play an integral role in assisting their child’s learning;
  (B) That parents or guardians are encouraged to be actively involved in their child’s education at school;
  (C) That parents or guardians are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory Committees to assist in the education of their child;
  (D) The carrying out of other activities, such as those described in section 1116 of ESSA.

PARENT AND FAMILY ENGAGEMENT REQUIRED COMPONENTS

1. The Dallas County School System will take the following actions to involve parents in the joint development of its LEAS parental involvement policy/plan under section 1116(a) (3) (A) (C) (D) (I-IV)
   - Invite parents to serve on the LEA Advisory Committee, composed of parents, teachers, students, and administrators, will meet bi-annually for up-dates on Title I funds and expenditures,
   - Establish a Parent Contact Leader Team composed of parents from each school site. will meet bi-annually to review, discuss and revise if necessary the Parent and Family Engagement Policy/Plan This team will be train by the parent facilitators on the Parent and Family Engagement Requirements Compliance Section 1116 “Every Student Succeeds Act (ESSA)”
   - Conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy/plan in improving the academic quality of Title I schools, including identifying barriers to greater participation by parents in authorized activities and use the finding to design more effective strategies and revise the policy/plan

2. The Dallas County School System will take the following actions to involve parents in the process of school review and to implement "evidence-based" strategies under section 1116 (a) (2XE) of the ESSA:
   - Each school will notify parents of the date of the Annual Title I meeting and invite parents to attend.
   - Parents will be made aware that school's policy/plan is being evaluated and given the opportunity for input by completing a parent and family engagement survey on which they may make comments or submit written comments to teacher, administrator, parent facilitators, or the federal program director.
   - Schools implement "evidence-based" curricular
Parents or guardians will be encourage to serve on each school's Continuous Improvement Plan (CIP) Committee
Notification will be provided to parents or guardians through flyers, school's newsletters, monthly calendars, marque, telephone calling system, and the LEA's website (www.dallask 12 org)

3. The Dallas County School System will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve students' academic achievement and school performance under section 1116 (d)(e)(2)(D):
- The Local Education Agency has parent facilitators that work with each Title I school's administrators and parent and family engagement chairperson, and parents or guardians to develop parent and family engagement activities that meet the needs of the Title I parents or guardians such as:
  A. school-parent compacts
  B. parent or guardian computer training
  C. implement / "CARE" positive parenting/character education/mentoring program
  D. parents or guardians volunteer program
  E. bi-annual parenting meetings
  F. fatherhood initiative.

- The schools will hold meetings annual with the assistance of the Local Education Agency that will focus on understanding the interpreting standardized test data.

4. The Dallas County School System will coordinate and integrate parent and family engagement strategies in Title I Part A with parent and family engagement strategies under the following other programs: Head Start, HIPPY, (Home Instruction Program for Parents of Preschool Youngster) LEA's Pre-K Program, Extended Day Program, Community and Faith Based Organizations, under section 1116 (a)(2)(C) by:
- offering parents of preschool younger an opportunity to participate in an early learning program (HIPPY) (LEA's Pre-K Program)
- providing transition opportunities with Head Start Agency for children who will be attending schools within the system partnering with a community-faith based after-school tutoring program
- implementing the "I CARE" Character Education/ Mentoring/ Community Partnership Program.

REQUIRED BUILDING CAPACITY FOR PARENT and FAMILY ENGAGEMENT

1. The Dallas County School System will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve students' academic achievement, through the following activities specifically described below under session 1116(e)(2)(4)(i):

   A. The school system will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement such as literacy training, volunteering, using technology as appropriate, and other reasonable support to foster parental engagement by:
      a. training parents to enhance the involvement of other parents (LEA Parent Contact Team)
      b. parent-teachers conference
      c. bi-annual parenting meetings
      d. Statewide parents' visitation held in October of each year
      e. "I CARE" Parenting/Character Education/Mentoring Program
      f. Weekly computer training,
      g. Promote an OPEN DOOR POLICY in the schools
      h. Encourage each Title / school to establish a Parent Resource Room

ADOPTION

This Parent and Family Engagement Policy/Plan has been developed jointly with and agreed upon by parents of children participating in Title I, Part A programs. This Policy/Plan was adopted and/or approved by the Dallas County School System Board of Education, and will continually be in effect, with annual review until 2020. Revisions will occur as necessary for compliance. The school district will distribute this policy/Plan to all parents of the Dallas County School System in abridged form in the annual school's handbook. This policy may be viewed in full on the system website (www.dallask 12 org); and at the Central Office. A copy may be obtained upon request at the central office, schools, or from the parent facilitator at the Resource Center.

Approval Date: First Reading: 8/24/17
School Board Approved: 10/26/2017

STUDENTS LEAVING SCHOOL CAMPUS

A student is not permitted to leave the school campus during regular school hours except in accordance with the following:

1. A student's parent or guardian may come to the school in person and check his or her child out of
school. A student may not be checked out of school by persons other than his or her parent or guardian or someone specifically designated by the student's parent or guardian.

2. A student may bring a written note signed by the student's parent or guardian and upon approval of the local school principal, or designee, may be permitted to leave the school campus. All notes will be verified by phone by office personnel prior to the dismissal of a student. The office will not accept faxed notes for checkouts. All written parental requests shall remain on file in the principal's office for the remainder of the school year.

3. In emergency situations the local school principal or his or her designee may permit a student to leave the school campus based on a telephone request from the student's parent or guardian. In such instances, the principal or designee shall attempt to re-contact the student's parent or guardian by telephone to confirm the request. Any student violating this policy shall be subject to disciplinary action.

4. Any student leaving campus without permission will have committed a Class II violation will receive sanctions accordingly.

CHECK OUT PROCEDURES
Students may check out for two reasons:
1. ILLNESS
2. EMERGENCY

All checkouts must be approved by the principal or assistant principal and all teachers scheduled for the remainder of the day. Slips must be returned to the office after approval. A list of students checking in or out will be maintained in the office. STUDENTS WHO CHECK-OUT TO GO TO THE DENTIST OR DOCTOR MUST BRING BACK A STATEMENT FROM THE DOCTOR OR DENTIST IN ORDER TO HAVE AN EXCUSED CHECK-OUT.

A check out will result in an absence in the missed classes. Students who check in after 11:00 or who checkout before 11:30 will be counted absent. Students must be present in school 51% of the school day in order to be counted present (See Absences). Failure to follow the checkout procedure could result in ISS or suspension.

*Students will not be allowed to check-out after 2:30 p.m.
*There will be times throughout the school year when students will not be allowed to check out.
Parents will be notified by our school messenger for those occasions. Ex. State assessments and special school events.

Photo ID must be presented when checking out any student.

CHECK IN PROCEDURES
All students reporting after 7:45 must check in at the office immediately. After checking in correctly, they must report to the appropriate classes.
1. Report to first block teacher first with check in slip.
2. Report to teacher of scheduled class.
3. Show slip to teachers missed the next day.
4. Not checking in correctly results in unexcused absences and "0" on any test taken.
5. After three unexcused check-ins, parents can be asked to check their child in.

WITHDRAWALS
All students should bring their parents when requesting withdrawal (See the counselor.). Students will not be cleared to withdraw until all texts have been turned in and any money owed has been paid. Students must have an official withdrawal form and their immunization certificates when they leave school. Students living out of zone will be withdrawn immediately.
STUDENT DRESS AND APPEARANCE

A standardized dress code of Dallas County Schools has been adopted to assure that all students are provided safe and appropriate educational opportunities which are free from unnecessary disruptions and/or outside influences and to instill in students the need to dress appropriately and have respect for each other and for authority.

The way a person dresses reflects the way he or she thinks. We want to prepare students for the world of work, and we believe a neat, professional appearance is a good habit to develop in the childhood years. A well-groomed student should come to school with an attitude that prepares him or her for neat, conscientious work. His or her attire should give him or her respect for self, fellow students, and teachers. In addition, certain requirements are related to safety issues for all students.

This dress code will be strictly enforced. STUDENTS WHO HAVE QUESTIONABLE OR INAPPROPRIATE ATTIRE WILL NOT BE ALLOWED TO ATTEND CLASS.

Specifics of D.C.H.S. Student Dress Code:

1. All students must wear shirts, blouses, or dresses with a non-revealing neckline, such as a crew neck, jewel neck, or boat neck. Low cut, open back, bare midriff or clothing that allows the midriff to be exposed, tank tops, or spaghetti straps are NOT permitted. Tops that expose too much flesh, cleavage and/or armpits are not permitted. Pants that expose too much flesh above the knees will not be permitted. Ex. Jeans that are distressed or that have holes below the knee are acceptable. Jeans that have holes ABOVE the knees ARE NOT acceptable.

2. No obscene or suggestive language, illegal substance advertisements (to include alcoholic and tobacco advertisements), and/or suggestive pictures may be worn on clothing or accessories.

3. No hats, caps, head coverings, hair curlers, picks, or sunglasses may be worn in the school building. *Only exceptions made are for religious beliefs. SHOULD HATS OR HEAD COVERINGS BE TAKEN BY THE ADMINISTRATION, THEY DO NOT HAVE TO BE RETURNED (DALLAS COUNTY SCHOOL BOARD POLICY).

4. Skirts, shorts, and dresses must be two inches above the knee or longer. No slits or leg openings may be higher than two inches above the knee or longer. Leggings and tights are not pants! They can only be worn with a top/dress/tunic that is at least two inches above the knee. NO MINI SKIRTS ARE ALLOWED.

5. Oversized and baggy clothes will NOT be tolerated. No sagging pants! Boys are required to wear a belt with garments that have belt loops. Pants must fit at the natural waist. Pants worn too low, too long, too large, or too loose are NOT permitted.

6. Shirts may be untucked as long as the pockets are visible.

7. Pajamas or pajama style pants are NOT permitted to be worn on any school day.

8. Athletic uniforms/jerseys may be worn on game days or days designated by the coach.

9. Students are required to wear appropriate shoes that fit securely at all times. No bedroom shoes, slide on shoes, or open heel shoes for boys can be worn.

10. Un-hemmed (cut-off) shorts and cut off shirts are not allowed.

11. All students are allowed to wear earrings. Students are prohibited from forms of dress adornments that draw attention to oneself in a manner that may disruptive to the educational process. Students are prohibited from wearing any metal chains, metal spiked apparel, or metal accessories.
12. Appropriate undergarments must be worn and must not be visible. Students may not wear pants, shorts, or skirts with writing across the rear.

13. Students are to wear clothing in the manner it is designed to be worn, i.e., clothing worn backwards or inside out is not allowed. No excessively tight or revealing clothing such as fishnet or see-through garments, may be worn.

14. Students are prohibited from wearing any sign, symbol or logo, colors, or garments, which have become synonymous with any gang, cult, Satanism, or unauthorized club or organizational activity. The wearing of any advertisement (alcohol, bars, etc.) for the promotion of products or activities prohibited by school policy or that is inflammatory and may generate negative feelings among the student body is forbidden, (shirts, belts, etc. displaying the Rebel flag).

15. No Bandanas!

16. If students carry backpacks, they must be see-through.

17. The above item serves as a minimum guide. The principal shall have the discretion to outline other appropriate guidelines for the campus or for special occasions.

THE ATTORNEY GENERAL OF ALABAMA, IN SAFE SCHOOLS FOR ALABAMA'S CHILDREN, RULED THAT A STUDENT MAY BE EXPELLED OR SUSPENDED FOR NONCOMPLIANCE WITH THE DRESS CODE.

CELL PHONE

- Cell phones are to remain off unless teacher permission is given otherwise (During class students will only use cell phones to complete assignments that are related to the instructional lesson or any other approved activity with teacher permission.)
- Students will not record still or moving images or voices of students or the teacher without permission from the teacher (Refer to Violation 2.21 MISUSE OF PERSONAL TECHNOLOGY DEVICES).
- Students will not post recordings of still or moving images or voice recordings of students or the teacher to online websites without permission (Refer to Violation 2.23 UNAUTHORIZED RECORDING).
- Students will place phones in book bags and/or lockers during all assessments. Cell phones must remain there until all assessments have been collected.
- Students are not permitted to have cell phones out in the PE and/or locker rooms at any time.
- Students will adhere to internet usage policy with online resources.
- Allowance for High Schools Only: Students are permitted to utilize cell phones during passing of class, in the cafeteria, and at break time (No voice calls at any time.).

EMERGENCY DRILLS

Section 36-19-4 Code of Alabama, 1975, as amended, requires school officials to conduct at least one (1) fire drill each month. In addition, the State Board of Education policy adopted October 1, 1975 directs schools to institute a program of disaster preparedness. Therefore, during the first week of school, all students are instructed on the proper procedures for fire, tornado, and bomb threats. Drills will be held at intervals during the school year to develop the best technique for quick evacuation of individual rooms. All evacuation procedures are posted immediately inside each room.

FIRE THREAT

Signal: Three short rings of the bell.
Organization: It is suggested that each teacher have some organization in the classroom to assist with fire drills, i.e., monitors to open and hold open the door, to check to see that everyone is out of the room, and to assist in
any other way. However, IT IS THE TEACHER’S RESPONSIBILITY to see that all students leave the room in an orderly manner.

Procedure:
1. Stop all work immediately.
3. Leave building by the nearest exit.
4. Windows and doors closed and all lights out.
5. Proceed a safe distance from the building.
6. Pupils remain in line until all clear signal is given to return.
7. Pupils must move quickly and orderly at all times.
8. Return to room in same manner and through same exit as departure.

Return signal: Ring of the school bell.

TORNADO THREAT
Signal: Continuous ringing of the bell.
Students and teachers should follow plans outlined on Tornado Drill Instructions which should be posted in all classrooms.

BOMB THREAT
Signal: Three long rings of the bell
Teachers are to take students to the football stadium and be seated in an orderly fashion. Teachers and staff are to be sure no one is left in their location of the building. Teachers are to carry roll books and check roll upon getting to the stadium. In case of inclement weather or threat to the stadium, students will go to the new gym or loaded onto buses and driven away from the building. Federal authorities have made it clear that they will prosecute adults or students who threaten to bomb schools. Making a bomb threat in Alabama is a felony.

ASBESTOS
Dallas County High School is in complete compliance with all aspects of the Asbestos Hazard Emergency Response Act (AHERA). AHERA was passed in 1986 to address the health problems posed by asbestos products in school buildings. We have taken actions to correct whatever problems that were discovered. All Friable asbestos containing materials have been removed from all buildings. If you wish to view the school’s AHERA plan, it is available at the school office during regular school hours.

UNSAFE SCHOOL CHOICE OPTION
A transfer option school (TOS) in the State of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words “transfer option school,” “TOS,” or “TOS school” shall mean a “persistently dangerous school” as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX, homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama; and use of a handgun, firearm component, explosive, knife, and other “unknown weapons”.

SUMMARY OF CIVIL LIABILITIES AND CRIMINAL PENALTIES
The following summary of laws relate to civil liabilities and criminal penalties for violence or other
misbehavior by students on school property or against school employees. Local boards of education are required to provide notice to parents, guardians, and students.

Attendance and Conduct (16-28-12)
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).

Teacher Assault (13A-6-21)
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 education institution during or as a result of the performance of his or her duty.

Drug Dealing (6-5-72)
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 (6-1-24.1)
The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, 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 5 school days.

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 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 of readmission.

Weapons in Schools (13A-II-72)
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 switchblade knife, gravity knife, stiletto, sword, or dagger, or any club, baton, blackjack, bludgeon, or metal knuckles).

Vandalism (6-5-380)
The parents, guardians, 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 License (16-28-40)
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 possesses a driver’s license on the date of conviction, the driver’s license will be suspended for 180 days.

Drop-Out/Driver’s License (16-25-40)

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.

Sexual Harassment (26-14-3)

A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, the school counselor, principal, or the Superintendent. Any student who suspects that another student is being sexually harassed shall immediately report the information to a teacher, school counselor, principal, or the Superintendent. A student’s request to make his or her report to someone of the same sex will be granted.
CLASSIFICATION OF VIOLATIONS AND SANCTIONS

It is fundamental that an orderly school have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the code of student conduct. Violations are grouped in three classes (Class I, Class II, and Class III) which range from the least to the most serious. School officials shall investigate, verify, and take the necessary action to resolve student misconduct. After determining that a violation has occurred, and the class of the violation, the Principal shall impose the appropriate sanction. Violations apply to student conduct on a school campus, at school related events, or while being transported to or from school and/or school related events.

Each teacher will deal with general classroom disruption through effective classroom management and involvement of parent or school counselors. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee.

Below is a listing of each class violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases. Definitions of violations are based upon the 1975 Code of Alabama, Title 13A (Criminal Code), Title 28-3-1 (Alcoholic Beverages), and Title 20-2-2 (Controlled Substances).

Any student committing one of the offenses listed whether Class I, II, or III, where the victim of such offense is an employee of the Board, will also be subject to additional, or more severe, disciplinary action.
CLASS I VIOLATIONS

1.01 EXCESSIVE TARDINESS - Three or more incidents or reporting late to school, class or assigned area.
1.02 DISORDERLY CONDUCT - Any act which disrupts the conduct of a school function or which disrupts the orderly learning environment.
1.03 NONCONFORMITY TO DRESS CODE - Failure to comply with the dress code set forth in this handbook.
1.04 MINOR DISRUPTION ON A SCHOOL BUS - Failure to comply with bus rules and regulations.
1.05 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION - Including, but not limited to, embracing and kissing.
1.06 UNAUTHORIZED ORGANIZATIONS - Any campus participation in non-sanctioned fraternities, sororities, secret societies, gangs, or non-affiliated school clubs.
1.07 LITTERING OF SCHOOL PROPERTY - Knowingly depositing rubbish, refuse, waste, garbage, paper, glass, cans, bottles, trash, debris or any foreign substance of whatever kind and description on Board property; or spoiling the appearance of Board property by drawing or writing on it.
1.08 UNAUTHORIZED USE OF SCHOOL OR ANOTHER PERSON'S PERSONAL PROPERTY - Including but not limited to the use of computers, personal technology devices, online services or websites to access inappropriate or pornographic material.
1.09 DISPLAYING UNSPORTSMANLIKE CONDUCT AT SCHOOL EXTRA-CURRICULAR EVENTS - Any act contrary to the generally understood principles of sportsmanship, whether as a participant or spectator, leading to a substantial disruption of the competition or which poses a threat to the health, safety and/or welfare of others.
1.10 ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THE CATEGORY

CLASS II VIOLATIONS

2.01 PERSISTENT, WILLFUL DISOBEDIENCE/DEFIANCE - Recurring,

intentional violation of Code of Conduct which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff or others.

Administrative responses for Class I Violations include, but are not limited to the following:

CLASS I SANCTIONS FOR ELEMENTARY (K – 5th grade)

- Conference with student (verbal reprimand)
- Temporary removal from class
- Withdrawal of privileges
- Parent conferences
- Counselor referral
- Work detail
- Corporal punishment
- Restitution (pay for damages)
- Out of school suspension (1-2 days)
- Other sanctions approved by the Principal and/or the Board

CLASS I SANCTIONS FOR MIDDLE/HIGH (6th – 12th grade)

- Conference with student (verbal reprimand)
- Temporary removal from class
- Withdrawal of privileges
- Parent conferences
- Counselor/Social worker referral
- Corporal punishment
- Restitution (pay for damages or fines)
- In-school suspension
- Out of school suspension (1-3 days)
- Other sanctions approved by the Principal and/or the Board

Prior to determining the appropriate administrative response, the principal or his/her designee will consider the student’s prior disciplinary history.
2.02 POSSESSION AND/OR USE OF NON-PRESCRIPTION MEDICATION, INHALANT, TOBACCO PRODUCTS, ELECTRONIC/VAPOR CIGARETTES, OR OVER THE COUNTER PRODUCTS – Failure to comply with the local school medication procedures.

2.03 TOUCHING OR STRIKING ANOTHER PERSON – Intentionally touching or striking another person against the will of the other.

2.04 PROFANITY OR VULGARITY – Use of profane or obscene language, use of obscene gestures, or possession of pornographic suggestive material.

2.05 INCITING OR PARTICIPATING IN A DISTURBANCE – Leading, encouraging, or assisting, in a major disturbance which results in one or more of the following: destruction or damage to property or injury to others; or a substantial disruption of the learning environment which poses a threat to the health, safety, and/or welfare of students, staff, or others.

2.06 VANDALISM – Intentional and deliberate action resulting in defacement or damages of public property without the consent of the owner or person having control over it.

2.07 SKIPPING AND/OR LEAVING CLASS OR SCHOOL – Unauthorized absence or departure from class or school.

2.08 ACADEMIC DISHONESTY – Giving or receiving information that should be completed by an individual student. This action will result in loss of credit on the done with an intent to harass, annoy or alarm that person.

2.20 USE OF RACIAL OR ETHNIC INSULTS OR SLURS – Verbal or written affronts of racial or ethnic nature.

2.21 FIGHTING – Any physical conflict involving two or more individuals which does not result in physical injury.

2.22 MISUSE OF PERSONAL TECHNOLOGY DEVICES – Any violation of cell phone/personal technology devices policy, as set forth by each individual school. Note: School board employees are not responsible for phones that are lost, stolen, damaged, etc. particular assignment involved and other appropriate disciplinary action may be taken.

2.09 GAMBLING – Any participation in games of chance for money and/or other items of value.

2.10 PROVIDING FALSE INFORMATION – Intentionally providing false information to a school board employee.

2.11 STEALING, LARCENY, PETTY THEFT – The intentional taking and/or carrying away of property valued at less than $100 belonging to or in the possession or custody of another.

2.12 POSSESSION OF STOLEN PROPERTY – The possession of stolen property with the knowledge that it is stolen.

2.13 Threats to do Extortion – Verbal, written, or electronic threat of injury to the person, property, or reputation of another.

2.14 TRESPASSING – Willfully entering or remaining on any school property after being warned by an authorized person.

2.15 FIREWORKS, MATCHES, OR LIGHTERS – Possession and/or igniting of fireworks, firecrackers, matches, and/or lighters.

2.16 UNJUSTIFIED ACTIVATION OF FIRE ALARM SYSTEM – Rendering a false alarm when a person knowingly causes a fire report to be transmitted to or within an official fire department or to any other governmental agency.

2.17 PROPOSITIONS TO ENGAGE IN SEXUAL ACTS - To make a written, verbal, or electronic suggestion of a sexual act.

2.18 OFFENSIVE TOUCHING OF ANOTHER PERSON – Touching another person’s genitalia or intimate body parts or

2.19 touching any part of another person, or subjecting them to physical contact, if

2.23 CONTINUOUS DISRUPTION ON BUS – Continual failure to comply with the bus rules/regulations.

2.24 UNAUTHORIZED RECORDING – Creating, publishing, or forwarding video or audio recording of a student, Board employee, or authorized guest of the school system, without that individual’s permission.

2.25 UNAUTHORIZED USE OF COMPUTER OR COMPUTER SYSTEM – Unauthorized usage or tampering which may cause a major disruption in the education process. This includes distribution of restricted passwords, unauthorized access to restricted computer sites, intentionally tampering with another
student’s work, intentionally damaging and/or sabotaging computer equipment belonging to the system, and other misuse of computers other than for instructional purposes.

2.26 FLEEING FROM A SCHOOL BOARD EMPLOYEE – To intentionally flee, by any means, from any Board employee which the student knows is directing them to stop.

2.27 INDECENT EXPOSURE – Exposure of a student’s genitals, breasts or buttocks under circumstances where the student knows his/her conduct is likely to cause an affront or alarm.

2.28 DISRESPECT – Failure to treat board employee with due and proper respect.

2.29 REPEATED VIOLATIONS OF CLASS I VIOLATIONS

2.30 ANY OTHER OFFENSE THAT THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY.

Administrative responses for Class II Violations may require in-school parental conference plus appropriate disciplinary action.

CLASS II SANCTIONS FOR

ELEMENTARY (K – 5th grade)

- Withdrawal of privileges
- Parent conference
- Counselor referral
- Work detail
- Corporal punishment
- Restitution (pay for damages)
- Bus suspension (1-3 days)
- Out of school suspension (1-3 days)
- Other sanctions as approved by the Principal and/or the Board

CLASS II SANCTIONS FOR

MIDDLE/HIGH (6th – 12th grade)

- Withdrawal of privileges
- Parent conference
- Counselor/Social worker referral
- Corporal Punishment
- Restitution (pay for damages)
- In-school suspension
- Bus suspension (1-5 days)
- Out of school suspension (1-5 days)
- Referral to outside agency
- Other sanctions as approved by the Principal and/or the Board

Prior to determining the appropriate administrative response the principal or his/her designee will consider the student’s prior disciplinary history.

CLASS III VIOLATIONS

3.01 MISUSE OR ABUSE OF PRESCRIPTION OR ILLEGAL DRUGS - The unauthorized use, sale, transfer, possession, trafficking, and misuse of prescription or non-prescription drugs.

3.02 STEALING, LARCENY, GRAND THEFT – The intentional taking and/or carrying away of property valued greater than $100.

3.03 SEXUAL HARASSMENT – Any unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, electronic, or physical conduct of sexual nature.

3.04 SEXUAL BATTERY – Sexual contact forcibly and/or against the person’s will or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his/her youth, or because of temporary or permanent mental incapacity. This includes rape, fondling, indecent liberties, child molestation, sodomy, etc.

3.05 ENGAGE IN SEXUAL ACTS – Consensual participation/engagement in any sexual act on or off campus, school sponsored activities/events, or in transport.

3.06 ACCESSING OR CHANGING INFORMATION IN SCHOOL COMPUTERS – Editing information in school computers to endanger or cause harm to another individual or district school.

3.07 ALCOHOL AND ILLEGAL DRUGS – The unauthorized use, sale, transfer, possession, trafficking, misuse, and/or abuse of drugs. These include alcoholic beverages, barbiturates, central nervous system stimulants, hallucinogens, drug paraphernalia and all other drugs to which the narcotic and
drug abuse laws of the United States, local municipalities and the State of Alabama apply.

3.08 ARSON – The willful and malicious burning of any part of School Board property.

3.09 AGGRAVATED FIGHTING – Mutual participation in a fight involving physical violence where there are at least two participants but no one main offender, and at least one of the participants sustained a serious physical injury.

3.10 EXPLOSIVE – Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.

3.11 BOMB THREAT – Any such communication(s), which has the effects of interrupting the educational environment.

3.12 BURGLARY – The unlawful entry into a building or other structure with intent to commit an offense.

3.13 KIDNAPPING – The unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without the consent of his/her parent.

3.14 AGGRAVATED ASSAULT – Intentionally, causing great bodily harm, disability or permanent disfigurement; use of a deadly weapon.

3.15 ROBBERY – The taking of money or other personal property from a person by force, violence, assault or putting the person in fear of same.

3.16 POSSESSION OF A FIREARM – Carrying a firearm is a violation of the Safe Schools Act of 2013. Any weapon (including a starter gun) which will, or is designed to or may readily 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 device or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded), including, but not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun, etc. Note: Results in expulsion from Dallas County Schools for a minimum of one year.

3.17 POSSESSION OF WEAPON – Possession, use, or intent to use any instrument or object to inflict harm on another person, or to intimidate any person. Including all knives, chains, pipe, razor blades or similar instruments with sharp cutting edges, ice picks, other pointed instruments (including pencils or pens when not being used for their intended purpose), nunchucks, brass knuckles, Chinese stars, billy clubs, tear gas gun, chemical weapon or device (mace/pepper spray), electrical weapons or device (stun gun), BB or pellet gun, explosives or propellants, etc.

3.18 EXTORTION – Completion of a threat.

3.19 HARASSMENT – A continuous pattern of intentional behavior including, but not limited to, written, electronic, verbal, non-verbal or physical acts that:

- place a person 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 substantially disrupting or interfering with the orderly operation of a school;
- have the effect of creating a hostile environment; or, have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening or abusive educational environment for a student.

3.20 BULLYING – Any intentional written, electronic, verbal, non-verbal, or physical behavior or action against another, including but not limited to any threatening, insulting, or dehumanizing gesture that a reasonable person should know will have the effect of:

- placing another in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial harm to his or her property;
- creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of the actions or due to a power differential between the bully and the target;
- interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or,
- perpetuating bullying by inciting, soliciting or coercing an individual or group to
demean, dehumanize, embarrass or cause emotional, psychological, or physical harm to another person.

3.21 CYBERBULLYING - An act of harassment, intimidation, discrimination or bullying committed through the use of digital technology, including but not limited to, email, blogs, cell phone, social media, chat rooms, instant messaging, or the use of data or computer software that is accessed through a computer, computer system or computer network.

3.22 CYBERSTALKING - To engage in a course of conduct to communicate, or to cause to be communicated, words, images or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

3.23 OTHER CRIMINAL ACTS - Commission of any criminal act, not herein listed, as defined by the law as of the city, State of Alabama, or United States. Violation of any law or statute which may result in student imprisonment, fine or penalty.

3.24 REPEATED VIOLATIONS OF CLASS II VIOLATIONS

3.25 ANY OTHER OFFENSE WHICH THE PRINCIPAL MAY DEEM TO FALL WITHIN THIS CATEGORY

Administrative responses for Class III Violations include, but are not limited to the following:

CLASS III SANCTIONS FOR
ELEMENTARY (K – 5th-grade)

- Out of school suspension (3-5 days)
- Alternative school placement
- Transfer
- Expulsion
- Other sanctions as approved by the Principal and/or the Board

CLASS III SANCTIONS FOR
MIDDLE/HIGH (6th – 12th-grade)

- Referral to outside agency
- Out of school suspension (5-9 days)
- Alternative school placement
- Transfer
- Expulsion
- Other sanctions as approved by the Principal and/or the Board
ADDITIONAL CONDUCT POLICIES:

SEARCH AND SEIZURE POLICIES:
To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student vehicles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. This search can include specialty trained dogs and metal detectors.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the students.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches
A student or a student’s personal items (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband materials. If a pat down search of a student’s person is conducted, it shall be conducted in private by a school official of the same sex. Another adult witness shall also be present.

If a school official has reasonable suspicion to believe a student has on his or her person an item imminently dangerous to themselves or to others, a more intrusive search of the student’s person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent or his/her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

Locker Searches
Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. Students shall not be issued lockers until such time that the “Acknowledgement Concerning Use of Student Lockers” form has been properly completed and returned to school. Such forms will be kept on file at the school.

Vehicle Searches
Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of exteriors of student vehicles on school property. The interior of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal, unauthorized, and/or contraband materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Students shall not be allowed to park vehicles on campus until such time that the “Acknowledgement Concerning Use of Student Parking Lots” form shall be properly completed and returned to the school. This form will be maintained on file at the school. Student must provide a copy of a valid driver’s license and insurance documentation.

Searches Involving Outside Personnel, Dogs, and/or Detection Devices
Searches of students, student lockers, and/or student vehicles which involve outside (non-school) personnel, dogs and/or detection devices are permitted and will be conducted when appropriate.

Seizure of Illegal Materials
If a properly conducted search yields illegal, unauthorized, and/or contraband materials, said items may be impounded by school officials. Students shall be given a receipt for any items impounded and parents/guardians shall be notified of all items seized.
Metal Detectors
In order to provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Board may employ the use of metal detectors. Stationary and/or mobile metal detectors may be used. Particular circumstances may call for private, hand held metal detector searches shall be conducted by Board employees.

Surveillance Cameras
In order to provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Board may use surveillance equipment on property owned and maintained by the Board. Surveillance is permissible as long as the area or activity being surveyed is considered a common area and open to the public. Surveillance at Dallas County High School is done in the parking lots, hallways, walkways, cafeteria, classrooms and entrances to the restrooms. According to the Alabama Attorney General in Safe Schools for Alabama's Children, schools in Alabama have the right to monitor the activities in a common area and the monitoring of that area can be done through video surveillance.

Police Interrogations
A student shall not be interrogated by a law enforcement official on school property during regular school hours without the consent of the Principal. All interrogations shall be conducted in private, with an official school representative present. Every reasonable effort shall be made to have a parent or guardian present. However, the Principal may consent to an interrogation in the absence of the student's parent or guardian. If possible, parents or guardians of affected students shall be contacted prior to an interrogation.

Student Arrests
If a student is arrested and removed from school by law enforcement officials, school officials shall make every effort to inform the parents or guardians of the student arrested. A student shall not be released to the custody of any person other than the parents or guardian of the student unless the student is arrested or the school official is presented with a lawful court order directing such release.

Documentation of Searches
The principal shall fully document every incident where a search is conducted. Such documentation shall include a detailed account of the search, items impounded, the student(s) involved, a list of witnesses present, and other information regarding the incident. The Superintendent shall be provided with a copy of the incident report.

DEFINITIONS AND RULES RELATING TO FORMAL DISCIPLINARY ACTION:

In-School Suspension
In-school is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to in-school for reasonable and specified period of time.

 Corporal Punishment
The Board approves the use of corporal punishment, provided it is administered pursuant to this policy, and
does not produce undue injury to the affected student. The local principal of each school and such professional employees, persons as the local principal shall designate in writing to the Superintendent, shall be permitted to administer corporal punishment in district schools pursuant to this policy. Corporal punishment shall be administered only as a last resort, after other corrective measures have failed.

If the local principal or his/her designee determines corporal punishment is due to be administered, the affected student shall be given an option to accept corporal punishment, or in lieu of accepting corporal punishment, the student shall be entitled to accept a three-day suspension from school. The parent or guardian of the affected student shall, after corporal punishment has been administered, be given prompt notice, and shall also be given the reason or reasons why corporal punishment was administered.

If the principal or his/her designee determines corporal punishment is to be administered, a professional employee shall serve as a witness. Promptly after the administration of corporal punishment, the person administering corporal punishment, and the witness, shall each reduce to written form their report of the event. These reports shall be maintained by each school for a period of two years.

If a parent does not want corporal punishment as a discipline option, the parent must submit a written request to the office that corporal punishment not be used. Corporal punishment (paddling) may be used as a disciplinary option by an administrator or designee.

**Suspension**

Suspension is defined as the temporary removal of a student from school for a violation of school policies, rules, regulations, or for interfering with the orderly operations of the school. Students shall be advised of the charges against them and be given an opportunity to present their explanation of the situation before action is taken.

- Students will be allowed to make up tests missed during their absence upon their request to the teacher.
- A student being suspended will be informed of the reason for suspension and the number of suspension days. Attempts will be made by phone to notify the custodial parent or legal guardian of the suspension. A disciplinary action form will be mailed to the custodial parent or legal guardian.
- The custodial parent or legal guardian will be given the opportunity to confer with the principal before the student is readmitted to school.
- Students suspended are not allowed to participate in, or attend any school-related activities until the suspension period is over.
- Students who have been suspended, will not be allowed to attend: dances (Homecoming, Prom, etc.)

**Alternative School Placement**

Students who commit a Class II or III violation, as defined by the Code of Conduct, or who repeatedly commit Class II violations may be referred to the Alternative School Program by the school administrator. The Alternative School is located on a separate campus. Alternative School placements are used in place of long term suspensions and/or expulsion. Students who are assigned to the Alternative School may not attend any school related functions while enrolled. Transportation to the Alternative School is not provided at the expense of the Board and is the responsibility of the custodial parent or legal guardian.

**Expulsion**

Expulsion is denial of school attendance by the Board of Education and is for the duration of the regular school year. Upon receipt of the principal’s recommendation, the Superintendent shall schedule an administrative hearing. In the event expulsion is recommended, the custodial parent or legal guardian will be notified by
registered mail prior to action by the Dallas County Board of Education.

Juvenile Court Referral
Students may be referred to Juvenile Court for attendance or behavior related problems. Once a student is referred, the Court will take such action as it deems appropriate. Student referral will be in the form of a complaint or petition. Students who are 18 years of age cannot be classified as juveniles, and, therefore, any court action will be through adult court.

GRADE SCALE:

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<th>Score Range</th>
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<td>C+</td>
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<td>C</td>
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Procedure to be used by grades 9-12 for grading revised schedule:

A. Nine-weeks grades are determined by the following procedure:
   Class average = 80% Nine-week tests = 20%

   Example: 90 class average
              90 class average
              90 class average
              90 class average
              +60 nine-weeks test
              420

              420 divided by 5 = 84 (nine-weeks average)

B. The final average for the term is determined by adding the 2 nine-weeks averages together and dividing by 2.

   Example: 84 1st nine-weeks average
            +74 2nd nine-weeks average
            158

            158 divided by 2 = 79 (final average for the term)
REGISTRATION/SCHEDULE CHANGES

All students must register in the spring for the coming year. Changes should be considered final by the first day of school. When school begins, class changes may be made only where space is available and when a strong reason is stated. Usually the first few days of school are devoted to transferring students; however, no class changes will be made after 3 days of school, unless requested by teacher or administrator.

1. All schedule changes must be made in the first 3 days of school.
2. No special education schedule can be changed without an I.E.P.
3. All other schedule changes must be done on the recommendation of a teacher or counselor.
4. Any student who fails one or more classes is encouraged to go to summer school.

We do not guarantee that we can schedule students into failed courses the following year.

Any student registering must report to the administration first for zone approval and then to the Counselor. Each new student should have the following documents:
1. An Alabama Certificate of Immunization (blue form).
2. An official withdrawal form from the transferring school or the last report card if the student finished the year.
5. Two documents verifying residence in the school zone.

IMMUNIZATION REQUIREMENTS

According to Alabama Law (13-30-4), Code of Alabama, Board of Education shall require each pupil who is otherwise entitled to admittance to present an Alabama Certificate of Immunization. Therefore, no student will be admitted to Dallas County High School without the certificate of immunizations. These certificates may be obtained from the Dallas County Health Department or your local physician.

SOCIAL SECURITY NUMBER

Each child enrolled in Alabama public school grades six through twelve shall have a Social Security Number and a valid Social Security Card to be presented to school officials at the time of registration for verification and return to the child, parent, and/or guardian.

SUMMER SCHOOL

Students attending summer school at schools other than Dallas County High School must report to Dallas County High School to secure permission from the principal. This is to ensure that the student is enrolled in the correct classes and that credit can be given for the classes taken.
Non-Discrimination Assurances

The Dallas County Board of Education is an equal opportunity employer. It is the policy of the Dallas County Board of Education not to discriminate on the basis of disability, national origin, race, religion, sex or age in its programs and activities. The Dallas County Board of Education provides equal access to the Boy Scouts and other designated youth groups. If you have reason to believe that you have been discriminated against, you may contact either of the following:

Mrs. Hattie Shellen, Assistant Superintendent, PO Box 1056, Selma, AL 36702, 334-876-4465 - email: sheltonhr@dallas12.org

or

Mrs. Felicia Y. King-Thomas, Section 504 Coordinator, PO Box 1056, Selma, AL 36702, 334-876-4473 - email: kingthomas@dallas12.org

Hattie R. Shellen
Assistant Superintendent

Felicia Y. King-Thomas
Section 504 Coordinator