

# Dadeville Elementary School



## Student Handbook 2024-2025

**670 East Columbus Street  
Dadeville, AL 36853  
Office (256) 825-6811  
Fax (256) 825-4068**

## **DES Parents,**

**You are your child's first and best teacher. You lay the foundation for the education of your child's mind, heart, body, and spirit. No matter what's going on in your child's school, you can help your son or daughter discover the leader within and prepare for a great life of contribution and service. You can assist your child by helping to reinforce the principles your child learns at school so they can continue to work on becoming a leader in their own life.**

**The vision of Dadeville Elementary School's faculty and staff is to equip students with the skills necessary to make a meaningful contribution at school, home, and in our community.**

**The mission of Dadeville Elementary school is to develop well rounded, confident, and responsible individuals who aspire to achieve their full potential.**

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**TALLAPOOSA COUNTY AND DADEVILLE ELEMENTARY  
ADMINISTRATORS AND SUPERVISORS**

Superintendent	Raymond Porter	825-0746
Principal	Diane Miller	825-6811
Assistant Principal	Nisa Guice	825-6811
Counselor	Jordan McGuire	825-6811

**PHONE NUMBERS**

Dadeville Elementary School	825-6811, Fax: 825-4068
Dadeville High School	825-7848

**NON-DISCRIMINATION POLICY**

It is the policy of this school that no student shall be excluded from participation in, be denied the benefit of, or subjected to discrimination in any program or activity, on the basis of sex, race, handicap, religion, belief, national origin, or ethnic group.

**GRIEVANCE PROCEDURE**

A parent who needs to discuss a problem with a teacher is encouraged to do so. If the problem is not resolved with the teacher, an appointment for a conference with the principal/assistant principal and teacher may be requested. The decision of the principal/assistant principal may be appealed to the Tallapoosa County Superintendent of Education.

## ACADEMIC HONESTY

One of the most important aspects of a student's educational process is to learn honesty in all endeavors. This includes academic honesty. Academic dishonesty is defined as giving or receiving, in any form, information related to a graded experience, whether in or out of class. This also includes forgery, altering school records, or altering another student's assignments to claim as one's own. Examples may include, but are not limited to: any visual exchange such as cheat sheets, open books or notes; writing on hands or other body parts, shoes, desk, or other instructional equipment; or any verbal or coded exchange. Out-of-class violations include, but are not limited to: plagiarism (copying another person's writings or ideas and using them as one's own); discussing tests with other students who have not yet taken the tests; or copying homework assignments or other graded experiences. Any student found guilty of academic dishonesty will be subject to discipline in accordance with the Tallapoosa County Code of Conduct.

## AFTERNOON DISMISSAL/DEPARTURE PROCEDURES

Students will be allowed to use a different form of departure from school if he/she brings a note from a parent stating how that child is to leave school that afternoon and the office staff is able to verify the note. **Phone calls will not be accepted as a means to change a child's transportation mode. Students will not be allowed on a different bus, nor will they be allowed to stay after school without written permission. A student without a note will be placed on his/her regular bus.**

Students riding in cars will be dismissed at 2:50. We ask that they be picked up promptly. Please remain in your vehicle and follow the directions of the police and teachers on duty. Walking to the car rider area to pick up students is not permitted. Please refrain from cell phone use during pick up for the safety of our children. Please call the school office (825-6811) if you are going to be later than 3:00. If your child rides with a high school student he/she must remain at Dadeville Elementary School until the high school dismisses at 3:05. Students will not be permitted to walk to the high school.

## ARRIVAL AT SCHOOL

Students who are transported by car should arrive **no earlier than 7:15** and no later than 7:40. Car riders will enter the building through the East Columbus Street entrance. **Students arriving after 7:45 must be signed in by a parent or guardian.** Bus riders will enter the building through the rear of the building. Students may not wait outside.

## ATTENDANCE

### Truancy Definition

**A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent.**

The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (warning)

- i. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy
  - ii. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence (conference)
    - i. The parent, guardian, or other person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
    - ii. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
    - iii. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under the Code of Alabama (1975), §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.
  3. No earlier than the seventh unexcused absence, but within ten (10) school days (court)
    - i. File complaint/petition against the child and/or parent/guardian, if appropriate.
  4. Child under probation
    - i. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), §12-15-100 and 105.
    - ii. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
  5. Any local education agency may adopt a policy more rigorous than the State Policy.

Code of Alabama On-Line Reference <http://www.legislature.state.al.us/codeofalabama/1975/128393.htm>

### **Excused Absences**

In accordance with State law, a parent(s)/guardian(s)/custodian(s) must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a dated, written excuse signed by the parent(s)/guardian(s)/custodian(s) stating the reason(s) for and date(s) of the absence. Any students who return to school without proper excuse will have three (3) days to bring a note to clear the absence(s). **A written note does not guarantee that an absence will be marked excused. After this three (3) day period, the absence will automatically become unexcused. After a total of 5 absences in any given semester, the parent(s)/ guardian(s)/ custodian(s) will be required to provide medical or legal documentation in order for the absences to be excused.** All written excuses shall be retained for the remainder of the school year in the principal's office or other locations.

### **Excused Absences, Tardies, Late Arrivals and Early Dismissals**

All student absences shall be designated as either excused or unexcused by the principal or designee. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

1. Student is too ill to attend school;
2. As determined by the Superintendent or principal, inclement weather which would make school attendance dangerous for students;
3. Legal quarantine;
4. Death in the immediate family;
5. Emergency conditions as determined by the Superintendent or principal, examples: court appearance, military orientation, driver's license test (limit one-half (½) day); and

6. Absence with prior permission of the principal or designee and consent of the parent(s) /guardian(s) / custodian(s). This request must be in writing at least one (1) week prior to the expected absence. When the absence involves a trip, the principal may require a written report from the student detailing the educational benefits of the trip.

### **Unexcused Absences**

Absence for reasons other than those defined above shall be considered as unexcused. Examples: personal business, hair appointments, employment business, work, babysitting, shopping, vehicle breakdown, parent(s) /guardian(s) /custodian(s) failure or refusal to require student's attendance, missed bus, oversleeping, and unauthorized absences from class after arrival at school.

Any student accumulating more than ten (10) unexcused absences, during the school year, may not be awarded credit for the course taken and will be considered a candidate for retention.

### **Make-Up Work-Excused Absences**

If a student is absent for any excused reason as defined above, the student shall be allowed to make up all major assignments and other work missed during the absences at a time agreeable to the teacher(s). Teachers shall not be required to re-teach lessons, but the students shall be given a reasonable opportunity to learn the material missed due to excused absences.

**At the Upper Grade Levels (Grades 5)** – The student shall be responsible for contacting the teacher or teachers to arrange to make up any work or assignments missed within three (3) days after he/she returns to school.

**At the Lower Grade Levels (K-4)** – The parent(s) / guardian(s)/ custodian(s) shall be responsible for arranging make-up work with his/her child's teacher(s) within three (3) days after the child returns to school.

**Time Limits for Make-up Work** – In making arrangements for make-up assignments the teacher should consider the type of absences, the number of days absent, the amount and nature of work missed, and number of make-up assignments due in all classes. The parent(s) / guardian(s) / custodian(s) are expected to follow-up with his/her child to ensure that make-up work is completed promptly and thoroughly.

### **Make-Up Work – Unexcused Absences**

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, classwork, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeros to students absent for unexcused reasons on an automatic basis; zeroes may be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.

### **Absences Defined**

**School Day:** A school day absence is defined as non-attendance for more than fifty (50) % percent of the scheduled school day.

**Class:** A class absence is defined as non-attendance for more than fifty percent (50%) of a regularly scheduled class. To be counted present, a student must be present more than fifty percent (50%) of the scheduled class time.

### **Student Accounting**

A student must be present more than fifty percent (50%) of the school day to be counted present in the Attendance Register.

### **Student Tardies**

A tardy is defined as a student's arrival after the official time **(7:45)** set for the beginning of each respective school's regular daily activities. Students are required to report to schools no later than the official beginning of the school day and to be on time for all classes during the day. **Students who arrive after school has begun must be checked in by a parent/guardian/custodian.** Tardies are excused for the same reasons as absences. Only an excused tardy permits the make-up of missed assignments. Repeated tardies can result in disciplinary actions. To be considered for Perfect Attendance students must not have any unexcused tardies.

### **Late Arrivals/Early Dismissals**

Late arrivals/early dismissals shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent(s) / guardian(s) / custodian(s) that the late arrival/early dismissal was for an excused reason. Students must make arrangements for late arrivals/early dismissals through the school office and in compliance with local school procedures.

## **AUTHORITY OF SCHOOL OFFICIALS**

Alabama Statutes delegate specific authority and responsibility to school officials concerning the control and discipline of students. A school principal or his/her designee has the authority, by law, to administer corporal punishment to students. School principals/assistant principals also have the authority to suspend students from school and/or from riding a school bus.

## **BREAKFAST**

Breakfast is served each morning from 7:15 A.M. until 7:35 A.M. Students who wish to eat breakfast will report to the cafeteria upon arrival to eat in the cafeteria.

## **SNACK**

Students will need to bring a snack from home each day. Bottled water is the preferred drink for snack time (No sugary/caffeinated drinks).

## **RESPONSE TO INSTRUCTION TEAM**

The Response to Instruction (RTI) Team is a designated school-based committee designed to meet the needs of general education at-risk students. It is composed of regular education teachers, administrators, counselors and others as needed. The RTI Team addresses issues related to student academics, discipline and behavioral problems. The RTI Team is the required first step in identifying students for possible referrals for special education testing.

If you have any concerns about your child's progress and would like more information about these services, please feel free to contact the school's counselor or principal.

## **CODE OF CONDUCT**

Dadeville Elementary School will adhere to the disciplinary guidelines and procedures set forth by the Tallapoosa County Board of Education in the Tallapoosa County Schools Code of Conduct. A copy of this code is being given to each student. Please read it with your child and keep it for reference. **SIGN THE LAST PAGE AND RETURN IT.** Your signature will attest that you have received a copy of the Student Handbook and Code of Conduct and does not imply your agreement with the Code of Conduct.

## **DISCIPLINE**

### **K-1st**

K-1st grade teachers will use Decision Dollars and a color system to monitor behavior.

### **2nd-5th**

2nd-5th grade teachers will use Conduct Grades to monitor student behavior. Each week your child will begin with 100 points. If a rule is broken, the student will receive a check. Each check is worth 5 points. For example, if your child receives 3 checks by the end of the week, 15 points will be deducted from his/her weekly conduct grade resulting in a grade of 85.

### **CONSEQUENCES:**

**3 checks** – contact parents, silent lunch, no “fun activities”

**5 checks** – parent conference

**8 checks** – office referral

Most problems in classrooms center on students disrupting others. Dadeville Elementary School protects all students' rights to an education, without interference. Anyone guilty of disruption will promptly be removed from class and appropriate action will be taken.

Students will be disciplined when they break school rules or misbehave in any disruptive manner. Every effort will be made to inform parents when, in the opinion of the teacher or principal, a student is conducting himself/herself in such a manner that hinders his/her learning or that of other students.

If a student is sent to the office, it will be for a major offense or after the teacher's efforts to correct the problem have been unsuccessful, therefore, when a disciplinary notice from the office is sent home, please be aware that the problem is serious. The cooperation of parents, teachers, and students is needed to make sure that classrooms maintain an atmosphere conducive to learning.



## **EARLY DISMISSAL OF SCHOOL**

Parents should be sure that both the teacher and the child know where the child is to go if we have to dismiss school early for any reason. Make sure that you go over emergency procedures with your child, and **keep your contact information updated with the DES front office.**

## **EXCEPTIONAL EDUCATION**

The Tallapoosa County School System ensures that a free appropriate public education will be provided to all children ages three through twenty-one, regardless of the severity of their disability, who need special education and related services and reside within the jurisdiction of the local education agency.

The Tallapoosa County School System is in an on-going process of identifying students with disabilities between the ages of newborn and twenty-one.

## **GIFTED SERVICES**

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 classroom program. Students possessing these abilities can be found in all populations across all economic strata, and in all areas of human endeavor.

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

For each referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. This 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.

If you would like to make a referral, or you would like more information about these services, contact the schools counselor or principal.

## **ITEMS BROUGHT TO SCHOOL**

Personal possessions, such as jewelry, are the responsibility of the student and must be kept by the student. Toys, dolls, games, radios, MP3 players, handheld games, and things to trade may not be brought to school. All such items will be confiscated and must be picked up by a parent. Items not picked up by July 1 will be donated to a local charity.

## **MEDIA CENTER**

The Media Center operates on a FLEX Schedule. Students may check out books and are responsible for bringing them back by their date due. Students who have an overdue book may not check out another until the overdue book is returned. If a student loses a book, he/she may not check out another book until they have paid for the lost book. Parents are asked to ensure that students return books promptly.

## **FIELD TRIPS**

Field trips may be taken by various classes during the school year. Students will be transported in school owned or chartered buses with teachers in charge. All parents must sign permission slips if they wish for their child to go on these trips. A student will not be permitted to go on a field trip if his/her permission slip is not signed by the parent/guardian and returned. The permission slip will be sent home with the student a few days before the trip. There will be no refunds due to the fact that most expenses are paid in advance of the trip. **Students who have received an office referral for discipline during the grading period of the field trip will not be allowed to attend the trip.**

## **LOST AND FOUND**

Lost and Found items are stored in the Lost and Found closet on the 2<sup>nd</sup> Grade Hall. All items not claimed at the end of each nine weeks will be discarded.

## **LOST BOOKS**

Textbooks used at school are not the property of the students, but must be accounted for by both the student and the school. Students are also responsible for library books checked out of the library. For this reason, any textbook or library book that is lost or mutilated must be paid for by the student to whom the book is checked out. Fees for damaged or lost textbooks will be paid to the school secretary, and library book fees will be paid to the media specialist. Parents are responsible for paying for all library and textbooks that are lost by students.

## **LUNCH PROGRAM**

All students will go to the cafeteria with their class at their appointed time. Loud or abusive talk, or other loud noise, throwing of food, or destruction of equipment will not be tolerated. Every student is responsible for his/her own tray and trash and must not leave it on the table or floor. Lunches brought from home are to be eaten in the cafeteria. Thermos bottles to go with brought lunches are discouraged. With lunches from home, thermos bottles should not contain carbonated drinks. No soft drinks or fast food meals may be taken into the cafeteria.

### **Food and Drinks brought into the Cafeteria**

1. No carbonated beverages are to be brought into the cafeteria
2. No “fast food” meals are to be brought into the lunchroom.
3. No meals are to be delivered to the schools to be eaten in the lunchroom.
4. Our campuses are “closed campuses”; therefore, no one should leave campus to purchase meals.

## **SCHOOL HEALTH SERVICES**

### **Medication Administration at School**

Medication should be given at home by the parent or guardian prior to coming to school. However, under certain circumstances, medication may be required at school and can be administered by the school nurse. Compliance with the following guidelines is essential. The school should have the following before medication can be administered:

1. A signed “School Medication Prescriber/Parent Authorization Form” for ALL PRESCRIPTION AND OVER-THE-COUNTER MEDICATION to be given at school (signed by the parent and the doctor).
2. Medication to be administered during school should be brought to school BY THE PARENT/GUARDIAN in the **original container**. The following information should be included on the container:
  - a. The student’s name
  - b. The physician’s name
  - c. The date of the prescription
  - d. The name of the medication
  - e. The dosage, route, and strength of the medication
  - f. The time interval
  - g. The medication’s expiration date

Students will not be allowed to carry any type of medication in their possession while on the school campus UNLESS it is ordered by their physician, IN WRITING. All medication will be kept in the area designated by the school nurse. NO STUDENT SHOULD TRANSPORT ANY MEDICATION TO OR FROM SCHOOL UNLESS ORDERED TO DO SO BY A PHYSICIAN. A copy of the “Medication Administration Policy” can be obtained from the school nurse. No medication of any type will be held over at the end of the school year. The parent/guardian should make plans to pick-up all unused medication by the last day of school or it will be destroyed.

**NOTE: We have been advised by the Alabama State Department of Education to refrain from allowing students to carry ANY over-the-counter medications. This includes ALL over-the-counter medications, including but not limited to: Tylenol, Ibuprofen, Midol and Benadryl. These medications are to be stored with the school nurse and available for your child, as ordered by your doctor. Please call the school nurse if you have any questions or concerns about this. NOTE: This DOES NOT include asthma inhalers and EpiPens. These medications can still be carried and self-administered by your child IF so ordered by your doctor.**

### **Services Provided Through School Health Services**

1. Vision and hearing screenings are provided yearly to the following:
  - Vision screenings for all students grades K, 2<sup>nd</sup> and 4<sup>th</sup> by “Vision Research” (subject to change)
  - Vision screenings for all 5<sup>th</sup> and 7<sup>th</sup> grade students by the “Lion’s Club” (subject to change)
  - Vision and hearing for all special education students as requested by the Special Education Coordinator
  - Vision and hearing screenings for any student as requested by the parent/guardian (written permission)
  - Vision and hearing screenings for any student as requested by the teacher WITH parental permission.
2. Scoliosis screenings are provided every year to every 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade student (9 – 14 years old), including special education students.
3. Management of chronic health conditions is provided during school hours by the School Nurse and other trained personnel. In order to provide this service, the “Student Health Form” must be completed and returned to the School Nurse in a timely manner. A new “Student Health Form” is required every year. It is the responsibility of the parent/guardian to provide this and all updated health information to the

School Nurse. **It is the responsibility of the parent/guardian to provide all updated telephone numbers to the school in case of an emergency.**

Note: All services and screenings are subject to parent review, upon request.

### **Important Facts to Remember**

- All undiagnosed rashes must be evaluated by a doctor to rule out contagiousness.
- Do not send your child to school with suspected “pink eye”. See a doctor for proper evaluation.
- It is recommended that your child receive a physical examination by a doctor every year.
- If your child has a food or insect allergy contact your doctor about emergency medication for school.
- Monthly head lice screenings will no longer be performed at school. Check your child at home for head lice/nits on a regular basis and report any positive cases to the school nurse.
- Do not send your child to school if they have a fever (100 degrees or greater).
- Do not send your child to school if they are vomiting.

### **Immunization Schedule:**

Grades kindergarten through twelve shall receive required age-appropriate immunizations as listed below:

- 5 doses of DTaP before entering kindergarten (unless 4<sup>th</sup> dose was given on or after the fourth birthday).
- Booster dose of Tdap must be given at 11-12 years of age.
- 4 doses of polio before entering kindergarten (unless the 3<sup>rd</sup> dose was given on or after the fourth birthday).
- 2 doses of MMR before entering kindergarten.
- Varicella vaccine or date of varicella disease, for all students in kindergarten through twelfth.

## **Tallapoosa County School Health Services Lice Policy (revised 03/26/11)**

It is the position of the Tallapoosa County School Health Services Department that the management of pediculosis (head lice) should not disrupt the educational process. The presence of nits (eggs) does not always indicate active infestation and no evidence is found that the presence of nits correlates with any disease process. The “No Nit” policy, which was suggested in 1997 as a guideline by the Alabama State Department of Education (ALSDE) and the Alabama Department of Public Health (ADPH), is now being discouraged. The ADPH does not require that a student with nits be denied attendance in school, and this is supported by the Center for Disease Control (CDC), the American Academy of Pediatrics, and the National Association of School Nurses.

At this time, the Tallapoosa County Board of Education recommends a policy that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice and the location of nits within ¼“of the scalp. Nits that are found beyond ¼“of the scalp have more than likely hatched or may no longer be viable.

The school nurse is the most knowledgeable professional in the school setting and ideally suited to provide education and guidance regarding “best practices” for head lice/nit management. The goal of any actions by the school nurse is to contain infestation, provide appropriate health information for treatment and prevention,

prevent overexposure to potentially hazardous chemicals, and minimize school absences. The following protocol is suggested as “best practice” for managing head lice in the school setting:

- If a student is suspected of having head lice, the school nurse will be notified and will verify by visual examination with a positive or negative finding.
- The principal will be notified and the parent will be contacted (verbal communication is preferred) of positive findings and proper instructions will be provided.
- The school nurse will make a determination as to whether a child can return to class based on visual inspection. The decision for the student to be sent home will be made on a case-by-case basis by the school nurse.
- Most students with live lice may remain in school until the end of the school day.
  - Immediate removal of the student is usually unnecessary. If the student has lice, they probably have been infested for weeks and prompt removal of the student could lead to embarrassment and ridicule. However, cases of severe infestation may require prompt removal by the school nurse.
  - Transmission via school bus seats is not likely because of the biology of head lice. In most cases the student should be allowed to ride the school bus home unless there is a severe infestation, as documented by the school nurse.
  - Any student with nits (farther than ¼“ from scalp) should be allowed in school.
- Immediate treatment at home, for active infestations, is advised. Treatment suggestions will be provided by the school nurse. Parents should remove nits daily and treat if live lice are observed.
- The student will be readmitted to school after treatment and examination by the school nurse.
- If it is apparent that proper treatment has not been followed, the child can be sent back home for continued treatment. The school nurse will repeat treatment instructions to the parent.
- It is the responsibility of the parent/guardian to follow procedure and return their child to school promptly.
- If it is apparent that a family is diligently working to correct the problem, the nurse will allow the student to return to class with close monitoring.

This revised approach to head lice management in the school setting will significantly reduce unnecessary school absences, limit embarrassment of students and decrease unnecessary exposure to potentially toxic chemicals.

### **ILL CHILDREN AND ACCIDENTS**

If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please keep this information current. Please remember, we cannot keep a seriously ill child at school. If your child is injured at school, we will make him/her comfortable and then call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency number that you listed.

### **MONEY SENT TO SCHOOL**

The school cannot be responsible for money brought to school by students. Students should not bring extra money to school. Money should not be left in a student’s desk during the day or overnight.

### **PHONE CALLS**

Messages to students may be taken only when deemed an emergency or essential. Classroom instruction will not be interrupted for routine phone calls to students. Only necessary and important calls will be permitted.

**Please make sure that your child knows before leaving home in the morning what to do in the afternoon.**

## PHYSICAL EDUCATION

All students are scheduled for physical education 40 minutes daily and are expected to participate. To be temporarily excused from PE class, the student will be required to bring a note signed by a parent. To be excused for an extended time, a note from a doctor is required.

## PROMOTION-RETENTION POLICY

The Promotion-Retention Policy has been prepared by Dadeville Elementary School and the Tallapoosa County Board of Education to clearly outline what the minimums are for promotion to the next grade at Dadeville Elementary School. The determination process should involve the Principal and Teacher(s) with the authority for determining promotion and retention resting ENTIRELY with the Principal and Teacher(s).

**Kindergarten:** Students will be promoted to first grade based upon achieving 70% mastery of the kindergarten assessment given at the end of the school year. Progress Monitoring and Benchmark Assessments will also be taken into account. In addition, chronic absenteeism will play a role in promotion and retention.

**Grades 1-5:** A student must pass reading and math to be promoted. A student may be retained who makes passing grades in reading and math when performing below grade level or when accommodations are being made in grading.

## REGISTRATION REQUIREMENTS

In accordance with State law all students enrolling at Dadeville Elementary School must have the following information on file before a homeroom can be assigned:

- An enrollment packet
- A copy of the child's birth certificate
- A copy of the child's social security card
- New Alabama Certificate of Immunization (Must have 5 year old booster shot documented on certificate.)
- Completed affidavit
- 2 proofs of residency (P.O. boxes and route addresses are not accepted)

The following items may be accepted as proof

- Property tax records
- Mortgage documents or property deeds
- Apartment or home lease, rent agreement or receipt
- Utility bills or deposit receipts (Items accepted are power, water, and home phone bills or deposit receipts.)
- Driver's License
- Automobile registration (Tag tax receipt)
- Special considerations are provided for ELL and Homeless students

## REPORT CARDS

Reports of student progress are issued every nine weeks. A midterm progress report will be sent home so that parents, teachers and students can pinpoint problem areas and work to improve them before report cards are issued. Both reports should normally be signed and returned within two days after issuance.

## **SCHOOL BUSES**

Misbehavior on the bus creates a very real danger to the safety of all. Children must observe safety regulations in order to continue riding to and from school. Pupil transportation is a privilege and convenience and is conditional upon good behavior and strict obedience to the rules of the bus. The following rules will be strictly enforced.

1. All students will remain seated at all times while the vehicle is in motion, and noise should be kept to a minimum so that the driver may not be distracted.
2. No objects of any kind will be thrown.
3. Use of tobacco in any form or possession of matches or lighters is prohibited.
4. There will be no use of illegal drugs.
5. Students must keep head, arms, and hands inside bus.
6. Defacing or damaging a bus in any manner is forbidden.
7. Possession of knives or other sharp or dangerous objects are not allowed.
8. Vulgar talk, loud noises or shouting inside the bus or out windows will not be allowed.
9. Use of emergency door except in case of an emergency is prohibited.
10. Other actions which create disruptions or hazards are not allowed, and will be dealt with.
11. Students will respect the authority of the driver at all times while en route to and from school.
12. No one may board a bus to register a complaint with the bus driver or a student. A report will be made to the law enforcement if threats are made.

The principal or designee will be notified by the driver if there is a problem he/she is not able to solve. The parent will in turn be notified of the action taken by the principal.

## **SCHOOL OFFICE**

Students should not enter the office if there is no one there. He/she should not wait, but return to their classroom. Students are not allowed in the teacher workrooms without permission.

## **SCHOOL SAFETY**

Each teacher has been trained and has a Dadeville Elementary School Safety Plan to guide him/her in any emergency situation. (Ex.: weather, fire, bomb threat, intruder, student runaway or abduction, weapon possession, accidents, illness, off-campus emergency) Teachers will make sure that their students understand in detail what to do in all emergency situations.

### **Fire Procedures**

When the alarm is sounded each teacher will lead their class from the building through a designated exit. Students will remain quiet and walk, not run, to the designated exit. Leave books and coats in the room.

### **Severe Weather Drills**

Teachers will follow guidelines set out in the Dadeville Elementary School Safety Plan. Students will remain calm and quiet while in the designated safe area. We discourage parents from picking up students during a severe weather warning. Students would be placed in danger traveling at this time.

### **Severe Weather - School Closing**

In case of severe weather (snow, ice, etc.), the official announcement for school closing may be heard over the local radio/television stations, automated call-out, Facebook posts, etc.

## SECTION 504 SERVICES

Section 504 of the Rehabilitation Act of 1973 requires that appropriate (reasonable) accommodations to a student's program be provided by the school to prevent discrimination due to disability. To become eligible for services and protection against discrimination on the basis of disability under Section 504, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that limits one or more major life activities. The Tallapoosa County School System provides a full range of special accommodations and services necessary for students with disabilities to participate in and benefit from public education programs and activities. If you have concerns about your child's progress and would like more information about these services, please feel free to contact the counselor, principal or the Section 504 Coordinator at (256) 825-0746.

## STUDENT BEHAVIOR

A goal of the educational program is to encourage independence and responsibility in all students. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire school.

1. Respect for persons whether they are teachers, other students, staff, visitors, or others is a basic requirement of all individuals.
2. Respect for personal and communal property is a visible sign of this respect.
3. Problems arise when students bring articles which are hazards to the safety of others. Items such as knives, cigarette lighters, water guns, or other playthings are undesirable and will be impounded. Students are subject to disciplinary action for possession of such articles.
4. Students are warned against use of and/or possession of alcoholic beverages, tobacco or other dangerous drugs as being harmful and illegal acts. Students caught with drugs, alcohol or tobacco on campus will be subject to disciplinary action.
5. Each student is scheduled for a definite place during each period of the day and is expected to be in his place during the hours assigned. To be excused from an assigned place, a student must have secured a pass from the teacher.
6. Students should recognize the authority of all faculty members and their right and duty to enforce school policy.
7. Substitute teachers are important personnel in our school. Students are expected to be polite, helpful, and considerate.
8. Selling, buying and/or trading of items (cookies, candy, toys, etc.) will not be permitted on school grounds or on buses.
9. All students will walk in the building and on campus to ensure their safety and the safety of others. Running is allowed only during supervised P.E. classes. Since the schedules in elementary school are all different, classes are being conducted at all times. A single-file line and "zero" noise level will be enforced in the hallway for all students in all grade levels so as not to disturb the learning of other students.

## STUDENT CHECK-IN/CHECK-OUT

Students will be allowed to check out of school only if a parent or guardian comes to pick them up. If a student is to leave with anyone other than the parents, the parents must notify the school in writing. When checking out a student, the parent or guardian must come to the office to sign him/her out. **Students will not be allowed to check out after 2:15 PM because of safety reasons except in cases of sickness or emergency. If a medical, dental, or any other type of appointment is scheduled which would require an early checkout, please do so before 2:15 PM.**



## FIELD DAY

If a student is assigned OSS for any reason during the 4th nine weeks, he/she will not be allowed to attend Field Day.

## TEACHER CONFERENCES

Communication is essential to the educational program. We feel it is very important for parents to contact their child's teacher concerning his/her progress. Please remember to schedule conferences in advance so a time that is convenient for all can be established i.e. before or after school, or during teachers' planning periods. **Please be mindful that teachers are TCBOE employees with mandated instructional hours that they are required to work. Be respectful of their time, and allow a 24 hour response time when contacting your child's teacher.**

## TRANSFER AND WITHDRAWAL PROCEDURES

Parents withdrawing students from school should notify the school office as soon as they find out they are moving. All indebtedness should be cleared and all books, including library books, should be returned. Upon entering the new school the parent will sign a release form. This form will be sent to Dadeville Elementary School requesting a transcript and supporting documents be sent to the new school.

## VISITORS

Visitors who come to school must first report to the Main Office to sign in and obtain a visitors pass. Visitors must also sign out when leaving. Students from other schools will not be allowed to visit during the school day.

### **\*\*\*REMINDERS\*\*\***

- 1) No checkouts after 2:15.
- 2) All transportation changes require a note. No changes will be accepted over the phone.
- 3) Students that arrive at school after 7:45 must be signed in by a parent.
- 4) No classroom deliveries after 8:00 a.m. (Example: money, water, snack, bookbags)

### ***STAY CONNECTED***

- 1) *Keep your contact information updated in the DES main office at all times.*
- 2) *Monitor the DES Webpage regularly: <https://www.tallapoosak12.org/Domain/8>*
- 3) *Follow us on Facebook: @tallapoosades, @desmediacenter, @DESengagement*
- 4) *Join Remind (most classroom teachers use this app or something similar to communicate with parents daily)*

**Alabama State Department of Education Digital Device Policy for the Alabama Comprehensive Assessment Program (ACAP) Testing**

Each local education agency (LEA) shall have in place a *School Test Security Plan* for each school that includes a digital device collection plan for both school personnel and students who will participate in the ACAP. This collection shall take place **prior to entering the testing room** for both school personnel and students.

For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes, but is not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets. Additionally, classroom computers must be powered off during testing. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved in writing by the Building Test Coordinator or the school Principal by completing the *Digital Device Exception Request* form.

LEAs shall make all school personnel and students participating in the ACAP, parents, and/or guardians aware of this prohibition through inclusion of this policy in the employee handbook, the Student Code of Conduct Handbook, and may also publicize this policy through other normally accepted methods.

**STUDENT POLICY:**

Students shall not **possess** any digital device within the testing room when participating in ACAP testing. **The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of a test.** The **ONLY** exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of the student.

If students are in **possession** of a digital device that is within their reach during the administration of an ACAP test, the device will be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may be subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered. Additionally, the student will be dismissed from testing immediately and the test may be invalidated in accordance with ACAP policy. **Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.**

**TALLAPOOSA COUNTY SCHOOLS**  
**Dress Code 2024-2025 School Year (adopted 6/12/23)**

**Dress Code for Elementary Schools K-4**

Our goal is to prepare and guide students in Grades PK-4 to follow the secondary dress code in the future but not restrict them to the “Dress for Success” guidelines. Their clothing should fit properly; be the correct size for the student’s age, and body type while not creating a distraction to others. Students must not wear clothing that reveals the body in an inappropriate manner.

**“DRESS FOR SUCCESS”**

The intent and purpose of these guidelines are to eliminate disruption to the classroom environment, promote instruction, improve safe identification of students and comply with state health and safety standards while allowing students to express personal taste and individuality through clothing choices. Students are reminded that items perfectly suited for home, gym, beach, or party may not be appropriate school wear. Dress guidelines apply to students in grades 5-12.

**INAPPROPRIATE DRESS FOR SCHOOL:**

1. Sunglasses without a doctor’s prescription for a medical condition.
2. Clothing article or apparel which displays obscene words, suggestive or immoral behavior, pictures, and/or designs; including but not limited to any article that conveys a sexually suggestive remark, gang-related, or alcohol message, or tobacco and/or drug-related message.
3. Pants, shorts, skirts, skorts, and/or jeans not worn at the natural waistline. Belts and tucked shirts are not required.
4. Skirts, shorts, skorts, and dresses more than 4 inches above the knee.
5. Leggings/Jeggings (not referring to jeans with jeggings in the name) can only be worn under skirts, shorts, skorts, tops, and dresses that conform to the 4 inch rule. Slits/splits in items that extend more than 4 inches above the knee.
6. See-through, skintight, spandex and/or revealing clothing and any exposed underwear.
7. Open or chain belts, including metal chains on pants and chain wallets.
8. Shirts, sleeveless shirts, boat neck, tank top, or dress tops that do not cover the shoulders, chest, abdomen, and back. All clothing not worn as intended by the manufacturer.
9. Attire for special days not pre-approved by the administration.
10. Not wearing shoes.
11. Head covering inside the building. (curlers, picks, or combs)
12. Athletic wear, including sweat pants, gym shorts, pajama/lounge pants, and house shoes. Sports teams will be allowed to wear team attire on game day only if approved by the administration.
13. Holes in clothing, where those holes are more than 4 inches above the knee must have material or patch closing the hole. Holes above 4 inches above the knee cannot show skin or undergarments.

School administration reserves the right to make decisions regarding student attire and grooming. Exceptions may be made when physical or other circumstances warrant for certain groups during performances, or special activities as authorized by school administrators. If in doubt about a particular dress guideline violation, school administration will be responsible to make final decisions.

*Receipt of Dadeville Elementary School Student Handbook*

To the Parent/Guardian:

**Please sign, tear out this page and return it to your child's homeroom teacher.** Your signature indicates that you have received a copy of the student handbook. You should strive to have your child abide by the statements included. These statements may be discussed with the proper school authority for definition or clarification. You should keep this student handbook readily accessible during the school year.

**Parent/ Guardian: Please carefully read the following two statements and choose one by placing an X in the blank before signing.**

\_\_\_\_\_ **YES**

You have my permission to use corporal punishment on my child as long as you follow Tallapoosa County Board of Education policy.

\_\_\_\_\_ **NO**

You do **not** have my permission to use corporal punishment on my child as prescribed in the Tallapoosa County Board of Education policy.

**Student's Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_