

# **George W. Long High School**

## **Student Handbook, 2025-26**

### **Principal**

Mr. Daniel Barrentine

### **Assistant Principal**

Mr. Drew Miller

### **Guidance Counselor**

Mrs. Dianna McCraney

### **Bookkeeper**

Mrs. Heather Joseph

### **Secretary**

Mrs. Becca Hyde

### **Superintendent**

Mr. Ben Baker

### **Associate Superintendent**

Mr. Chuck Walker

### **Dale County Board Members**

Mr. Phillip Parker

Mrs. Priscilla McKnight

Mr. Jerald Cook

Mrs. Shannon Deloney

Mr. Dale Sutton

### **G.W. Long High School Online**

Website: <https://lhsdalecountyal.schoolinsites.com/>



@LHSrebels



@LHSrebels

**George W. Long High School**

**2565 County Road 60**

**Skipperville, AL 36374**

**Telephone: (334) 774-2380 FAX: (334) 774-0889**

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Dale County Schools  
2025-2026  
School Calendar

Board Approved March 11, 2025

X - Work Days/Professional Development Days/No Students    H - Holidays  
Blue Shaded - end of the 9 weeks

	M	T	W	T	F
June	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				
Sept	M	T	W	T	F
	H	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			
Dec	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	H	H	H	H	H
	H	H	H		
March	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	H	H	H	H	H
	30	31			
July	M	T	W	T	F
		1	2	3	H
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
Aug	M	T	W	T	F
					X 1
	X 4	X 5	X 6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
Oct	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	H	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
Nov	M	T	W	T	F
	3	4	5	6	7
	10	H	12	13	14
	17	18	19	20	21
	H	H	H	H	H
Jan	M	T	W	T	F
			H	H	
	X 5	6	7	8	9
	12	13	14	15	16
	H	20	21	22	23
	26	27	28	29	30
Feb	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	H	17	18	19	20
	23	24	25	26	27
May	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	X 22
	H	26	27	28	29

Teachers Begin - August 1 , 2025

Students Begin - August 7 , 2025

179 Student days

186 Teacher days

1 Teacher Flex Day

187 Total days

Oct 10, Dec 19, March 13, & May 21 - 1/2 day for students

Full day for Employees

Flex Day options - July 17, 21, 24, 28 or 31

Last day of school Students - May 21 , 2026

Last day of school Teachers - May 22 , 2026

1st Semester        89 days

1st 9 weeks    46 days  
                  ending October 10 , 2025

2nd 9 weeks    43 days  
                  ending December 19 , 2025

2nd Semester        90 days

3rd 9 weeks 47 days  
                  ending March 13 , 2026

4th 9 weeks 43 days  
                  ending May 21 , 2026

HOLIDAYS

Independence Day        July 4, 2025

Labor Day        Sept 1, 2025

Columbus Day        Oct 13, 2025

Veterans' Day        Nov 11, 2025

Thanksgiving Break        Nov 24-28, 2025

Christmas/New Year Break        Dec 22, 2025-

Jan 5 , 2026

MLK Day        Jan 19, 2026

President's Day        Feb 16, 2026

Spring Break        Mar 23-27, 2026

Good Friday        April 3, 2026

Memorial Day        May 25, 2026

Progress Report Dates

Sept 12 , 2025        Nov 14 , 2025

Feb 13, 2026

April 24 , 2026

Report Card Dates

Oct 16 , 2025        Jan 9, 2026

Mar 18 , 2026

May 22 , 2026

## **Dale County School System Vision and Mission**

### ***Vision:***

Destination: Excellence

### ***Mission:***

The mission of Dale County Schools is to develop lifelong learners who have personal, economic, technological, and social skills needed to be members of a global society.

### ***Goals:***

1. We will provide a safe and supportive environment for learning opportunities.
2. We will develop college and career-ready students through multiple approaches.
3. We will demonstrate and promote being responsible, respectful, and resourceful citizens.
4. We will provide opportunities to build relationships with parents, students, teachers, and community stakeholders.
5. We will utilize a rigorous and relevant curriculum to meet the needs of all students.

### **Message from the Superintendent**

Dear Parents and Students,

Welcome to the Dale County Schools family! The seven schools that make up the Dale County system have a rich history of academic, athletic, and extra-curricular excellence. I encourage you to support your child's school and communicate with your school on a regular basis. I encourage parents to be actively involved in the education process. Together, as partners, our students will flourish under the direction of the dedicated employees of Dale County Schools. Please feel free to contact me with any concerns you may have about your child's education.

Sincerely,

Ben Baker  
Superintendent  
[bbaker@dalecountyboe.org](mailto:bbaker@dalecountyboe.org)

## **G.W. Long High School Vision and Mission**

### ***Vision:***

Rebels: Community. Drive. Spirit. Success.

### ***Mission:***

At G.W. Long High School, we will strive to build meaningful relationships, provide high-quality education, and offer impactful opportunities that will equip our students with the necessary skills to thrive in society.

### **Message from the Principal**

Rebel Family,

Welcome back to a new school year at George W. Long High School. For those of you who are new to Long High School, I would like to take this opportunity to extend a warm welcome to you and your family. While at LHS, I urge you to participate in our activities and enjoy your high school experience.

G.W. Long High School is a community-minded, family-oriented school with a staff and student body that is driven to be great. Our school spirit and pride are second to none, and we are determined to achieve success in all aspects of our school. These aspects embody what it means to be a G.W. Long Rebel.

We have high expectations and believe that each one of our students has the opportunity to succeed. Our student expectations are as follows:

**1. Be a person of high character.**

People will remember you more for your character than anything else.

**2. Be respectful.**

Be respectful to your teachers, peers, parents/family, and yourself.

**3. Be here.**

Success doesn't happen if you aren't here; you have to show up.

**4. Think.**

Be critical thinkers and problem solvers. Use common sense.

**5. Get better every day.**

Don't settle, strive to be great.

At G.W. Long High School, our teachers, faculty, and administration are here to provide an environment that is safe, inclusive, inviting, and academically challenging. Students and parents, always know that we are here to help and that our primary objective is our students' success. I look forward to another great year at George W. Long High School!

GO REBELS!

Sincerely,

Daniel Barrentine  
Principal, G.W. Long High School

## **George W. Long High School Faculty and Staff**

*The Faculty and Staff may be contacted by email via the school website or by calling the school.*

Daniel Barrentine	Principal
Drew Miller	Assistant Principal
Dianna McCraney	Guidance Counselor
Sommer Pope	Media Specialist/Librarian
Julie Massey	English
Jenny Strickland	English
Lacey Thomas	English
Rachel Watts	English
Kirstie Johnson	Math
Nikki Long	Math
Lyn McDaniel	Math
Chelsey McDonald	Math
Krista Agerton	Science
JoAnne Hicks	Science
Morgan Prestegard	Science
Jake Griggs	History/Social Science
Will McCart	History/Social Science
Kent Robertson	History/Social Science
Amanda Brockett	Special Education
Jennifer Kelley	Special Education
Tiffany Dees	Special Education Aide
Vaughn Hill	Driver's Ed/Health/Physical Education
Clay Massey	PE/Weight Training/Athletic Director
Emmaline Caraway	Physical Education
Bill Enfinger	Agri-Science
Daniel Outlaw	Business Education
Amber Brooks	Health Science
Mary Claire Willis	Art
Destinee Buchanan	ACCESS Facilitator/Intervention
Lorenza Williams	ISS

### **Office Staff**

Becca Hyde - Secretary      Heather Joseph – Bookkeeper

### **Custodial Staff**

Sophia McLeod      Taylor Herring

### **Lunchroom Staff**

Melita Smith – Manager	Lisa Fisher	Dawn Hammond	Christa Miller
Brandy Olson	Shannon Register	Rhonda McKinney	

### **Bus Drivers**

Jana Johnson	Jonathan Smith	Sharion Riley	Dawn Hammond	Rhonda Tew
Karen Johnson	Russell Hagler	Wendy Shiver	Tammy Plante	Tracey Coursey

## G.W. Long High School Daily Bell Schedules

Junior High: Grades 7-8		High School: Grades 9-12		Bridge Academy	
7:30	Student Arrival/Breakfast	7:30	Student Arrival/Breakfast	<b>8:00 - 9:15</b>	<b>1st Shift</b>
7:45	First Bell	7:45	First Bell	9:15 - 9:45	Transition
<b>7:50</b>	<b>Tardy Bell</b>	<b>7:50</b>	<b>Tardy Bell</b>	<b>9:45 - 11:15</b>	<b>2nd Shift</b>
7:50 - 8:00	Announcements/ Attendance	7:50 - 8:00	Announcements/ Attendance	11:15 - 11:45	Transition
<b>8:00 - 9:15</b>	<b>1st Block</b>	<b>8:00 - 9:30</b>	<b>1st Block</b>	<b>11:45 - 1:15</b>	<b>3rd Shift</b>
9:15 - 9:30	Break	9:30 - 9:45	Break	1:15	Transition
9:30 - 9:35	Transition	9:45 - 9:50	Transition	<b>1:50 - 3:05</b>	<b>4th Shift</b>
<b>9:35 - 10:50</b>	<b>2nd Block</b>	<b>9:50 - 11:20</b>	<b>2nd Block</b>		
10:50 - 10:55	Transition	11:20 - 11:25	Transition		
<b>10:55 - 12:45</b> <i>(Lunch)</i>	<b>3rd Block</b> <i>B Lunch/Jr. High: 12:00 - 12:25</i>	<b>11:25 - 1:30</b> <i>(Lunch)</i>	<b>3rd Block</b>		
			<i>A Lunch: 11:30 - 11:55</i>		
			<i>BA Lunch/Transition: 11:15 - 11:45 (grab 'n go)</i>		
			<i>C Lunch: 12:30 - 12:55</i>		
12:45 - 12:50	Transition	1:30 - 1:35	Transition		
<b>12:50 - 2:05</b>	<b>4th Block</b>	<b>1:35 - 3:03</b>	<b>4th Block</b>		
2:05 - 2:10	Transition				
<b>2:10 - 3:03</b>	<b>Enrichment</b>				

The Dale County Board of Education Policy Manual will be consulted to clarify all matters not addressed in this handbook. For a complete copy, visit the Dale County Board of Education webpage at <https://www.dalecountyboe.org/boe>.

## General Administration

### **Jurisdiction of the Board of Education**

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

- Transportation on School Buses,
- Field Trips,
- Club and/or Organization Meetings,
- Occupants in an automobile driven or parked on school property,
- School groups, representing the school system in educational events,
- Other school-sponsored events include, but are not limited to, athletic events on or off campus, dances, plays, proms, etc., and the usual and customary parking area of facilities used for school-sponsored activities.

The Code of Conduct is in effect while a student is transported under the school system's sponsorship and while he/she is attending school. The pupil shall be under the control and supervision of school administration, school personnel, or the bus driver as assigned.

### **Safe Schools Policy (Drugs, Alcohol, Tobacco, and Weapons)**

- a) *Prohibition on the Possession of Firearms* – The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel who are certified by the Alabama Peace Officers' Standards and Training Commission. For purposes of this policy, the term "firearm" has the same definition as is found in 18 U.S.C §921.
- b) *Prohibition on the Possession of Weapons* – The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except by authorized law enforcement personnel. For purposes of this policy, the terms "deadly weapon" and "dangerous instruments" include but are not limited to explosives, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms "deadly weapon" and "dangerous instruments" will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.
- c) *Illegal Drugs and Alcohol* – The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited.
- d) *Tobacco* – The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. For the purposes of this policy, "tobacco product" is defined to include cigarettes, electronic cigarettes, vape pens,

hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation, cigars, blunts, bidis, pipes, chewing tobacco, snuff and other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, vaping, chewing, dipping, or any other use of tobacco products.

Dale County Board of Education Code of Conduct and Policy will be followed for any and all violations of the aforementioned policy(s).

### **Due Process**

A student must know what conduct is appropriate and what is forbidden. Therefore, the rules and regulations of the Board of Education governing student conduct shall be distributed to the students and parents. Essentially, procedural due process of law means fairness. Therefore, all students are entitled to be treated fairly under every circumstance.

Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1. The student shall be given oral or written notice of the charges against him/her.
2. The evidence against the student shall be explained to him/her.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charges.

When a student discipline infraction results in a possible alternative school placement for more than 15 consecutive days, suspension from the regular school environment for more than 10 consecutive days, or expulsion from school, the Board shall afford the student:

1. Written notice of a hearing delivered personally or by mail that includes:
  - the date, time, place, and nature of the hearing;
  - a short and plain statement detailing the alleged conduct the student is accused of;
  - the provision of the Code of Student Conduct or state law violated;
  - the proposed discipline;
  - the students' right at the hearing (e.g., to testify, present evidence, have counsel, etc.);
  - the right to review any evidence that may be used against them in the hearing;
  - the student's right to waive the hearing and accept the discipline; and
  - upon request, a written or electronic record of the hearing
2. If the student requests a hearing, it should be held within 10 school days.
3. A written decision should be issued within five school days of the hearing.
4. The student can appeal the decision pursuant to the Code of Student Conduct to the local juvenile court.

### **Searches (Students)**

- a) *Board Property* – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board-owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices, however and wherever kept, stored, or maintained.

- b) *Personal Property* – Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and personal electronic devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains evidence of a violation of board policy, prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community, provided that the nature and extent of the search shall be reasonably related and limited to the suspected violation.
- c) *Personal Searches* – Students may be searched whenever reasonable suspicion exists that the student possesses evidence of a violation of board policy, including prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.
- d) *Use of Recovered Items* – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

### **Title IX/Sexual Harassment**

Sexual harassment in any form that is directed toward students is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action. The Dale County Board of Education strictly prohibits discrimination on the basis of sex or gender in its programs or activities, including sexual harassment, as defined by law and Board policy. Inquiries regarding the application of Title IX regulations may be referred to the Board's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

### **Data Governance and Use**

The Superintendent is authorized to establish procedures governing the storage, use, and sharing of data maintained electronically by the school system. Such procedures shall comply with applicable state and federal law and shall include provisions for data security (including physical security measures), access controls, quality control, and data exchange and reporting (including external data requests and third-party data use). Nothing in this policy or in any procedures authorized hereunder creates or expands any entitlement to confidentiality of records beyond that which is established by law or specific Board policy.

Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action (up to and including termination for employees) and other legal action.

### **Non-discrimination Policy**

The Dale County Board of Education (DCBE) is committed to providing a work environment that is free of discrimination. It is the policy of DCBE that all applicants and employees are entitled to equal employment opportunity regardless of race, color, religion or creed, gender (includes pregnancy or related medical conditions), national origin, age, disability, veteran status or other protected characteristics as required by local, state and federal law.

### **Enrollment Procedures**

The Dale County School System's Enrollment Application Form is to be completed for each student enrolling. Submission of residency documents and other applicable documentation may be required for entry. Enrollment packets can be found in the school's main office. Any questions regarding enrollment may be directed to the school principal and/or guidance counselor.

### **Tardy Policy**

Every student is expected to be in class before the tardy bell rings. Students arriving to school after the tardy bell has rung must report to the office to check in. Students will be referred to the office for violating the tardy policy when they receive their fourth tardy and on each subsequent tardy. The tardy policy will end with the conclusion of the first semester and "start over" with the beginning of the second semester.

### **Check-Out Policy**

All check-outs must go through the school's main office and be authorized by the student's parent/guardian in person or by phone. Parents must always call to verify a student checking themselves out. Check-out before 11:20 a.m. will constitute an all-day absence, along with a period absence.

### **Check-In Policy**

All check-ins must go through the main office. If the time missed is more than half of the allotted time for a block, it will be recorded as a period absence. If the time missed is less than half the time allotted, it will be recorded as a period tardy. These procedures will apply to all blocks affected by the missed time. Check-ins after 11:20 a.m. will constitute an all-day absence and the corresponding period absence.

### **Visitors**

We want you to feel welcome on our campus; however, for the safety and security of our students and staff, all visitors must report to the office, sign in, and be given a visitor's pass (which is to be worn while on campus) before visiting students, teachers, or other staff members. Only approved visitors will be given a pass from the office, and that is for school-related issues. Students are not to bring relatives, friends, etc. to school. No loitering or soliciting is allowed on campus.

## **Conferences**

Parents are asked to review their child's progress on work they carry home, progress reports, and report cards. If you would like to schedule a conference with a teacher, you may email the teacher or call the main office to set the meeting. When you arrive for a conference, please go to the school office to check in and get a pass to the meeting area. Teachers may also request conferences to discuss a student's progress. Parents are urged to attend all conferences when a teacher schedules them.

## **Directory Information**

The name, address, and phone number of G.W. Long students may be released to colleges, technical schools, the military, and our picture company when they request them. Any student not wanting to be included in the directory list should notify the school **in writing** and submit that information to the school secretary.

## **Notice of Surveillance**

Surveillance equipment is used on school grounds and buses to provide and maintain a safe and secure environment for students, staff, and authorized visitors. Therefore, anyone on the school premises and buses is subject to being videotaped while on the property.

## **Emergency Procedures (Fire/Severe Weather/Lockdown)**

The fire alarm system is the signal for a fire drill or actual fire (the intercom may also be used). An intercom warning is the signal for a severe weather drill, severe weather, and may be used for lockdown drills and a lockdown. Upon hearing the warning, the following directions apply:

1. Stop all work immediately
2. Remain quiet for instructions from the classroom teacher.
3. Follow the directions given by the teacher.
4. Move quietly and promptly to the appropriate designated area.

# **General Student Information**

## **Attendance Information/Policies**

### **Chronic Absenteeism**

Chronic Absenteeism is defined by a student missing 18 or more days of school during the school year. This includes all types of absences. Dale County Schools are graded on student attendance on the State and Federal Report Cards. We strongly encourage families to make all appointments (doctor, dentist, etc.) during times that do not conflict with the school day. Student achievement is directly related to attendance.

### **Dale County Schools Attendance Policy by *School Year (Truancy)***

- After 5 unexcused absences, students will be assigned to the Dale County Early Warning Court
- After 7 unexcused absences, truancy charges will be filed with the Dale County Juvenile Court; if the student is in Elementary School, a petition will be filed against the parents with the Dale County District Attorney's Office

### **Dale County Schools Attendance Policy by *Semester (Class Credit)***

- 3 unexcused absences and/or parent notes – warning notification

- 5 unexcused absences and/or parent notes – final warning notification
- 6 unexcused absences and/or parent notes – loss of credit and/or retention

\*\*Students are allowed 5 parent notes per semester; after the 5 parent notes have been exhausted, all further absences will be coded unexcused, unless the absence is a documented healthcare provider visit, court/legal related absence, or pre-approved by the principal

### **Absences (K-6 Policy)**

Students are not permitted to be absent from school without a valid excuse. A student's absence from school may be excused only for the following reasons:

(1) personal illness, (2) hospitalization, (3) court subpoena, (4) a death in the immediate family, (5) an emergency condition as determined by superintendent or principal, (6) absence with prior permission of the principal and with the consent of the parent or guardian, and (7) religious holidays.

After five (5) absences (not including healthcare provider excuses), administrative officials shall require that all further absences be verified by a healthcare provider (physician, dentist, counselor, etc.) or legal authority (court, law enforcement, etc.). The principal reserves the right to determine the validity of the excuse.

Students are given 3 days after returning to school to submit excuses to the proper school authority. After three days have exhausted the school may code the absence as unexcused.

The Alabama Compulsory Attendance Laws require children between the ages of 6-17 to attend school. The law also states that parents or guardians having control over school-age children are responsible for the children's regular attendance and proper conduct.

### **Absences (7-12 Policy)**

Students are not permitted to be absent from school without a valid excuse. A student's absence from school may be excused only for the following reasons: (1) personal illness, (2) hospitalization, (3) court subpoena, (4) a death in the immediate family, (5) an emergency condition as determined by the superintendent or principal, (6) absence with prior permission of the principal and with the consent of the parent or guardian, and (7) religious holidays.

After five (5) days or five (5) class periods of absences (not including health care provider excuses), school administrative officials shall require that all further absences be verified by a health care provider (physician, dentist, counselor, etc.) or legal authority (court, law enforcement, etc.). The principal and/or his/her designee reserves the right to determine the validity of the excuse.

Therefore, students in grades 7-12 who accumulate more than five absences (except an AA or DE) per semester from school or from any given class may NOT receive credit for the course or courses in which they are enrolled.

Students are given 3 days after returning to school to submit excuses to the proper school authority. After three days have exhausted the school may code the absence as unexcused.

The Alabama Compulsory Attendance Laws require children between the ages of 6 and 17 to attend school. The law also states that parents or guardians who have control over school-age children are responsible for the children's regular attendance and proper conduct.

\*\*Checking out or in at any time in a class may count as an absence for that class. Checking in or out during lunch may count as an absence for 3<sup>rd</sup> block class.

\*\*A student (7-12) absent from any class more than five times per semester, except for absences documented by a healthcare provider or PRIOR permission of the principal, may NOT receive credit for that class.

### **Student Withdrawal Procedure**

For records to be forwarded, a student must withdraw in good standing. Good standing requires that all fees are paid, all textbooks returned, library books returned, technology returned, cafeteria debt paid, all assignments the student wants graded are complete, and any other requirements of the school administration. The following procedure applies to students who withdraw from school:

1. Prior to the date of withdrawal notify teachers, the school counselor, administrator (or designee), and the attendance office (school secretary) of the intent to withdraw.
2. Complete proper withdrawal forms with the school counselor (or designee). They will ensure that the student is in good standing to withdraw. Make sure the forms are accurate for proper withdrawal and transfer.
3. Make sure the completed forms are turned in to the proper school official before leaving campus.
4. When a student has withdrawn, they must leave campus; withdrawn students are not allowed to be on campus during the school day.

Students who withdraw must have their grades averaged through the last day of attendance. This must be the policy, no matter how many days remain in the term. Early tests cannot be given unless very unusual circumstances exist.

\*\*Students enrolled by a Non-Residency Enrollment Application Form (Waiver) can be withdrawn at any time by the Superintendent or his/her designee.

### **Gifted Education**

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

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

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

### **IDEA and Child Find**

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who need early intervention or special education services, and children who may be gifted. Child Find is a continuous process of public awareness activities, screening, and evaluation designed to locate, identify, and refer all children with disabilities as early as possible. Please contact your child's school or the Dale County Board of Education for questions.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 protects qualified individuals with disabilities. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment that substantially limits one or more major life activities. People who have a history of, or who are regarded as having, a physical or mental impairment that substantially limits one or more major life activities are also covered. For questions, please contact the counselor at your child's school.

### **Equal Educational Opportunities**

No student will be unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity offered or sponsored by the Board based on race, ethnicity, color, disability, creed, national origin, sex, immigrant or migrant status, non-English-speaking ability, or homeless status.

### **Student Records**

Educational records as defined by law or Board policy will be available for examination and review by authorized persons in the manner prescribed and to the extent required by law. Except where the context requires otherwise, the term "educational records" has the meaning given in 20 U.S.C. §1232g(a)(4). Copies of such records may likewise be provided to the extent required and under circumstances specified by applicable law or regulation. The Superintendent is authorized to establish administrative standards for the reproduction thereof. Parents will be provided required annual notification regarding educational records through the student handbook or other appropriate means. [Reference: 20 U.S.C. §1232g(a)(4); 34 CFR 99.3]

### **Annual FERPA Notice to Parents**

All policies and practices governing the collection, maintenance, review, and release of student education records are based on the principles of confidentiality and the student's right to privacy, consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974. Schools may disclose, without consent, directory information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, parents and eligible students may request that the school not disclose this information about them.

### **Parents' Right to Know**

Parents and/or guardians have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met the state qualification and licensing criteria for the grade levels and subject
- areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status, through which state
- qualification or licensing criteria have been waived.

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the “Right to Know” form provided by the school's main office. Should you have any questions, feel free to contact Mr. Chuck Walker at (334-774-2355).

### **EPA Asbestos Notice**

All Dale County Board of Education buildings are in Environmental Protection Agency (EPA) compliance regarding asbestos codes. All Dale County Schools have been inspected by an EPA-approved asbestos inspector and maintain a management file in the school office as required under the AHERA regulations. The file is available to any parent to view. The majority of our asbestos materials are non-friable and are in the form of floor tiles. Although we do have some friable (able to crumble with hand pressure) asbestos in our facilities, these materials are well-maintained and are not accessible to the students. The law requires that we make this notice to all employees, students, and staff annually. We are glad to provide a healthy atmosphere for students and staff.

### **Student Health Services**

The Board may offer limited student health services designed to address minor medical issues may arise during the school day, or to assist with special or chronic health problems. Parents or guardians may be notified and required to pick up the student in case of acute or contagious illnesses. If a parent or guardian is unavailable, the principal or school nurse may contact the Department of Public Health. School officials are authorized to take reasonable and appropriate steps to provide or arrange for the provision of emergency medical services to students who require immediate medical attention. Standard first aid procedures may be followed in case of illness or accidental injury not requiring immediate medical attention.

### **Admission Policy for Homeless, Migrants, Immigrants, and EL Students**

All homeless, migrant, immigrant, and English Learner students and children in foster care will have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth and 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. Direct any questions to the Homeless Student Liaison at the Dale County Schools Board of Education.

### **Corporal Punishment**

The Board allows reasonable corporal punishment of students under the following terms and conditions. Corporal punishment will be administered only as a disciplinary measure, with due regard for the age and physical condition of the student, and without excessive force. Corporal punishment will be administered by the school principal or his or her designee in the presence of another adult professional school system employee. Corporal punishment should not be administered in the presence of another student. [Reference: ALA. CODE §16-28A-2 (1975)]

### **Physical Restraint**

Dale County Schools allows the use of physical restraint in situations in which the student is an

imminent danger to himself/herself or others and when the student is not responsive to less intensive de-escalation techniques. At no time is physical restraint used as a form of discipline or punishment. Law enforcement may assist in this action.

### **Driver's License (Taylor's Law)**

Unless exempted from the requirement by Board policy, a person under the age of 19 years may not, under state law, obtain a driver's license or a learner's permit without being enrolled in school or meeting alternative criteria established by law. Additionally, a driver's license may be suspended or revoked if a student withdraws or fails to attend school. Students may be exempted or excused from otherwise applicable statutory requirements if circumstances beyond the student's control cause their withdrawal or nonattendance. A student's discipline record will affect his or her eligibility to obtain and/or maintain a driver's license as established by the Alabama Department of Public Safety. [Reference: ALA. CODE §16-28-40, et seq. (1975)]

### **Use of Pictures/Information**

Student organizations, the school, and the school system will use student pictures and likenesses in paper and electronic publications. The name, address, transcript, and phone number of students can be released to colleges, technical schools, and the armed services when requested. Please contact the school principal in writing if you do not want your child's picture, likeness, or information published or released.

### **Bullying, Intimidation, Violence, and Threats of Violence Prohibited**

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics outlined in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct and applicable law, subject to the investigating school administrator's authority and decision.

### **Reporting, Investigation, and Complaint Resolution Procedures -**

- a) Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally. 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 is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.
- b) Upon receipt of the complaint, the principal or the principal's designee will 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 designee will undertake a reasonably prompt investigation of the complaint. Investigation will entail the gathering of relevant facts and evidence, taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that

are reasonably calculated to prevent a recurrence of the violations may also be imposed by the principal or the school system.

- c) A person reporting a violation who is not satisfied with the outcome of the investigation may appeal the decision in writing to the Superintendent or designee.
- d) 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 a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

### **Felony Charges or Charges Involving a Firearm**

If a student is charged with a felony, has been convicted of a felony, has committed a delinquent act based upon an offense that would be a felony if committed by an adult, or is charged with an offense involving a firearm, the student's parent/custodian should contact the Principal of Guidance Counselor to determine appropriate school placement while the charge is pending or court-ordered placement is served. If a student is placed on court-ordered probation with terms that prevent in-person attendance at the student's school, the Superintendent or his/her designee will determine the student's placement during the probationary period.

### **Distribution of Explicit Images**

No student shall distribute, display, solicit, possess, or produce a sexually or pornographically explicit image of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person or whether the individual's age can be determined. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence.

This policy shall be incorporated into the Code of Student Conduct and treated as a Class IV violation. *Adopted: Ref: Act. No. 2024-98*

### **Virtual School Policy**

The Dale County School District provides a virtual option for 9 - 12 grade students with course opportunities consistent with the District's instructional goals and aligned with Alabama's academic standards, curriculum frameworks, and assessments. Students enrolled will complete coursework virtually from their computers. The coursework allows students scheduling flexibility to complete the course requirements.

Students must meet the following eligibility criteria to participate in the virtual pathway:

- Have access to the internet and to a computer outside of school
- Must meet all enrollment guidelines for attending the Dale County School District
- Maintain a minimum overall GPA of 2.0 in core courses taken during the academic year before applying to the Virtual School. (English, Math, Science, Social Studies)
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and/or tests
- Daily access to virtual course content
- Be on track for graduation, having earned necessary credit in each core area of study – English, Math, Science, and Social Science – and other requisite courses needed for a particular diploma type.

- Remain a student in good standing with the Dale County School District
- Have an adult (legal parent or guardian) willing to serve as the learning coach

Students must meet the established attendance and academic progress criteria, which will be monitored by Dale County School District staff. All full-time virtual students will be enrolled as students in the high school zone in which they reside. These students will be counted in the average daily membership. All full-time virtual students **will** participate in all state testing and accountability requirements, which may require reporting to the school campus. Upon satisfying all graduation requirements, students enrolled in the virtual pathway will receive an Alabama High School Diploma.

According to the attendance zone, students enrolled in a virtual pathway are eligible to participate in extracurricular activities in the school where they are enrolled. They are subject to the same requirements as listed above, including the Alabama High School Athletic Association rules.

Students enrolled in a virtual pathway shall be exempt from any provision of general law, local law, or administrative rules that apply to the traditional delivery of instruction, including but not limited to, requirements to the physical presence of a student, student monitoring and security, staffing requirements, transportation obligations, facility requirements, space and location requirements, physical education requirements and time requirements, to the extent any of the forgoing conflict with the delivery of the virtual program.

Any online course delivery not provided by the Alabama State Department of Education shall be accredited by an institution recognized pursuant to an administrative rule adopted by the ALSDE. Coursework offered through the virtual program shall contain the required content as identified in the applicable Alabama Course of Study.

#### **Drink Container/Water Bottle Policy**

Drink containers and/or water bottles brought to school must be clear in color. Other cups or bottles may not be used during school hours.

## **Medical Information**

#### **Certificate of Immunization**

All students attending Dale County Schools must have the inoculations required by the State Health Officer or be exempt in accordance with the law. A blue immunization slip must be on file in the counseling office.

#### **Medication Policy**

Many children with chronic disabilities or illnesses can attend school because of the effectiveness of their prescribed medication. Any student who is required to take prescribed or over-the-counter medication should do so in compliance with school regulations. These regulations include the following:

- Pick up a Medication Authorization Form at the school office to be completed by BOTH the child's physician and parent.
- Prescribed medicines must be in a pharmacy-labeled prescription container,

- Parents must transport all medication to the school office. Do not send medication with your child.
- Medicine prescribed two (2) or three (3) times during the day should be given at home and not during school hours.
- Please pick up all medication at the end of the school year. School authorities will dispose of any medication left at the school.

### **Communicable Diseases**

Any child with a communicable disease, contagious disease, or infestation may be suspended from school for as long as the disease/infestation exists. The principal will not allow any student diagnosed as having or suspected of having a communicable disease (other than a mild respiratory disease) to attend school except as provided herein. The principal will report all cases of confirmed or suspected communicable diseases to the school nurse. A student diagnosed with a communicable disease must be cleared by a physician or the school nurse, with a written statement of clearance presented to the school.

### **Head Lice Policy**

Children found to have head lice will be sent home with instructions for treatment. Once the child is treated, he/she may return to school. It is not necessary to remove all nits. If a few live lice are still found after investigation of the hair, the following process will occur:

- The child will be asked if he/she has been treated.
- If treated, they will be asked to comb dead and remaining sluggish lice from the hair.
- If treated and no dead lice are found and lice seem as active as before, the child will be sent home, and the parent will be asked to see their health care provider for a different medication. The parent will be encouraged to follow the treatment directions.

After the child is treated and has returned to school, he/she will be re-checked in 7-10 days for live lice and nits 1/4" away from the scalp. Classroom students and any siblings in school will be checked for evidence of head lice. Excessive absences due to head lice will be unexcused.

### **Other Medical Issues**

- **Fever:** Children should remain at home until they have been fever-free for twenty-four (24) hours.
- **Vomiting/Diarrhea:** A child should not attend school if he/she has had excessive vomiting/diarrhea in the last twelve (24) hours.
- **Pink Eye:** A child should not return to school until he/she has been treated for this inflammation
- **Strep Throat:** A child should not return to school until he/she is fever-free and on antibiotics for twenty-four (24) hours.
- **Undiagnosed Rash:** Children should not return to school until the rash has been diagnosed and treated. It could be measles, chicken pox, scabies, or other contagious diseases.
- **Chicken Pox:** The child should be fever-free for twenty-four (24) hours, and the pox must be dried up. Children who have chicken pox should stay home for seven (7) days after the first lesion appears.
- **Pregnancy:** To protect pregnant students from injury, pregnant students should notify school officials of their pregnancy. A written statement from a physician denoting the physical activities in which the student may or may not engage is required. In addition, a

similar statement giving the physician's permission for the student to return to school is required after the birth of the child.

### **Sun Safe Policy**

All students are encouraged and allowed to wear sunscreen and sun-safe clothing and accessories when outdoors during the school day. Outdoor Physical Education classes and outdoor recess may be relocated if the temperature is above 95 degrees Fahrenheit and/or the heat index is above 100 degrees Fahrenheit. Sun safety lessons will be included in physical education classes as appropriate during the school year.

### **Medical Screenings**

The Dale County Board of Education may periodically and sometimes randomly administer vision and hearing screenings for students attending Dale County Schools. If you oppose these screenings and would like to exercise your option to deny this service, please do so in writing and address it to the Principal. The Dale County Board of Education school nurse may perform scoliosis screenings for students in grades 5-9 who attend Dale County Schools. This procedure is a State Department of Education requirement.

### **Student Insurance**

An accident insurance policy may be purchased during a specified period of time through the school.

### **Annual Notification Regarding School-Provided or Sponsored Mental Health Services**

The school system may provide or sponsor the following mental health services:

- **Large group guidance** includes a school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety, or guest speakers to discuss good choices and substance abuse prevention.
- **Small group guidance:** This includes a small group of students with a school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
- **Mentoring - Peer Helpers, Community Helpers, and/or Professional Interns** work with students in school on topics such as friendships, healthy relationships, anger management, anxiety, etc.
- **Assessments or Surveys** - includes questionnaires provided to students related to social behaviors, feelings, etc.
- **Crisis intervention** - short-term, immediate assistance by a school counselor or professional for a specific situation.
- **School-Based Mental Health** - Ongoing counseling services by school professionals or private practitioners in the school setting. Parent or legal guardian's permission may be obtained during an intake meeting before services are provided.

### **Review of Materials**

You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's local school guidance counselor or the district Mental Health Coordinator

## **Information Regarding How to Allow, Limit, or Prevent Your Child's Participation in Mental Health Services**

Under Alabama law, no student under the age of sixteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

Therefore, if your child is under sixteen, they will only be allowed to participate in mental health services if you opt-in. **If you would like the school system to be able to offer and/or provide mental health services to your child, you must opt-in for services listed for them to participate in that service.**

Even if you do not opt-in to mental health services, your child may be provided mental health services if there is an imminent threat to their health or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

***Parent of students with disabilities:*** Please note that the opt-in process is not applicable to any school counseling services or "mental health services" contained in a student's IEP or 504 plan. Consent for those services will be obtained and information regarding your child's mental health services will be provided through the usual special education process.

***Written record maintenance:*** Written records maintained by the school system and directly related to a student's mental health services will be treated in the same manner as health care records and are subject to the confidentiality protections applicable to education record generally. Such records will be available for examination and review by authorized persons in the manner prescribed and to the extent required by federal and/or state law. Records pertaining to a student's mental health services will be kept separately from academic records unless including such record(s) in the student's academic record is necessary to implement a state and/or federal law (e.g., special education referral process).

## **Student Code of Conduct**

### **System-Wide Disciplinary Policy**

The Dale County Board of Education Student Code of Conduct represents a system-wide disciplinary policy. The maintenance of order in the school is a necessity. Therefore, it is the responsibility of all school employees to assist in maintaining discipline, so students may be educated in an orderly manner. Students are expected to conduct themselves properly at all times. The school has the prerogative to determine if conduct interferes with the educational process and the means by which the conduct may be corrected. Student discipline is the responsibility of the principal (or his/her designee). Disciplinary interventions may include, but are not limited to, conference with school authorities, referral to the Department of Youth Services, parental conferences, break detention, after school detention, before school detention, corporal punishment (paddling), in school suspension (ISS), out of school suspension, alternative school and/or expulsion. All Dale County Schools system students and parents/guardians are responsible for being thoroughly familiar with all aspects of the Student Code of Conduct included in this handbook.

## **Demerit System**

Disciplinary violations are grouped into four categories. Demerits are assigned to each category as shown below:

Class I:	1 demerit per referral
Class II:	3 demerits per referral
Class III:	6 demerits per referral
Class IV:	12 demerits per referral

**Accumulation of Demerits:** when a student receives a disciplinary referral, the school administrator or designee reviews the student's disciplinary record. The school official then calculates the total demerits accumulated by the student during the current eighteen-week term. Disciplinary action is then determined by the total demerits received by the student during the current eighteen-week term. There are several concepts to keep in mind concerning the demerit system and disciplinary action assigned.

1. Demerits are cumulative throughout each eighteen-week term.
2. Disciplinary actions are assigned based on the total demerits accumulated during each eighteen-week term (not on the individual violation).
3. The severity of disciplinary actions increases as the student accumulates demerits.
4. Demerits are removed from consideration at the beginning of each eighteen-week term (generally in August and January), except when a student commits more than one Class IV violation as stated in #6.
5. Only those demerits accumulated during the current eighteen-week term are considered in assigning disciplinary action, except when a student commits more than one Class IV violation as stated in #6.
6. Any student who commits two Class IV violations in the same academic year may be subject to an administrative hearing for placement in an alternative setting or a recommendation of expulsion to the Dale County Board of Education.

**Disciplinary Actions Based on Accumulated Demerits:** when a student is determined by a school official to be guilty of a disciplinary violation, a school official assigns disciplinary action(s) based on the total demerits accumulated by the student during the school term in which the violation occurred.

The table below shows possible disciplinary actions that a school official may assign as a result of accumulated demerits.

**1-4 demerits:** Conference with the student, parental contact, parental conference, before school detention, break detention, after school detention, apology to appropriate persons, corporal punishment, in-school suspension, and/or other disciplinary action(s) as deemed appropriate by the principal or designee

**5-8 demerits:** Parental contact, parental conference, in-school suspension for up to three days, out-of-school-suspension of up to five days, corporal punishment, complaint filed with the Department of Youth Services, referral to the school counselor, Saturday school, Alternative School, other disciplinary action(s) as deemed appropriate by the principal or designee

**9-11 demerits:** Parental conference (requested), in-school suspension for up to five school days, out-of-school-suspension for up to five school days, corporal punishment, Saturday school for up to three days, Alternative School, complaint filed with the Department of Youth Services, and/or other disciplinary action(s) deemed appropriate by the principal or designee.

**12 or more:** Parental conference (required), removal from campus by legal authorities, out-of-school-suspension for up to ten school days, Alternative School, referral to appropriate court system, and/or referral to the Dale County Board of Education for possible expulsion, placement in an Alternate Learning Environment, and/or other disciplinary action(s) deemed appropriate by the principal or designee.

**15 or more:** Administrative hearing with the Superintendent of Education (or his/her designee) to determine referral to the Dale County Board of Education for expulsion, placement with Juvenile Court Authorities, withdrawal, placement in an Alternate Learning Environment, and/or other disciplinary action(s) deemed appropriate by the principal or designee.

#### **Class I Violations (1 demerit per violation)**

The following are Class I violations. Each Class I violation results in one demerit. Disciplinary action is assigned based on the student's total demerits, not solely on the individual violation.

1. Classroom disruption - any behavior that is disruptive to the orderly educational process.
2. Refusal to complete class assignments and/or not having assigned materials/books.
3. Quarreling - Verbal conflicts such as name-calling, inflammatory language, etc.
4. Hallway misconduct - running, yelling, tripping others, etc.
5. Inappropriate public display of affection.
6. Eating, drinking, or gum chewing in an unauthorized area.
7. Misuse, abuse, or littering of school property.
8. Possession of inappropriate or disruptive items - Cards, dice, inappropriate magazines, toys, etc.
9. Presence in unauthorized area - includes, but is not limited to, sitting in vehicles after arriving on campus.
10. Minor bus misconduct.
11. Any other violation deemed as a Class I violation by the principal or designee.

#### **Class II Violations (3 demerits per violation)**

The following are Class II violations. Each Class II violation results in three demerits. Disciplinary action is assigned based on the student's total demerits, not solely on the individual violation.

1. Unauthorized meetings, gatherings, or organizations—Use of any part of the school day or facilities for activities that are not school-sponsored or approved by the principal.
2. Gambling - Any participation in games of chance for money or things of value.
3. Defiance - any verbal or nonverbal refusal to comply in a timely manner with legal directions or instructions from school personnel.
4. Vandalism - Deliberate action resulting in damages of less than \$50 to public or private property.
5. Petty theft - The deliberate taking of property valued at less than \$25 belonging to or in the lawful possession or custody of another.
6. Possession of stolen property.
7. Profane or obscene language (Not including profanity directed to or about school personnel).

8. Possession of electronic devices - Gameboys, CD players, radios, laser pointers, etc.
9. Possession of objects or substances capable of causing bodily harm or injury (matches, lighters, etc.)
10. Obscene gestures or illustrations toward another person.
11. Truancy - Unauthorized absence from school or class.
12. Intimidation.
13. Disrespectful/rude language addressed to or about school personnel (not to include profanity directed to or about school personnel).
14. Providing false information to school personnel - including, but not limited to, forging a parent's signature, giving false accounts of incidents, or intentionally failing to give truthful information when requested by school personnel.
15. Leaving school grounds without permission from school officials.
16. Parking lot violations that create an unsafe parking environment. Including displaying flags from vehicles, which creates distractions and line-of-sight issues.
17. Cheating on tests, projects, classroom assignments, homework, or any other assigned work. This includes, but is not limited to, the use of Artificial Intelligence or other electronic sources of information.
18. Any other violation deemed as a Class II violation by the principal or designee.

### **Class III Violations (6 demerits per violation)**

The following are Class III violations. Each violation results in six demerits. Disciplinary action is assigned based on the student's total demerits, not solely on the individual violation.

1. Motor vehicle violation - Unsafe or unauthorized use of a motor vehicle.
2. Extortion - Any communication threatening injury to the person, property or reputation of another with the intention of extorting money or any other item.
3. Fighting - Physical altercation involving hostile or aggressive contact or attempted contact.
4. Threats - Intentional demonstration of the intent or ability to carry out a malicious act, creating a well-founded fear in the person threatened.
5. Possession and/or igniting fireworks.
6. Harassment
7. Inappropriate touching in a sexual or suggestive way.
8. Vandalism - Deliberate actions resulting in more than \$50 damage to public or personal property.
9. Student disorders - Inciting, participating, encouraging, or otherwise promoting unauthorized student activities, disruption to an orderly environment, or impeding the educational process.
10. Possession, viewing, or distribution of pornographic material, including any obscene or profane material.
11. Computer misuse - Assessing, changing, receiving, or transmitting information in school computers or technology systems. Including inappropriate use of social media platforms
12. Possession, sale, use, distribution of vaping/electronic cigarette products (Students will be required to successfully complete an online course on the dangers of Vaping in *In-School Suspension (ISS)* at a minimum).
13. Possession, sale, use, or distribution of tobacco products.
14. Possession, transfer, use, or sale of non-prescribed "over the counter" medications.
15. Any other violation deemed as a Class III violation by the principal or designee.

### **Class IV Violations (12 demerits per violation)**

The following are Class IV violations. Each Class IV violation results in twelve demerits. Disciplinary action is assigned based on the student's total demerits, not solely on the individual violation.

1. Threatening school board personnel. (Any verbal or nonverbal Communication)
2. Profanity or obscene language to or about school board personnel.
3. Drug violation - Possession, transfer, use, or sale of illegal or unauthorized drugs (including "over the counter" and prescription medications).
4. Alcohol violation - Possession, transfer, use, or sale of alcoholic beverages.
5. Grand theft - The taking of property valued at \$25 or more belonging to or in the lawful possession or custody of another.
6. Assault upon school personnel- Hitting, pushing, kicking, grabbing, or any other hostile or aggressive contact or action toward school personnel.
7. Firearms violation - Any firearm (including, but not limited to, starter gun, BB gun, pellet gun, stun gun, hand gun, rifle, shotgun, etc.).
8. Weapons Violation - Including, but not limited to, metallic knuckles, tear gas, knives of any kind or size, box cutters, chemical weapons of any kind, or any device or substance converted or intended for use as a weapon.
9. Explosives Violation - Possession, igniting, preparing to ignite any explosive substance on school property or at a school-related event.
10. Bomb Threat - Any such communication intended to imply the presence of explosives.
11. Arson - The skillful and malicious burning or attempting to burn public or private property.
12. Sexual Offense - Acts and/or contact of a sexual nature including, but not limited to, sexual battery, attempted intercourse, intercourse, rape, and attempted rape.
13. Aggravated battery - Intentionally causing great bodily harm, disability, or disfigurement, by the use of a weapon.
14. Sexual Harassment - Sexual comments, propositions, insinuations, or suggestions
15. Robbery - Taking of money or property from another by force, violence, threat, or intimidation.
16. Burglary - Entering or remaining in a structure or conveyance with the intent to commit an offense when the premises are closed to the public.
17. Criminal mischief - Willful and malicious injury or damage of \$50 or more to public or private property.
18. Indecent Exposure - The inappropriate display or showing of the body. The principal or designee is the final authority as per what constitutes indecent exposure.
19. Possession, sale, use, or distribution of synthetic marijuana, CBD for vaping, and/or any form of THC. (Students will be required to successfully complete an online course on the dangers of vaping in *In-School Suspension (ISS)* at a minimum.)
20. Any distribution, viewing, or sharing of inappropriate pictures (nudity, weapons, drugs, sexual in nature, etc.), including digitally or on social media, that effects the school day.
21. Terrorist threats - Any verbal, written, or electronic threat to school safety, school personnel, or students. Including social media posts, text, or emails.
22. Any other violation deemed as a Class IV violation by the principal or designee.

Class IV violations represent severe violations of the student's legal obligation to conduct himself/herself properly as a student. As a result of a student being found to have committed or participated in a Class IV violation, the school principal or the designee shall contact the

appropriate legal authorities. The principals shall sign appropriate complaints, petitions, or warrants in the appropriate legal and/or judicial systems. The student shall be immediately suspended from regular classes, and a hearing shall be conducted at the earliest possible date. The student may be referred to the Board of Education for expulsion from the Dale County Schools.

- \* Any student determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on a school bus, or at a school function shall be expelled from the Dale County Schools for a period of no less than one year.
- \* Any student found to have violated school or state policy concerning drugs and/or alcohol shall be immediately suspended from attending regular classes, legal authorities will be contacted, the appropriate warrant or petition will be signed, and the student is subject to expulsion from the Dale County Schools for a period of one year.
- \* Any student who commits two Class IV violations in the same academic year may be subject to an administrative hearing for placement in an alternative setting or a recommendation of expulsion to the Dale County Board of Education.

## Student Transportation Disciplinary Plan

### Dale County Schools Parent/Student Bus Transportation Information Guide:

Students who fail to abide by the rules and safety guidelines on the bus will be subject to the following preliminary actions to be taken by the bus driver:

- The driver will warn the student
- The driver will reseat the student
- The driver will contact the parent

If the above preliminary actions by the driver do not resolve the student behavior or issue, the driver will refer the student to the building level principal or his/her designee.

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student for an offense committed on the school bus, will be for a reasonable and specified period of time. The parent/guardian will be notified prior to the suspension.

All discipline referrals that result from incidents occurring on a school bus are submitted to the building-level principal or his/her designee. The disciplinary actions taken by the school administration are as follows:

- **1st Offense-** warning/administrative conference with the parent/guardian via phone or in person.
- **2nd Offense-** three-day suspension off the bus or corporal punishment; parent notified by phone or in person
- **3rd Offense-** five-day suspension off the bus; parent notified by phone or in person
- **4th Offense-** ten-day suspension off the bus; parent notified by phone or in person

- **5th Offense-** twenty-day suspension off of the bus; parent notified by phone or in person
- **Subsequent Offenses-** suspension off the bus for the remainder of the semester or the remainder of the school year; parent notified during a face-to-face conference with the principal or his/her designee; notification of a long-term suspension may be conducted via phone conference if necessary.

\*\*Fighting and/or physical contact towards another student may result in further disciplinary action based on the guidelines outlined in the Student Code of Conduct in the school handbook. The Dale County Schools Code of Conduct applies to students in transport for any school-related function.

## **Dress Code Policy**

Students shall dress in a manner that is appropriate for a learning environment and a school setting. Health, safety, decency, and the prevention of distractions are the primary reasons for the development of the dress code for the Dale County Schools. Failure to comply with the guidelines will result in penalties ranging from a warning to suspension. In addition, the student will be required to come into compliance before being allowed to attend class or classes. No code or policy can be all-inclusive. There may be a situation that arises, not covered in this code; in these situations, the principal or his/her designee will deal with these on an individual basis. School personnel, on a case-by-case basis, will address any hairstyle, hair color, article of clothing, or other student item that is a distraction to the educational process. The Student Dress Code includes the following restrictions and/or requirements:

### **Pants: (Boys and Girls)**

1. All pants (including shorts and skirts) will be worn appropriately.
2. Belts should be worn when appropriate. There will be NO sagging.
3. Pajama-style pants are not allowed.
4. Pants with tears or holes above the knee that show skin are not allowed.
5. Pants with writing on the seat are not permissible.
6. Leggings/Yoga Pants can be worn if the skirt/dress hem or long top reaches mid-thigh.

### **Shorts/Skirts/Skorts**

1. Shorts, dresses, skorts, and skirts worn at mid-thigh are permissible in grades PK-12, but there is to be no writing on the seat.

### **Shirts/Tops/Sweaters**

For safety reasons, pants, shorts, and skirt pockets must be visible. Shirts should be tucked in when appropriate. The following types of shirts or tops are not allowed:

1. Shirts or tops that expose the midriff when arms are fully extended above the student's head.
2. Sleeveless shirts or tops for male students.
3. Shirts, tops, or sweaters worn by female students that expose undergarments or are immodest.
4. Strapless tops, mesh tops, spaghetti strap tops, tank tops, immodestly tight or revealing tops. The top should cover the width of the shoulder.

### **Symbols/Pictures/Wording/Tattoos**

Clothing, tattoos, jewelry, hats, medical facial coverings that contain profane, immoral, or distracting words or drawings, references to drugs, alcohol, gangs, tobacco products, or any type of distracting or disruptive comments or symbols, are not allowed. Flags worn as capes or drapes are not allowed.

### **Jewelry/Accessories**

1. Facial or tongue jewelry is not allowed.
2. Excessive/distracting/dangling ear jewelry is not to be worn by males or females.
3. Dog collars, chains, bracelets with studs or spikes, long and /or heavy necklaces are not allowed.
4. Jewelry in the mouth or on the teeth, unless prescribed by a physician or dentist, is not allowed.

### **Other clothing-related guidelines**

1. Bandanas or other gang-related clothing, etc., are not allowed.
2. No article of clothing may be worn in a gang related manner (i.e. cocked caps, towels, rags, strings, etc.)
3. Caps, hats, sweatbands, scarves, or other similar headwear are not allowed to be worn inside the building unless prescribed by a physician. (Caps may be worn outside with bill forward.)
4. Sunglasses are not allowed to be worn inside the building unless prescribed by a physician.
5. Combs, hair picks, hair socks, or curlers are not allowed to be worn.
6. Hairstyles or hair color that cause distractions to the learning environment are not allowed. Principal (or his/her designee) discretion.
7. Suspender straps must be worn on the shoulder as designed.
8. Belts must be fastened and positioned completely within the belt loops with no belt excess hanging down.
9. Trench coats/Long coats are not allowed.
10. Swim suits are not allowed to be worn by males or females.

### **Footwear**

1. Shoes must be worn at all times.
2. Bedroom shoes/house slippers or shower shoes are not allowed.
3. Shoes must be Velcroed or tied at all times.

### **Discipline for Dress Code Violations**

1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	Detention (before, during, or after school) and parent contact
3 <sup>rd</sup> Offense	ISS
4 <sup>th</sup> Offense	OSS—1 Day
Additional Offenses	OSS—up to 3 days

- Students will be sent home when corrections cannot be made at school
- Students may be placed in ISS during the day until corrections can be made

# Digital Devices

## **Student Possession and Use of Cellular Phones, Personal Laptops, Smartwatches, Smartphones, and Other Electronic Communication Devices**

In compliance with Alabama Law (FOCUS ACT), Dale County Schools is committed to creating a focused learning environment that minimizes distractions caused by personal electronic devices during the school day. This policy outlines the guidelines regarding students' use of cell phones and wireless communication devices.

Wireless communication devices include, but are not limited to, a cellular telephone, tablet computer, laptop computer, pager, gaming device, smart watches, AirPods, or any other portable electronic device that has the capability of exchanging voice, messaging, or other data communication with another electronic device.

**Purpose:** This policy intends to foster an educational atmosphere free from distractions and promote the responsible use of technology within the school environment.

Alabama Law (FOCUS ACT) bans cell phones, personal lap tops, smart watches, and other electronic communication devices in public schools. It is the intent of the Dale County Board of Education (DCBOE) to be in compliance with Alabama Law. Students that bring personal mobile electronic devices to school do so at their own risk. The DCBOE accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated. The DCBOE accepts no responsibility for viruses, malware or other computer related issues associated with connecting to the DCBOE network. The DCBOE accepts no responsibility for the costs associated with or that may result from the use of data or texting services by a student when using a personal mobile electronic device. Dale County Schools has a 1 to 1 Chromebook Laptop ratio; therefore, phones and personal devices will not be allowed for instruction.

- **Grades K-4:** Students in grades K-4 are not allowed to bring cell phones/wireless communication devices as defined in this policy.
- **Grades 5-12:** Bell-to-bell ban; students will not be allowed to use personal cell phones/wireless communication devices during the instructional day (from the first bell of the day to the last bell of the day). Cell phones are to be unheard and unseen during the school day.
- **Storage:** Grade 5-12 students are encouraged to leave cell phones/wireless communication devices at home. Cell Phones/wireless communication devices brought to school must remain concealed. The cell phone/wireless communication device must be turned off and unseen/unheard. Devices must be stored off their person, such as in a locker, car, or similar storage location (e.g., backpack, purse, gym bag, pouch, or other designated area). Again, the DCBOE accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated.
- **Searches:** School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

- **Exceptions to the ban:**

- Students with individualized education plans (IEPs) that require cell phones for educational purposes.
- Students with medical needs, such as managing chronic conditions like diabetes through mobile apps.
- Students who need to use cell phones during an emergency threatening the life or safety of another person.
- Students who are prompted to use a device to authenticate login credentials for school-related courses/assignments. This will be done under the supervision of a board-approved employee.

The Dale County Board of Education has adopted a policy that aligns with Alabama Law (FOCUS ACT). Violations of the established law and policy are as follows with additional penalties to be imposed based on the severity of the violations.

Violation of Cell Phone/Electronic Device Policy	Penalties
1st offense	Device confiscated with office referral; Conference with student; Parental contact; Phone returned to student at end of school day.
2nd offense	Device confiscated with office referral; Conference with student and parent; Phone returned only to the parent
3rd offense	Device confiscated with office referral; Student placed in ISS (2 days); Phone returned only to the parent
4th offense	Device confiscated with office referral; 2 days of OSS; Phone returned at Parent Conference
5th offense/subsequent offenses	Device confiscated with office referral and turned over to Superintendent; 10-day placement in Alternative School

\* Refusal to turn over a device to school personnel may result in automatic OSS and the number of days will be at administrator's discretion. Severity of refusal to cooperate with the established policy will be at the sole discretion of the school principal or his/her designee.

#### **Cell Phone/Digital Device in a Secure Testing Setting by Students**

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, smart watches, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting. If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated. In addition to the cell phone/electronic device policy, the student in violation of having an electronic device in a secure testing area will receive, at a minimum, 2-days OSS.

# Academic Policies and Procedures

## **Graduation and Commencement**

To obtain an Alabama high school diploma, a student must earn the credits mandated by the applicable Alabama Administrative Code requirements and any additional credits required by the Dale County Board of Education and meet any other requirements mandated by state law or the Alabama State Department of Education. A student with a disability (as defined by the IDEA) who has met the applicable Alabama Administrative Code requirements and/or any other requirements provided by state or federal law will receive a diploma or a graduation certificate as appropriate. A student who has satisfactorily completed one of the above requirements is eligible to participate in graduation ceremonies as a member of the graduating class. Student participation in graduation-related ceremonies will be subject to the principal's approval. It may be prohibited by the principal if the student violates disciplinary standards or if, in the principal's judgment, the student's participation could lead or contribute to disorder or disruption of the ceremony or activity. [Reference: Ala. Admin. Code R. §§290-3-1-.02(8); 290-8-9-.10(9)]

## **Traditional Diploma Pathway**

The required courses and credits for graduation are listed in the following 3 sections. Note that courses are sectioned by type.

### **Traditional Academic Courses, Listing/Descriptions**

Areas of Study	Requirements	Credits
English	English 9, 10, 11, 12, or their equivalent	4
Mathematics	Geometry, Algebra I, Algebra II, and Applications of Finite Math, or their equivalent.	4
Science	Biology, Physical Science, Earth and Space Science, and Anatomy, or equivalent courses chosen from the Alabama Course of Study	4
History/Social Science	World History II, U.S. History I and II, and Government/Economics	4

### **Honors Academic Courses, Listing/Descriptions**

Areas of Study	Requirements	Credits
English	English 9, 10, 11, 12 Honors. Must be the highest-level English course offered at the grade level.	4
Mathematics	Geometry, Algebra I, Algebra II w/Trig, and Pre-Calculus. Must be the highest-level math course offered at the grade level.	4
Science	Biology, Chemistry, Physics, Anatomy, and Physiology or equivalent Honors Science courses chosen from the Alabama Course of Study. Must be the highest-level science course offered at the grade level.	4
History/Social Science	World History II, U.S. History I and II, and Government/Economics. Must be the highest-level social studies course offered at the grade level.	4

*If a student fails a core honors academic course, retakes the same honors course, and passes, both grades will be used to determine the end-of-year honors.*

### **Career Tech Education (CTE), PE, and Elective Courses, Listing/Descriptions**

<b>Areas of Study</b>	<b>Requirements</b>	<b>Credits</b>
Physical Education	Kinesiology	1
Health Education	Health	$\frac{1}{2}$
CTE Course Pathways	Agriculture Science, Business Tech, and Health Science. Additional CTE courses are offered at the Dale County Career Center	3
Electives	Chosen from the Alabama Course of Study (includes CTE Courses)	10.50

### **Workforce Diploma Pathway–Option B Information**

#### **Eligibility:**

1. Students may be eligible in their junior or senior year, beginning in Fall 2025. Seniors must be on track to graduate.
2. The student must have successfully passed or be enrolled in the following math and science courses:
  - a. Geometry or its equivalent/substitute
  - b. Algebra I or its equivalent/substitute
  - c. Biology
  - d. A Physical Science (Chemistry, Physics, Physical Science)
3. The student must have completed, been enrolled in, or have a clear plan to enroll in at least three CTE courses within an approved program of study and earn a C or better in each course.
4. Additionally, the student must have a clear path to obtaining an ALSDE-approved industry credential.
5. The student must also meet all other graduation requirements the Alabama State Department of Education and Dale County Schools set, as outlined in the chart.

<b>AREAS OF STUDY</b>	<b>REQUIREMENTS</b>	<b>CREDITS</b>
<b>English</b>	English 9, 10, 11, 12, or their equivalent	<b>4</b>
<b>Mathematics</b>	Geometry, Algebra I, or its equivalent/substitute	<b>2</b>
<b>Science</b>	Biology, A physical science (Chemistry, Physics, Physical Science)	<b>2</b>

<b>Social Studies</b>	World History, U.S. History I, U.S. History II, and United States Government (.5)/Economics (.5)  Social Studies-credit eligible options may include Advanced Placement/ International Baccalaureate/postsecondary courses/SDE-approved courses.	<b>4</b>
<b>Civics Exam Requirement</b>	Students are required to earn a passing score on the <i>Civics Test</i> .	
<b>Physical Education</b>	Beginning Kinesiology	<b>1</b>
<b>Career Preparedness</b>	The graduating class of 2028 and beyond is required to complete an accompanying financial literacy examination as part of this course.	<b>1</b>
<b>Health Education</b>		<b>0.5</b>
<b>Career and Technical Education</b>	Credits must be earned from an approved CTE Program of Study, resulting in CTE Completer status.	<b>3</b>
<b>Electives</b>		<b>11.5</b>
<b>Total Credits Required for Graduation</b>		<b>29</b>

### **Total Credits Required for Graduation**

The Dale County School System requires students to earn 29 credits in total (see the above tables for required courses).

### **CCR Indicator Requirement**

A CCR indicator is required to receive a high school diploma. CCR indicators include, but are not limited to:

- Achieving a benchmark score on the ACT college entrance exam:
- Earning college credit while in high school
- Earning a silver or gold level on the ACT WorkKeys Exam
- Earning a Career Technical Industry Credential
- Becoming a Career and Technical Education (CTE) completer
- Being accepted into the military before graduation.

### **Alabama High School Diploma**

Dale County Schools awards the Alabama High School Diploma to students who complete graduation requirements.

Students will be allowed to take courses **across pathways**. All students will be offered honors, Traditional, and Career Tech courses. Students completing Honors Courses or the matching Dual Enrollment course(s) will be given a weighted point for purposes of class rank and final weighted GPA.

### **Alabama High School Diploma with Alternate Achievement Standards Pathway (Graduation Certificate)**

A graduation certificate may be awarded to special education students, with the exception of the gifted and the speech-impaired, who have pursued the objectives established for them by the IEP

committee. A student's decision to pursue this pathway should be made only after examining all other options. Students on this pathway will have the same opportunities to participate in all activities associated with graduation from high school.

### **Class Rank, Valedictorian, Salutatorian**

The grades earned in the core academic courses from 9th grade through the first semester of 12th grade are used for determining class rank, valedictorian, and salutatorian. A numerical average will be determined by adding all of the grades for the core academic courses through the 1<sup>st</sup> semester of the senior year and dividing by the number of core academic courses taken. For each honors core course passed, one point will be added to the numerical average, thus creating a weighted numerical average. Grades used to determine class rank shall be computed at face value to the third (3<sup>rd</sup>) decimal. The weighted numerical average determines the class rank, Valedictorian, and Salutatorian. The student with the highest overall weighted numerical average shall be valedictorian, and the student with the second highest overall numerical average shall be salutatorian. In the case of a tie, there will be co-valedictorians or co-salutatorians. In the case of co-valedictorians, a salutatorian will be named. The transcripts of transfer-in students will be evaluated on the same criteria as Dale County School System students. Both the Valedictorian and the Salutatorian must have attended the school from which they will graduate for the entire year.

### **Recognition of Honors**

Each local high school may recognize students as "Academic Honors Graduates" or "Career Tech Honors Graduates." This will be at the discretion of the local school.

### **Dual Enrollment**

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken through an Alabama Community College System (ACCS) or Alabama Public University while still enrolled in high school. Students will be required to have Dual Enrollment courses approved by the administration at the High School and follow all procedures for placement tests, applications, fees, tuition, and enrollments. The following policy applies to students taking Academic, Career Tech, and Elective Dual Enrollment courses:

**Academic Dual Enrollment** classes will be limited to the following in Dale County Schools:

- **Credit Advancement** – a student will not be allowed to take a course before entering the course appropriate year in school. For example, United States Government and Economics cannot be taken early; it is a senior-level course
- **Sophomores and Juniors** – will be allowed to take academic Dual Enrollment as long as it is in a face-to-face setting – no online or virtual courses allowed.
- **Seniors** – will be allowed to take academic Dual Enrollment in a face-to-face or online/virtual platform.

**Career and Technical/Elective Dual Enrollment** courses may be taken in any format and/or grade approved by the High School principal and college.

## **Admission Criteria for Dual Enrollment/Dual Credit**

### **Students must meet the following criteria:**

- Students must be rising 10th, 11th, or 12th graders as defined by each secondary education entity's promotion/retention policy.
- Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
- Students must have the written approval of a secondary school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

### **Continuous Eligibility for Dual Enrollment For Dual Credit**

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.

Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements.

### **Dale County Schools Dual Enrollment Guidelines**

*Please read carefully to understand the Dual Enrollment Guidelines.*

- Dual Enrollment coursework must be on the approved ALSDE course listing.
- Enrolling in Dual Enrollment courses begins the student's college transcript, which is permanent.
- If a student withdraws from a Dual Enrollment course, the course will be reflected on the high school transcript as reflected on the college transcript. The student must follow the college policy to withdraw from a course and notify the high school of the withdrawal.
- It is the student's responsibility to submit all Dual Enrollment paperwork at the time of registration to the counselor or designee by the deadline.
- The student will have to provide transportation to and from the college campus if required.
- Students are required to take an Academic Dual Enrollment course on the high school campus or Bridge Academy campus if offered.
- Scheduling conflicts between the high school and the college may prevent participation in Dual Enrollment.
- College students operate independently of their parents. Therefore, parents do NOT have access to grades, progress, or the instructor at the college level, as they would at the local high school. Dale County Schools cannot access the student's grade(s) in a Dual Enrollment course(s) until final grades are issued.
- Tuition for most Dual Enrollment courses is due to the college at the current college tuition rate and is due by the college's deadline unless the course is covered by the Workforce Grant. Furthermore, if textbooks are not covered by the Workforce Grant, the cost must be paid by the student. Specific courses may incur additional fees. Please refer to the college for additional information. Dale County Schools is not responsible for any tuition, fees, or cost associated with Dual Enrollment.

- It is the student's responsibility to register on the date required by the college for the approved registered classes. After registering, the student must sign in to the college platform, print their schedule, and provide a copy to the high school counselor.

**Weighted point(s):**

The following courses will be the only courses given weighted credit when calculating GPA for end-of-year honors and/or class rank.

Areas of Study	Requirements	Credits
English	English 9, 10, 11, 12 Honors. Must be the highest level English course offered at the grade level or ALSDE Dual Enrollment Equivalent.	4
Mathematics	Geometry, Algebra I, Algebra II w/ Trig., and Pre-Calculus Honors. Must be the highest level Mathematics course offered at the grade level or ALSDE Dual Enrollment Equivalent.	4
Science	Biology, Chemistry, Physics, and Anatomy and Physiology or equivalent Honors Science course chosen from the Alabama Course of Study. Must be the highest-level Science course offered at the grade level or ALSDE Dual Enrollment Equivalent.	4
Social Studies	World History II, U. S. History I and II, and Government/Economics Honors. Must be the highest-level History/Social Science course offered at the grade level or ALSDE Dual Enrollment Equivalency.	4

**Final Exam Policy**

All students in grades 9-12 are required to take a comprehensive final exam at the end of each semester for all courses. The final exam will be 15% of a student's final semester grade. Students in half-credit courses and Work-Based Learning (WBL) courses will not be required to take a final exam. Students enrolled in Dual Enrollment, ACCESS, Dale County Schools Alternative Learning Center, and Bridge Academy must follow the policies of the host instructor/educational institution for final exams.

Students may exempt a final exam if they meet one of the following criteria:

1. Have an "A" average in the course with no more than 4 attendance events and/or 6 demerits; or
2. Have a "B" average in the course with no more than 2 attendance events and/or 3 demerits; or
3. Have a "C" average in the course with no attendance events and no demerits

- Students who receive an out-of-school suspension during a semester for a disciplinary infraction will not be allowed to exempt any final exam, regardless of the average.
- An attendance event is any absence, tardy, or checkout. All absences count except for school-related events/field trips as designated by the principal.
- Students exempt from a test will not be required to attend school during the test session. Students who are exempt and attend during the test session will be required to be in the test setting.

### **Academic Terms**

The school year is divided into two semesters, each consisting of two nine-week grading periods (four nine-week grading periods total).

Grades 7 and 8:

- Math, English, PE, and Enrichment the entire year (four 9-week)
- Science and Social Studies taught half the semester (Science one semester and Social Studies the other semester)

Grades 9-12

- Grades 9-12 operate on a Block Schedule
- Core, Career Tech, and Elective courses rotate at the end of a semester, with the exception of a “9-week” course, which rotates at the end of a 9-week grading period.

### **Grading Scale**

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

### **Report Cards**

Progress Reports will be given to students at the halfway point during each of the 9-week grading periods. Report cards will be given to students following each of the 9-week grading periods. Following the 4th 9 weeks, the final report card will be distributed via mail. Each student is responsible for showing progress reports and report cards to their parents/guardians.

### **Homework**

Each student is expected to complete all homework assignments during the year. These assignments will vary throughout the year and from teacher to teacher. Parents are asked to encourage pride in having completed well-done assignments. If at any time a question arises concerning homework, parents are encouraged to contact the teacher.

### **Make-up Work**

All work missed during an excused absence(s) can be completed and turned in for credit promptly upon returning to school. Work missed during an unexcused absence(s) may not be accepted and/or made up. The student is responsible for arranging opportunities to obtain and complete necessary make-up work.

## **Promotion and Retention**

Grades 7 and 8

- In order to be promoted to the next grade, students must pass a minimum of four academic units, three of which must be in English Language Arts, Math, Science, and Social Science.
- The principal may consider special circumstances when final promotion decisions are made.

Grades 9-12 students are classified as follows:

- 10th grade: completing 6 Carnegie units (credits) from the appropriate diploma course schedule.
- 11th grade: completing 13 Carnegie units (credits) from the appropriate diploma course schedule.
- 12th grade: completing 21 Carnegie units (credits) from the appropriate diploma course schedule.

For a student to be promoted from any grade level to the next grade level, the student must also satisfy attendance requirements, as established by the Dale County Board of Education.

## **Academic Honors**

- Students who complete all required core academic honors courses while earning a weighted numeric average of 90 or greater will be recognized as "Academic Honors Graduates."
- Students who complete all required traditional or a blend of traditional and honors core courses while earning a numeric average of 95 or greater will be recognized as an "Academic Honors Graduate" (includes any weighted points that may have been earned by taking an Honors Course).

*Students earning Academic Honors will be recognized at Graduation via an Honor Cord.*

## **Transfer Students**

If letter grades are presented, the student must have the respective school(s) attended submit the grades in numerical form. If numerical grades are unavailable, the student's letter grades will be converted to numerical grades at the midpoint of the grading scale.

## **Home School Courses**

Courses taken through homeschooling will not be designated as honors courses.

## **Fiscal Management**

### **Student Fees, Fines, and Charges**

Reasonable fees, fines, and charges not prohibited by law may be established by the Superintendent. All such fees, fines, and charges will be collected and accounted for under the procedures, rules, and regulations developed by the Chief School Financial Officer or as provided in the Board's finance manual.

### **Worthless Checks**

The Dale County Board of Education will take action to collect the amount of a worthless check under such corresponding rules, regulations, and procedures as may be outlined in the Dale County Board's Finance Manual. No additional checks will be accepted.

## **LHS Student Information and Procedures**

### **PowerSchool-Home Portal**

Dale County School System will use PowerSchool as our informational software. Parents and students will have access to their information regarding grades, attendance, and other matters. Each student has a username and password to log into the portal. This information will **only be given to the parent/guardian** for their access to daily or weekly monitoring of their student's information. You may contact the main office for any questions regarding PowerSchools.

### **Morning Arrival**

All Students are not to be on campus before 7:30 a.m. Buses and car lines will unload at 7:30. Students will report to their Homeroom Class during the first five days of school. Beginning the sixth day, all students will report to the first Block.

### **Textbooks**

Textbooks are provided to students in various classes either for take-home purposes/or used in class. Students are responsible for any damages when assigned and/or using these textbooks. Penalty for lost or damaged textbooks may include, but are not limited to:

- Full payment for the book, if new, when issued
- 75% of the cost of the book if it is 1 year old when issued
- 50% of the cost of the book if 2 years or older when issued

### **Lockers**

Students will receive locker assignments from their homeroom teacher. A service charge of \$8.00 per year is required and should be paid when the locker is issued. Please be aware of the following:

1. Lockers are to be used by one person, who is responsible for any damage to the lock or the locker and for all books stored in it.
2. Lockers must be kept locked at all times. The school is not responsible for stolen articles. Report problems with lockers to the assistant principal.
3. The administrators reserve the right to enter the lockers at any time.
4. Students are to leave their book bags in their lockers.

### **Bookbags**

Bookbags are allowed at school and should remain in the locker unless otherwise instructed. Bookbags should be kept in your locker during the day. Time will be allotted between classes to go to the lockers.

### **Break**

Students will be provided with a break time each day. During break, students are to remain in the designated break area.

## **Personal Property**

Students should not bring valuables to school. To avoid theft, do not leave valuables unattended in classrooms, hall lockers, or PE locker rooms. The school is not responsible for losses.

## **Lost and Found**

The “lost and found” is in the school’s main office. All items found on the school grounds or a school bus should be turned into the office. Items not claimed within a reasonable timeframe are subject to donation.

## **On-Campus and Off-Campus Events**

All rules pertaining to student behavior/dress shall apply while a student is attending a school-related or school-sponsored event/activity on or off campus. Failure to observe school rules and adjust behavior accordingly may result in removal from the event/activity and further disciplinary action if deemed necessary by school administration.

## **Assemblies/Pep Rallies**

Students are expected to behave at their best during assemblies. Failure to observe school rules and adjust behavior if directed may result in removal from the assembly and further disciplinary action if deemed necessary by school administration. Parents are allowed to attend pep rallies and other assemblies if so agreed upon by the school administration.

## **Field Trips**

Field trips must have the advanced approval of the principal and superintendent. Field trip forms must be completed and turned in to the teacher by the specified deadline. All students must ride the bus to and from each field trip. All school policies and rules apply while attending a school-related or school-sponsored activity on or off campus.

# **Transportation Information**

## **School Bus Policy**

Students can load or unload from the bus at their assigned neighborhood bus stop and their assigned schools. Bus drivers will not stop for students to load/unload at other locations. Any changes to this procedure will require a written parental request and approval by the school office BEFORE the student is allowed to ride an unassigned bus.

All students should be waiting at the assigned stop prior to the bus's arrival. Due to time and safety factors, the bus will not wait for students who are not at the assigned stop.

School rules apply to all students while on the bus. Violation of school rules and/or bus driver rules will be handled under the Dale County BOE Code of Conduct and/or the Student Transportation Disciplinary Plan outlined in previous pages in this handbook.

According to Alabama House Bill 105, it is unlawful to enter a public-school bus while the door is open to load or unload students without a lawful purpose, while at a railroad grade crossing, or after being forbidden from doing so by the authorized school bus driver in charge of the bus, or upon the demand of a principal of a school to which the bus is assigned or other duly authorized system official.

## **Student Parking**

It is essential for us as a school to be able to identify vehicles on our campus to keep all of our students and faculty safe. Therefore, we require all students who drive to school to purchase a parking decal for the current year. Students driving cars to school must park in the approved student parking spaces. Decals are \$10.00 each (\$5.00 if purchased during 2<sup>nd</sup> Semester). Students must show a valid driver's license and proof of insurance to buy a parking decal. *The parking decal will be displayed on the driver's side of the front windshield.* Cars are not to be moved during the day without administrative approval. All vehicles should be locked after arriving in the morning. Students are not permitted to return to the parking area until the end of the day, unless they obtain administrative approval.

Consequences for not having a parking decal will be as follows:

- 1<sup>st</sup> Violation: A warning ticket will be placed on the windshield of the vehicle
- 2<sup>nd</sup> Violation: Office referral (warning).
- Any additional violation: Office referral resulting in In-School Suspension (ISS)

The School is **NOT** responsible for damage to vehicles while on or off campus. Parking is a privilege, and the administration reserves the right to revoke the driving/parking privileges of any student who violates the parking regulations. Should a vehicle need to be towed, it will be done at the owner's expense.

## **Private Vehicles**

The School is **NOT** responsible for damage to vehicles, stolen vehicles, or stolen items from vehicles while on our campus or while at school-sponsored events on or off campus. Should a vehicle need to be towed, it will be done at the owner's expense.

## **Child Nutrition**

### **Account Information**

Students are issued a 4-digit Personal Identification Number (PIN) that will go with them throughout their years at Dale County Schools. Account information is available to parents at any time. Contact the Lunchroom Manager for balance information. Any balance remaining at the end of the year will transfer with the students to the next grade level or school within the Dale County School System. Negative balance letters will be sent home periodically every 9-week grading period. The parents/guardians are responsible for paying all outstanding lunch/breakfast fees.

### **Breakfast/Lunch**

Breakfast will be served in the main foyer through a grab-and-go cart and eaten in the classroom. Lunch will be served/offered in the lunchroom.

### **Meal Prices**

	<b>Breakfast</b>	<b>Lunch</b>
<b>Students</b>	Free	Free
<b>Staff</b>	\$3.25	\$5.00
<b>Visitor</b>	\$3.25	\$5.00

# **LHS School Organizations**

## **Junior and Senior BETA**

Junior and Senior Beta are both Academic Clubs determined based on a student's grades. Junior Beta is designated to students in grades 7 and 8, while Senior Beta is designated to students in grades 9-12. Both clubs are governed by approved by-laws. Admission requirements and responsibilities/requirements to maintain membership for Jr. BETA and Sr. BETA can be obtained by contacting the school.

## **School-Sponsored Organizations, Teams, and Clubs**

LHS offers multiple school-sponsored organizations, teams, and clubs. Various programs have requirements set forth by the organization, school, and/or sponsor. See the main office for a list of organizations, teams, and clubs offered for this school year.

## **Student Government Association (SGA)**

Students in grades 7 and 8 who seek election from their peers have the opportunity to serve in the SGA as Class Representatives. Students in grades 9-12 who seek election have the opportunity to serve in the SGA as Class Representatives or SGA Officers. Specific SGA Offices have class designations. For more information regarding SGA, contact the school's SGA Sponsor.

## **Athletics**

LHS offers organized athletics for students who are eligible to participate. Each student must meet the eligibility requirements of the Alabama High School Athletic Association (AHSAA) and the Dale County Board of Education. LHS athletics include volleyball, football, cheerleading, basketball, baseball, softball, and soccer.

**DALE COUNTY BOARD OF EDUCATION**  
**STUDENT BULLYING/HARASSMENT COMPLAINT FORM**

**\*\*NOTE: IF YOU ARE REPORTING A SUICIDE THREAT, PLEASE FILL OUT THE INFORMATION REQUESTED ON THE SECOND PAGE OF THIS FORM.**

Name of Student Registering Complaint \_\_\_\_\_  
Student ID# \_\_\_\_\_

Last

First

MI

School: \_\_\_\_\_

Infraction Reported By: \_\_\_\_\_ Student \_\_\_\_\_ Parent/Guardian

Date of Incident \_\_\_\_\_ Time: \_\_\_\_\_

Description/Other Information/Please used attachments if necessary:

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The Jamari Terrell Williams Student Bullying Prevention Act, No. 2018-472, defines bullying as 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, cyberbullying or 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 contained in the policy adopted by the Dale County Board of Education.

To constitute bullying, a pattern of behavior may do any of the following:

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

Student \_\_\_\_\_ Date: \_\_\_\_\_  
Or Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.

DALE COUNTY BOARD OF EDUCATION

**SUICIDE THREAT REPORT FORM**

**SUICIDE THREAT:** IF YOU OR SOMEONE ELSE HAVE THREATENED SUICIDE,  
PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE AND IMMEDIATELY  
NOTIFY YOUR SCHOOL PRINCIPAL AND/OR GUIDANCE COUNSELOR

Who Threatened Suicide? \_\_\_\_\_

When was the threat made? \_\_\_\_\_

Where was threat made? \_\_\_\_\_

Where is this person now? \_\_\_\_\_

Does this person have a weapon on campus? \_\_\_\_\_

Name of witnesses/students aware of this situation. \_\_\_\_\_

\_\_\_\_\_

Other details of threat? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Signature of Student or Legal Guardian)

Received by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.  
**(Administrator or Counselor)**

# **G.W. Long High School Handbook Acknowledgement Form**

*Please read the following, complete the form, and return it to the student's Homeroom Teacher.*

My child and I have read, reviewed, and understood the information in the G.W. Long High School Student Handbook. If I have any questions, I understand that I may contact my child's teacher(s) and/or the school's administration.

I acknowledge that I have read, understood, and agreed to all terms of the handbook. This includes but is not limited to the Dale County Schools Code of Conduct, Dress Code, Attendance Policy, Truancy Policy, District-owned textbooks, the Acceptable Use of Technology/Electronic Services and Use, and Digital Device Policy. I further understand that this agreement will be kept on file at the school for the academic year it was signed.

Op-outs regarding student photographs and Corporal Punishment must be submitted in writing and will be in effect for one academic year only. Opt-outs should be submitted on a separate document that include the child's name, the current school year, your request that they not be photographed for public use and/or be administered corporal punishment, and the legal guardian(s) signature. Opt-outs regarding the aforementioned topics must be resubmitted each school year.

**Student Name (print):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name (print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_