

Headland Elementary School



Student Policy Handbook 2018-2019

Headland Elementary School Faculty and Staff

Carmen Neiswanger, Principal

Patrick Dowell, Assistant Principal

PreK:

Andrea Dowell & Kelli Watford

PreK Auxillary:

Lisa Sliger & Brandi Wallace

Kindergarten:

Claire Bradshaw, Janie Hutto, Monique Jones, Kendall Karrh, Kasey Savage, Emily Stokes

First Grade:

Jennifer Bradford, Lauren Brown, Mandy Johnson, Lezlie Jones, Katie Steele, Lora Whitehead

Second Grade:

Amy Boutwell, Veronica Brown, Stacy Cupples, Emily Nesiba, Nicole Taylor, Davee Tessmann

Third Grade:

Karen Bush, Karmen Dorsey, Tracy Green, Susan Henderson, Tracey Hughes, Katie Parker

Fourth Grade:

Sarah Davis, Emily Hill, Roxann Kiser, Linda Padget, Jayla Pruitt, Tasha Williams

Fifth Grade:

Nicole Bass, Michele Crews, Abigail Griswold, Carli Welch, Haley Smith, Natalie Wright

Physical Education:

Chris House, Debra Jackson, Robert Williams

Special Services:

Kara Dykes, Angela Drown, Crystal Gard, Shae Howe, Amy Marler, Valerie Pitchford, Allyson Vinson, Kristie Westerfield,

Technology:

Chris Woods

Bookkeeper:

Cindy Marshall

Secretaries:

Shannon Cox & Heather Wilcox

Nurses

Sandra Abney & Beth Givens

Librarian:

Mollie Goodwin

Counselors:

Ginger Feltman & Hope Laudicina-Nicholas

Reading Coach

Christa Gamble

Interventionist

Angel Shelley

Paraprofessionals:

Theresa Alexander, Erica Drew, Leslie Eldridge, Traci Jones, Carleen Kennedy, Gail Irwin, Candace Rushing, Robbie Thomas

Custodians:

Lottie Benson, Bessie Morrison, Mary Ann Thornton

Lunchroom:

Chasity Alford, Cynthia Chambers, Tina Money, Stacie Pitts, Brianna Singleton, Vanessa Williams

Henry County Vision Statement:

“Empower, Engage, Educate”

Henry County Mission Statement:

“Henry County Schools: Where students are inspired to learn and teachers are empowered to teach”.

Henry County Core Values and Beliefs:

We believe:

- All students can learn.
- High expectation of all stakeholders is necessary to achieve goals and expand opportunities for all.
- A safe and physically comfortable environment promotes student learning.
- Equity, fairness, accountability, and fiscal responsibility are foundations of our decisions.
- Diversity and individual learning needs are respected, included, and valued.
- Education is a shared responsibility that positively impacts the quality of life.
- Facilitating open communication between school staff, learners, parents, and community promotes a sense of involvement and commitment to the entire educational process.
- A school community should be a safe and caring environment that promotes respect, self-worth, creativity, and academic growth.

Headland Elementary School Goals for 2018-2019

1. To provide a safe, positive learning environment.
2. To implement the College and Career Ready Standards (CCRS) in English Language Arts and in Math.
3. To continue the Positive Behavior Support Program in Grades K-5 with a concentrated effort on school culture (bullying).
4. To continue Alabama Math, Science, and Technology Initiative (AMSTI) instructional strategies.

Afterschool Program- EDP- Extended Day Program

Headland Elementary offers an afterschool program daily from 3:00-5:30.

- Students are provided with a designated homework time, a snack, and a drink.
- Staff from Headland Elementary School supervise the students.
- Registration \$15.00, Weekly cost \$30.00, Daily cost \$15.00.
- Closed on ½ days: December 21, February 18, May 23, and May 24.

Asbestos Notification

The Henry County Board of Education has removed all friable asbestos from its facilities; however, there are areas within the school system that contain suspected non-friable asbestos materials. Such areas may include floor tile, attic/roofing material, and thermal insulation beneath crawl spaces and in attics. For more information contact the school office for the school’s Asbestos Management Plan.

Attendance

- I. It is the belief of the Henry County School System that there is a direct relationship between attendance and the performance of students in the school system. All students should attend school regularly and be on time for all classes in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline, and individual responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and continue to successfully complete high school.
- II. Alabama State law requires that every child between the ages of six (6) and seventeen (17) years be in attendance at school. It shall be the policy of the Henry County Schools to enforce this law. (See also Policy 5.10 Enrollment/Admission, and Policy 5.41 Compulsory School Attendance Age.)
- II. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal’s/designee’s approval shall have his/her parent(s)/legal guardian report such absences or tardies to the school center in the manner prescribed by the Henry County School System *Attendance Policy*.
 - A. The *Attendance Policy* shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.

- B. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal /designee shall implement this provision on an individual basis pursuant to Alabama statutes and State Board of Education rules.
- C. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
- D. Any absence not approved by the provision of this policy is an unexcused absence (i.e., work, truancy, or parental neglect). Students may not make up work if the absence is unexcused.

III. Student attendance will be monitored on a daily basis and parents contacted as required by law.

IV. A person designated by the Superintendent or his/her designee shall investigate truancy problems.

- A. 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 five (5) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she 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.
- B. Seven (7) 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):
 - a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
 - b. At the beginning of each school year, every parent/guardian shall be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedure that shall be followed in the event that other unexcused absences occur.
 - 2. No earlier than the third (3rd) unexcused absence:
 - a. The parent, guardian, or person having control of the child shall participate in the early warning program provided by the juvenile court.
 - b. Attendance at the early warning program is mandatory.
 - c. Failure to appear at the early warning court may result in the filing of a complaint/petition against the parent under Code of Alabama (1975) Section 16-28-12-C (failure to cooperate), or a truancy petition against the child, whichever is appropriate.
 - 3. No earlier than the seventh (7th) unexcused absence, a court complaint/petition against the child and/or the parent/guardian, if appropriate shall be filed by the attendance supervisor.
 - 4. For a child under probation, the following procedures shall be implemented:
 - a. When appropriate 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) Sections 12-15-100 and 105.
 - b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
- C. Lack of attendance shall result in loss of credit or school failure as follows:
 - 1. A student must be in attendance in each class 170 days or more of the total school year.
 - 2. Attendance policies for grades K-8 are based on the entire school year. Students may be failed (retained) whenever absences exceed ten (10) days per school year. Students in grades K-8 who miss more than ten (10) days in one school year will be given a grade of "F" unless extenuating circumstances exist as determined by the principal.

3. Grades 9-12 operate on a semester basis. During either the first or second semester, a student may be failed (retained) whenever the total absences exceed five (5) days or three (3) days for all 9-weeks' courses. Students in grades 9-12 who miss more than five (5) days or three (3) days for all 9-weeks' courses will be given a grade FA (Failure due to absences) unless extenuating circumstances exist as determined by the principal.
 4. A kindergarten student who accumulates more than ten (10) absences in one school year may be withdrawn from the roll for the remainder of the school year.
- V. A written excuse will be required of all students grade K-12, after each absence, to be presented upon the day of return of the student to school.
- A. The principal of the school or his/her designee will determine the excused or unexcused status of an absence. If an acceptable reason for excusing an absence is not presented with five (5) days of the return of the student to school, the absence will be coded unexcused.
 - B. Absences beyond seven (7) days per year will be excused only with the documentation of a physician, except as specified by Board policy.
 - C. The parent/legal guardian of a student in grades 9-12 may submit written documentation of absence up to three and one-half (3.5) days per semester or one (1) day for all 9-weeks' courses. Absences beyond three and one-half (3.5) days per semester or one (1) day for all 9-weeks' courses will be excused only with the documentation of a physician, except as specified by Board policy.

Backpacks SJR 8 ACT (2017-17)

The Backpack Act provides awareness of the dangers of heavy backpacks. Go to www.Bacsupport.com for more information.

Bus K-5th Grade

Students may not be approved to ride any bus other than their assigned bus. For special circumstances, a written note must be approved by the principal/designee prior to the transportation change. Please include contact numbers in the event the change cannot be approved. **If proper written documentation is not received and approved, the child will have to go home on their regular route. PLEASE BE SURE TO KEEP THE SCHOOL INFORMED OF ANY CHANGES IN TRANSPORTATION.**

Bus Rules

The school bus driver is in authority when transporting children to and from school. All students are expected to follow the rules in accordance with the code of conduct, which are as follows:

1. The bus driver will assign seats. Students will sit in their assigned seats each day
2. Be courteous. Quiet conversation with person in the same seat is permissible
3. No use of cell phones or any other electronics on the bus unless in an emergency situation
4. No teasing or harassing others and no profanity
5. Remain seated and face the front of the bus. (No lying down in seats)
6. Do not eat or drink on bus. Bottled water is acceptable
7. Do not throw anything inside or outside the bus
8. Violence is prohibited
9. Keep feet, book bags and other belongings out of the aisle
10. No smoking
11. Keep hands, head, and feet inside the bus
12. Do not destroy property
13. Be at bus stop on time (or early); you wait for the bus. The bus does not wait on you.
14. Do not distract the driver through misbehavior
15. Display the same behavior on the bus that is expected in the classroom.

Students failing to follow the above rules may be given a bus referral from the driver. The principal will be responsible for assigning disciplinary actions. Depending on circumstances and frequency of misbehavior, students may be removed from the bus for 1 to 10 days. Continuous misbehaviors will require a hearing with the Transportation Supervisor.

Car Riders PreK-5th

- ***Please do not use cell phones in carpool.***
- Drop off lanes are for loading and unloading only. Please have all school preparation activities completed before arriving on campus.
- Please remember that the drop off area is filled with students between 4 and 12 years of age. Adults must take responsibility for watching out for all children on the school campus.
- Please remember that adults must adhere to the same safety procedures as students (i.e. adults need to use crosswalks when entering the school from the parking lot).

Morning Car Riders

- **K-5th 7:00-7:55 Mitchell Street Student Drop-Off. DO NOT DROP OFF IN THE PARKING LOT.**
- Traffic moves from south to north on Mitchell Street.
- **PreK 7:30-7:40 Peachtree Street Student Drop-Off.** Traffic moves from north to south on Peachtree Street
- **1st-5th 7:25-7:55 Peachtree Street Student Drop-Off.** Traffic moves from north to south on Peachtree Street.

Afternoon Car Riders

- **PreK Students must be picked up between 2:00-2:10 on Peachtree Street.**
- **K-5th Students must be picked up between 2:40-2:55 on Peachtree Street.**
- K-5th grade students will be picked up on Peachtree Street beginning at 2:40. Please note that on Peachtree Street, extended time parking is prohibited.
- Traffic moves from north to south.
- **PARENTS SHOULD NOT COME IN TO THE BUILDING TO PICK UP THEIR CHILDREN.**
- **Parents will not be allowed to park their vehicle and walk to pick up the child due to safety and limited space.**
- **Headland Middle School students will not be permitted to be picked up at Headland Elementary School. HMS students will need to be picked up at HMS.**

Bus/Car Transportation

On the registration form, parents should indicate the transportation plan. **Parents/guardians must provide written changes of transportation needs and should instruct their child to give these notes to their teacher upon immediate arrival in their classroom.** Teachers will collect all notes and send them to the office. **If you need to make a change in transportation during the school day, please call the office by 1:30 pm (585-7080 ext. 0).**

Cell Phone Policy STUDENT CELL PHONE/ELECTRONIC DEVICE POLICY

Understanding that the use of technology, including cell phone/electronic device usage has become an integral part of today's society, possession of these devices shall be permitted at school. However, students shall be held accountable for and taught appropriate cell phone use. *Inappropriate* cell phone /device use shall include but not be limited to:

- using the device to cheat on tests,
- "sexting",
- using the device to invoke student/parent unrest i.e. harassment/bullying/threats/ intimidation),
- using the device to take or transmit pornographic or lewd photos/videos,
- using the device to take any picture without a person's permission,
- using the device for personal reasons during class,
- using the device to record a conversation without the participants' permission,
- other situations deemed reasonable by the local school principal.
- The use of cell phones to record, photograph, and/or post is prohibited outside approved education purposes.

No earbuds, Bluetooth or anything that covers the ears in the classrooms or the hallways.

Students may only use phones/devices (iPod, blackberries, etc.) under the direct supervision of the teacher or during approved times throughout the day. Exceptions may be made by the teacher who opts to utilize the device as a teaching tool/class activity. The use of electronic devices is prohibited in the classroom without the request and permission of the classroom teacher. Students shall place devices in the **OFF** position before entering classroom unless otherwise directed by the teacher.

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in *possession* of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed *using* a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search. The student will be dismissed from testing, and the student's test will be invalidated.

Student Consequences for violating the Student Cell Phone/Electronic Policy:

1st offense –Teacher will confiscate the device and give it to school administrator. The parent or legal guardian may pick up the device that day.

2nd offense – Teacher will confiscate the device and give it to school administrator to keep for 5 days. The parent or legal guardian will pick up the device at the end of 5 days.

3rd offense – The teacher will confiscate the device and give it to school administrator. In addition, the student will be assigned 9 days alternative school.

4rd offense – Student referral to school disciplinary committee who will assign not less than 10 days or no more than 45 days Alternative School.

5th offense – Student referred to Superintendent and Board of Education.

**Students whose actions violate State and/or Federal laws (threats, harassments, sexting, pornography, etc.) shall be turned over to law enforcement agencies and shall be prosecuted to the fullest extent of the law in addition to school punishment.*

*** Students who are caught using a device to cheat will also receive a zero on the test and shall not be given an opportunity for make-up.*

**** Absolutely no cell phones/electronic devices (student or teacher) will be allowed in testing rooms where state assessments are being administered. Violators will enter consequences at the 4th offense level.*

*****"Sexting" - is the act of sending sexually explicit messages or photos electronically, primarily between cell phones.*

Check-In and Check-Out for Students

Excused late check-ins should not be permitted for any cause unless authorized by the principal/designee. **A PARENT/LEGAL GUARDIAN MUSAT COME IN TO THE MAIN OFFICE to sign the student in when he/she is late. Any student reporting to school after the tardy bell (7:55) rings must be signed in at the office to obtain a tardy slip before reporting to his/her classroom.**

Parents/guardians must sign students out through the main office before leaving school. Anyone picking up a child must be on the student's check-out form or the school must have written permission before releasing the child. The school should be notified in writing by the parent/legal guardian of anyone else picking up their child/children in the absence of the parent/legal guardian. The school may request identification at the time of check-out. The school assumes no responsibility for a student after check-out procedures.

If a student leaves school without going through the above listed procedures, his/her parents will be notified and disciplinary action consistent with the due process will be taken.

Teachers and other school personnel do **not** have the authority to dismiss any student from school or send students on personal errands at any time. Students enrolled in school may leave our campus to visit another school only when accompanied by the principal or teacher. An example of this is when Grade 5 visits Headland Middle School in the spring of each year.

Communication

Principals/designee will be provided information and materials about ELL, immigrant, migrant, and homeless students, and they will sign-off when receiving such materials. The principal and/or his designee will have the primary responsibility of explaining all information and materials to these students and their parents in a manner and form which they can understand.

- Headland Elementary School has a website www.headlandelementary.org. All Headland Elementary employees have an email address. See the website for specific email addresses.
- The Headland Elementary phone number is (334) 585-7080 or (334) 585-7081 and the fax number is (334) 585-7082.

- Teachers and administration communicate via the REMIND app. Please sign up for this app. Ask the office for directions regarding how to sign-up.
- Please DO NOT text or Facebook private message HES staff. The staff at HES is encouraged to communicate with you via phone, note, email, or face to face.
- Henry County Board of Education's website is www.henrycountyboe.org.
- The HES monthly Calendar and the Breakfast/Lunch menu will be posted on the school website, www.headlandelementary.org.

Debts

1. All school debts (pictures, textbook, library books, lunch, extended day, etc.) are required to be paid.
2. Students are responsible for textbooks and library books checked out by them and will be required to pay for lost and damaged books.
3. **After first returned check only cash will be accepted.**

Early Dismissal/ Emergency Policy

Safety procedures in the event of a FIRE OR EXTREME WEATHER CONDITIONS will be conducted regularly. We encourage parents to listen to the television and radio stations should weather conditions threaten THE EARLY CLOSING OF SCHOOL. Please be advised that the school communication device known as **SchoolCast will be used to contact each parent individually in the event of an early dismissal due to weather, therefore, it is very important that telephone numbers are kept current.**

Evacuation Procedures

In the event that an evacuation is necessary, students and teachers will assemble in the following locations:

- a) Headland High School Gym
- b) First Baptist Church

Filed Trips

Field trip information will come home with your child as needed. *Please be aware that Headland Elementary School will not be able to provide refunds in the event your child is unable to attend. Siblings of any age are not permitted on any field trips. Cameras/Electronics are prohibited.*

Health

Early in the morning it is often difficult to make a decision about whether or not your child is sick enough to stay home from school. With minor symptoms you often cannot tell whether he/she is going to get better or worse during the course of the day. The main reasons for keeping your child home are fever, vomiting, diarrhea, and/ or widespread rash.

*Children with fever should stay home until there is **no fever for 24 hours (without taking Tylenol, Motrin, Advil, etc.).**

Students must not be in possession of any medication (prescription or over-the-counter-drops, sprays, ointments, etc.) Please understand and inform your child/children that due to state policies regarding the dispensing of medication at school, the school nurse will no longer be able to provide any over-the-counter medicine to students unless it is provided by parent. This includes Tylenol, Tums, and almost every other medical product. The only thing that the nurse can provide is soap, water, and bandages.

Influenza Information ACT (2014-274) Influenza Disease

What is influenza disease? Influenza (flu) is a contagious respiratory illness caused by a virus.

The virus infects the nose, throat, and lungs. It can cause mild to severe illness, hospitalization, and even death.

What are the symptoms?

Anyone can get flu and it strikes suddenly and can last several days.

Symptoms of flu disease may include: Fever or feeling feverish/chills, Muscle or body aches, Headaches, Cough, Fatigue (very tired), Sore throat, Vomiting and diarrhea, Runny or stuffy nose

How does influenza disease spread? Flu is spread by:

- An infected person's droplets from cough, sneeze or talk enter the mouth, eye or nose.
- Touching a surface or object with flu virus on it and then touching mouth, eyes or nose.

An infected person can infect others 1 day before symptoms start and up to 5 to 7 days after symptoms start. Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

How do I prevent the flu?

Get a yearly flu vaccine. Wash your hands properly and often. Cover your cough and sneeze with arm. Clean and sterilize surfaces. Stay home if you are sick.

Influenza Vaccine

Who should get the influenza (flu) vaccine?

The flu vaccine is recommended every year for everyone age 6 months or older.

Who should be vaccinated against influenza because they are at increased risk?

Children 6 months of age through 5 years, Adults 65 years of age or older, Pregnant women, Residents of nursing homes and other long-term care facilities,

People who have medical conditions including the following:

- | | | |
|-------------------------|--|-------------------|
| *Asthma | * Weakened immune systems
due to disease or medication | *Blood disorders |
| *Chronic lung disease | | *Kidney disorders |
| *Heart disease | *People younger than 19 years
receiving long-term aspirin therapy | *Liver disorders |
| *Extremely obese people | | |

What are the common vaccine side effects and risks?

Flu vaccines are safe, but some side effects can occur.

Minor problems following the flu vaccine include soreness, redness, and/or swelling from the shot, hoarseness, sore, red or itchy eyes, cough, fever, aches, headache, itching, and fatigue.

More serious problems may include Guillain-Barre syndrome (GBS) in fewer than 1 or 2 cases per one million people vaccinated, children receiving multiple vaccines slightly increase in fever with seizure.

People who should not get the flu vaccine include anyone with severe, life threatening allergies, had GBS before, or not feeling well the day of vaccination.

Where can I find more information?

Ask your doctor. Ask you school nurse. Call the Alabama Department of Public Health, Immunization Division, at 1800-469-4599.

Go to cdc.gov Influenza Information ACT (2014-274) Influenza Disease and Vaccine ADPH information sheet

Home Language Survey

Each student who enrolls in a Henry County School must complete a Home Language Survey. The parent or student may fill out this survey. If it is determined that the student's language is not English; the English Language Learners (ELL) Coordinator, Danny Hooper, is contacted. The student will be given a Language Assessment to determine his/her understanding/ability to perform in a regular classroom situation. A team made up of regular classroom teacher(s), principal or designee and the ELL Coordinator will discuss assessment results and decide the best plan for the student. All students will be in regular Physical Education classes. At other times students could be given instruction in a resource room or be helped in the regular classroom by another person. All students are monitored and mainstreamed as progress is made. Student(s) will be evaluated on their class work.

A Language Assessment will be administered to determine the student(s) ability to work in the regular classroom. All students will have the same services and opportunities to participate in activities in the school.

School Hours

Breakfast (Grades K-5)	7:00 – 7:45 a.m.
First Bell	7:30 a.m.
Tardy Bell	7:55 a.m.
Walkers and Cars	2:35 p.m.
Bus riders	2:42 p.m.

***Any student not picked up by 2:55 p.m. will be sent to EDP- Extended Day and parents will be charged \$15 daily fee and a \$15 registration fee, if the child is not registered for EDP.**

Immunization

ALABAMA STATE BOARD OF HEALTH; ALABAMA DEPARTMENT OF PUBLIC HEALTH ADMINISTRATIVE CODE **420-6-1-.01 Authority.** This regulation is promulgated by the State Health Officer and approved by the State Board of Health pursuant to Code of Ala. 1975, §16-30-5 and is made applicable to children in child care centers/homes under the authority of Code of Ala. 1975, §38-7-1, et seq. and *Alabama Administrative Code*, Chapters 660-5-25 and 660-5-26 and 660-5-27.

Author: Donald E. Williamson, M.D.

Statutory Authority: Code of Ala. 1975, §§16-30-5, et seq. **History:** Filed September 1, 1982. **Amended:** Filed September 17, 2009; effective October 22, 2009.

420-6-1-.02 General Provisions.

(1) The board of education and the governing authority of each private school shall require each pupil, prior to entering kindergarten or first grade or prior to re-entering the higher grades of the schools of Alabama, to present a Certificate of Immunization for the prevention of diseases listed in 420-6-1-.03 (Code of Ala. 1975, §16-30-4.). The Certificate of Immunization will be on a form approved by the Alabama Department of Public Health.

(2) The Department of Human Resources has required each child two months of age or older attending any child care

center/home to present a Certificate of Immunization for the prevention of diseases listed in 420-6-1-.03.

(3) Such certificate shall be on the form approved by the Alabama Department of Public Health and shall be made a part of the pupil's school/child's child care center/home record. When a student/child leaves a school/child care center/home upon graduation, transfer, relocation or otherwise; the school or child care center/home may return the original certificate to the student's/child's parents/guardians and retain a legible copy in the institution's record.

(4) A written objection from the parent or guardian of a student or child based on religious tenets and practices shall be submitted in person by the parent or guardian to the County Health Department for issuance of a Certificate of Religious Exemption from the required immunizations or testing. A licensed physician can provide individual exemption from the required immunizations or testing on a Certificate of Medical Exemption. The Certificate of Religious Exemption and the Certificate of Medical Exemption will be on forms approved by the Alabama Department of Public Health and will be accepted in lieu of the Certificate of Immunization.

420-6-1-.03 Immunization Schedule.

(1) Unless otherwise noted in paragraphs (2) and (3) below, vaccine doses should be administered according to the most recent version of the Recommended Immunization Schedules for Persons Aged 0 Through 18 Years, as published by the Advisory Committee on Immunization Practices. Vaccine doses administered <4 days before the minimum interval or age should be counted as valid. Doses administered >5 days earlier than the minimum interval or age should not be counted as valid doses and should be repeated as age-appropriate.

(2) Except as provided in Chapter 420-6-1-.02 and in the Code of Ala. 1975, §16-30-4, each pupil, prior to entering Alabama school grade kindergarten through twelfth grade shall receive age-appropriate immunizations as below:

(a) 5 doses of diphtheria and tetanus toxoids and acellular pertussis vaccine (DTaP). Only 4 doses are needed if the fourth dose was administered on or after the fourth birthday. Booster doses of tetanus and diphtheria toxoids vaccine (Td) must be given 5-10 years after the preschool booster. However, effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at 11 or 12 years of age. This requirement will escalate by one successive grade each year for the following 6 years to include sixth through twelfth grades, beginning fall of 2016.

(b) 4 doses of inactivated polio vaccine. Only 3 doses are needed if the third dose was administered on or after the fourth birthday.

(c) immunization against mumps and rubella.

(d) 2 doses of measles-containing vaccine.

(e) varicella vaccine subject to the following schedule unless there is documentation of a positive varicella titer or a date of varicella disease. This requirement is effective for students entering kindergarten beginning fall of 2001 and will escalate by one successive grade each year for the following 12 years to include all grades, kindergarten through twelfth, beginning fall of 2013:

(i) 1 dose of varicella vaccine at 12 months of age or older for persons less than 13 years of age;

(ii) 2 doses of varicella vaccine separated by at least 28 days for persons 13 years of age or older beginning the vaccination series.

(3) Children entering any child care center/home shall, in addition to the vaccines listed above, also receive age-appropriate immunizations for:

- (a) *Haemophilus influenzae* type b; and
- (b) Pneumococcal disease using pneumococcal conjugate vaccine.

420-6-1-.04 Vaccine Shortages. When the State Health Officer determines that there is a vaccine shortage of one or more vaccines whether statewide or localized, affecting the ability of the health care system to assure that all children have access to age-appropriate immunizations required for school entrance by Alabama Administrative Code, Chapter 420-6-1-.03, the State Health Officer may notify affected health care providers about the supply shortage(s) and authorize such providers to validate a certificate of immunization despite one or more indicated, age-appropriate vaccinations not being administered because of vaccine shortage. Such validation will be accomplished by the provider affixing a department-supplied sticker to the individual child's certificate to indicate a new expiration date, not to exceed one year from the current date or the end of the school term for which the certificate is due, whichever shall be later.

Meningococcal Disease

What is meningococcal disease?

Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis*. It is the leading cause of bacterial meningitis in children 2-18 years of age in U.S. Meningococcal disease can be very serious, even life-threatening in 48 hours or less. The two most severe and common illnesses caused by meningococcal bacteria include; o Meningitis - an infection of the fluid and lining around the brain and spinal cord o Septicemia - a bloodstream infection

What are the symptoms?

Symptoms of meningococcal disease are similar to influenza (flu) and may include: sudden high fever, headache, stiff neck, nausea, vomiting, increased sensitivity to light, rash, confusion, severe aches and pain in the muscles, joints, chest or belly.

How does meningococcal disease spread?

Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household. Anyone can get meningococcal disease, but teens and college freshmen who live in residence halls are at increased risk. Some people can "carry" meningococcal bacteria in their nose and throat without getting meningococcal disease, but can still infect other people. Most cases of meningococcal disease are spread by people who "carry" the bacteria with no symptoms, appear to be random, and not linked to other cases. Meningococcal outbreaks can occur in communities, schools, colleges, prisons, and in other high risk populations.

Who should get meningococcal vaccine?

- Meningococcal vaccine(s) is recommended for all preteens and teens.
- All 11 and 12 year olds should be vaccinated with serogroups A, C, W, and Y meningococcal conjugate vaccine (MCV4). A booster dose is recommended at age 16.
- Teens and young adults, 16 through 23 year olds, may also be vaccinated with a serogroup B meningococcal vaccine (SBMV), preferably at 16 through 18 years old. Both MCV4 and SBMV can be given at the same time, talk to your provider.
- Teens with HIV should get three doses of MCV4. People 55 years of age and older should get Meningococcal polysaccharide vaccine (MPSV4).

Who should be vaccinated because they are at increased risk?

- College freshmen living in dormitories.
- Laboratory personnel exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling or living where meningococcal disease is common, like Africa.
- Anyone with a damaged spleen or who had the spleen removed.
- Anyone with an immune system disorder.
- Anyone exposed during a meningococcal meningitis outbreak.

What are the vaccine side effects and risks?

- MCV4 and SBMV are safe, but side effects can occur.
- Most side effects are mild or moderate and do not affect daily activities.
- The most common side effects in preteens and teens occur where the injection is given and may include pain, tenderness, swelling, and hardness of the skin.
- Other common side effects may include nausea, feeling a little run down, and headache.
- Some preteens and teens may also faint after getting a vaccine.
- Reactions usually last a short time and get better within a few days.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599. Go to cdc.gov and type meningococcal disease in SEARCH box

Lunchroom Policy

Lunches purchased at restaurants are allowed to be brought into the lunchroom provided they are wrapped in plain paper or box. The restaurant's name cannot appear anywhere.

1. If you plan to eat lunch with your child, **a reservation must be made by 8:30 a.m. on that particular day. Please call 585-7080 ext. 0.**
2. Parents cannot eat with students on Thanksgiving and Christmas meal days, but are welcome on other days.
3. *Canned drinks are not permitted in the school lunchroom.*
4. Student lunches and snacks brought from home cannot be stored in the lunchroom refrigerators.
5. Charged meals-**The Board does not permit students or adults to charge meals** from the Child Nutrition Program. Uncollected charged meals are in actuality bad debts and are not an allowable expenditure for the Child Nutrition Program. See online payment option.
6. If your child was a student at Headland Elementary last school year and received free or reduced meals, then they will receive the same for the first week of this school year. However, you must fill out a new application each year.
7. If your child is new to Headland Elementary this year, the parent is responsible for paying for breakfast and lunch until the application has been either approved or denied. The school system is given 10 days to make this determination.
8. Parents are urged to purchase meals weekly or monthly. You can monitor your child's balance through the online payment system. www.myschoolbucks.com

CHARGED MEALS 8.42

It is the intent of the Henry County Board of Education to provide an opportunity for each child to eat a nutritious breakfast and/or lunch during the school day. It is also the policy of the Henry County Board of Education to comply with all federal program regulations pertaining to the National School Breakfast and Lunch Programs. The National School Breakfast and Lunch Program regulations do not allow for meal charges. Students and staff are encouraged to deposit money into their meal accounts regularly, whereby a draft of the account may be made on a daily basis as the meal is purchased. Students will receive a verbal reminder that their balance is approaching zero.

If funds are not available in the student's account at the time a meal is received, an elementary or middle school student will not be allowed to exceed the amount equal to 3 days in meal charges for breakfast and/or lunch. **This service does not provide a line of credit for continuous meal charges.** If an elementary or middle school student has reached the maximum 3 day limit, the student will be referred to the office. Meal charges will not be allowed at the high school level, and no adult meal charges are allowed. No extra purchases are allowed if there are outstanding meal charges. A la carte items may not be charged. The Cafeteria Bookkeeper will send home charge notices at least twice per week. The cafeteria bookkeeper will make every attempt to collect unpaid meal charges. The school principal will be notified in writing of outstanding charges on a weekly basis. At the end of the month the school principal is responsible for collecting any unpaid charges to the Child Nutrition Program. If the principal is unable to collect the outstanding charges from the student's parent/guardian, funds will be recovered from a nonpublic local fund.

Checks returned to the school CNP for insufficient funds shall be processed according to Policy 7.42 Insufficient Funds and Worthless Checks. Parents may use the Online Payment System to view the student's balance and to make a payment.

How to use the Online School Meal Payment & Account Summary System

Go to: www.myschoolbucks.com (Phone App available from Apple, Google Play, Windows Phone Store)

Set-up account by clicking on Sign-Up Today.

- Select State: Alabama
- Select District: Henry County BOE
- Enter Parent's First Name
- Enter Parent's Last Name
- Enter Email Address (this will be your username)
- Enter a Password
- Re-Type Password
- Answer two Security Questions
- Check box if you would like to receive updates, news, etc.
- Click Create Account

To add student(s):

- Click add student
- Select School student attends
- Enter First Name (if student is a Jr, Enter First Name, Jr)
- Enter Last Name
- Enter Birthdate (do not use student #)
- Click Find Student
- Check box & enter the amount you would like to receive an email/text when the account falls below the entered amount.
- Click Add Student
- Continue to add students following the same steps until finished.
- Click Finish

Payment Options

- Enter your debit, credit or checking account information (it will be stored for future payments)
- Auto payment – can set an automatic payment that includes the amount and how often you would like it applied to the account.
- Repeat Last Payment – will apply the exact same payment as the last.
- Top Up Balances – it will bring all accounts to a set balance.
- Add Money – Allows you to choose which student(s) and how much money you would like to pay.

Fees

- There is a fee of \$1.95 per transaction. You can apply money to multiple accounts in one transaction. No minimum amount to pay per transaction. Maximum of \$120 per transaction. There is no charge to set-up and view your student(s) account. Student(s) can be on multiple accounts.

Home Tab

- Click home to see a list of your student(s).
- Click the student's name to see specific information about their purchases and payments.
- Click the cafeteria purchases tab to see the list ('view all' will show up to 90 days)
- Click my order history to see a list of payments.
- Click Links to access school website.

Lunch and Breakfast Prices

Breakfast will be served from 7:00-7:45 a.m. daily.

If your child plans to eat breakfast at school, please have him/her arrive at school by 7:30 a.m.

Full-Price Lunch	\$2.25
Reduced-Price Lunch	\$.40
Full-Price Breakfast	\$1.50
Reduced-Price Breakfast	\$.30
Visitor's Lunch	\$3.50 (adult or child)
Visitor's Breakfast	\$2.25 (adult or child)

Make-up Work Request

Parents wishing to pick up make-up work for children should **notify the office by 7:45 a.m.** please call (334) 585-7080 ext. 0. The work will be available for pick-up by 2:30 p.m.

Medication: Administration of Medication Introduction

The Henry County School system recognizes the need for some students to receive medications during the school day. In response to this identified need, the school system has established guidelines to ensure the safe and proper administration of medications during the school day. The goal of the school system regarding the administration of medication during the school day is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. A nurse is available to ensure the proper administration of medications during the school day, and to ensure that issues of health do not impact negatively upon students' classroom performance and attendance.

Most medication will and should be given at home. Medications prescribed for three times a day should be given at home; just before leaving school, upon returning home in the afternoon, and at bedtime. Please contact your school's nurse if there are special conditions regarding the administration of medications during the school day.

Please be reminded that the authority to administer medication(s) to your child must come from you as the parent/guardian and the physician, when the medication is prescribed. Please do not allow your child to keep medications or medical devices, such as inhalers, with him/her during the school day, without speaking to the school nurse. Carefully review and adhere to the following guidelines:

1. Medication Forms: Prescribed medication including over the counter medication is administered only upon receipt of a correct, current completed School Medication Prescriber/Parent Authorization Form (PPA). Over the counter medications also require a prescriber's authorization. This form is available from your child's school nurse. Please ensure the PPA matches the pharmacy label. These forms have to be renewed yearly. Also, an updated form is needed when a medication dosage is changed or time to be administered is changed. A discontinue order from the medication prescriber is required to discontinue medications. The school nurse cannot implement changes in a medical order from the parent or guardian. A prescriber order is required.
2. Delivery of Medication: All prescription medication must be in a current, pharmacy-labeled prescription container. All over the counter medication must be in a sealed-unopened, manufacturer-labeled container. The parent/guardian (not the student) should deliver the medication and the PPA to the school nurse.
3. Acceptance of Medication: Both the parent/guardian and the licensed nurse or medication assistant will sign the back of the Medication Administration Record (MAR) to verify the amount received or retrieved. Students must not deliver or carry any type of medication to and from school except those that have been authorized for self-administration/self-carry by the school nurse.
4. Storage of Medication: All medication must be stored in the school health office according to ALSDE/ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical emergencies that have been authorized by the school nurse.
5. Emergency Medication: A student may carry his/her emergency medication on his/her person for self-administration with proper authorization on the School Medication Prescriber/Parent Authorization Form (PPA) and after demonstration of proper administration to the school nurse.
6. Expired Medication or Needed Inventory of Medication: The parent/guardian will be notified when medications expire and when medication inventory is needed. Expired medication must be picked up within two weeks of notification. If not picked up within this time frame, the medication will be destroyed in accordance with guidelines. It is the parent/guardian's responsibility to bring additional medication to school. If medication is not brought in a timely manner, the prescriber will be notified.
7. First Dose of Medication: The first dose of any new medication or change in dosage (increase or decrease) of a current medication should be given at home with the exception of emergency medications (ex epiPen).
8. Suggested Recommended Medication Administration of Early Morning AM Medications and Antibiotic Medications: It is recommended that AM medications be administered at home before school. Also, when a medication is prescribed for three times a day it should be given at home; just before leaving for school, upon returning home in the afternoon, and at bedtime (ex antibiotics).
9. If a medication is administered to a student other than the school nurse or medication assistant, it must be administered by the parent/guardian.
10. End of Each School Year: The parent/guardian must pick up all medications on or before the last day of classes or the medication will be destroyed.
11. Each school year, the school nurse or health/physical education will screen to check for spinal deformities (scoliosis, kyphosis, lordosis, a side-to-side curve in the spine). The purpose is to recognize, at the earliest stage, any deviation from normal so that the need for treatment can be determined. Spinal screening is required annually by law for schoolchildren in the state of Alabama in Grades 5-9. The procedure is a very simple one. The trained

screeners observe the child's posture while standing and bending forward. If scoliosis is suspected, your child will either be rescreened or referred. You will be notified so that you may get further evaluation from your own physician. If your child is receiving medical care for a spinal deformity from a physician, please contact this school to request a form for your child's physician to complete in order for your child to be exempted.

Migrant and Homeless

Migrant and homeless students who come into the system will be provided the same quality educational opportunities as all other students.

A student shall not be admitted to, or excluded from, and federally assisted education program on the basis of a surname of language-minority status. [No Child Left Behind Act of 2001. Title III- Language Instruction for Limited English Proficient and Immigrant Students, Part C, Section 3302 (f)]

Money

- All money that is sent to school by a parent should be placed in an envelope with the student's name, amount of money, teacher's name, **and the money's intended purpose written clearly on the front of the envelope.** This is especially important in Grades K-3.
- **Separate checks should be written for each sibling.**
- Lunch money **MUST** be in a separate envelope.
- **After first returned check—only cash will be accepted.**

Parties

1. All classrooms in PreK-5 have a Christmas and a Valentine Party.
2. Birthday parties are **not** allowed at school. **This includes sending snack time refreshments on his/her birthday.**
3. Since balloons are a distraction in the classroom, **we will not accept delivery of balloons at school.**
4. Party invitations may be sent to the classroom as long **one is sent for each child in the class.** Invitations must be given to the teacher to pass out.

P.E. Attire

Appropriate **tennis shoes** should be worn to participate in physical fitness activities. **Students should not wear flip flops, Crocks, or open toe shoes to PE.** This is for student safety. Lack of participation due to inappropriate shoes may lower their PE grade

Pictures

Individual pictures are taken in the fall. Class and Individual pictures are taken in the spring.

Policy for Providing a Quality Education for all Students in Henry County

The Henry County School System is committed to providing high quality education for all students. Because of this commitment, this policy is developed for students who use English as a second language, who are immigrants, who are migrants, and/or who are homeless. Each student who enrolls in our schools must complete a Home Language Survey. The parent or student may fill out this survey. If it is determined that the student's language is not English, the English Language Learners (ELL) Coordinator is contacted. The student will be given a Language Assessment to determine his/her understanding/ability to perform in a regular classroom situation. A team made up of regular classroom teacher(s), principal or designee and the ELL Coordinator will discuss assessment results and decide the best plan for the student. All students will be in regular Physical Education classes. At other times students could be given instruction in a resource room or be helped in the regular classroom by another person. All students are monitored and mainstreamed as progress is made. Student(s) will be evaluated on their classwork. A Language Assessment will be administered to determine the student(s)' ability to work in the regular classroom. All students will have the same services and opportunities to participate in activities in the school.

Privacy Act

The parents or guardians of students under the age of 18 have the right to request to see their child's records. Students 18 years old or older may request to see their school records. The school must have a signed statement from the student or his/her parent before a transcript will be sent to an employer, a college admission office, etc.

Promotion Policy and Academic Requirements (Grading and Reporting Grades)

First through fifth grades must pass at least three (3) of the following: mathematics, social studies, science, language arts. A pupil shall be retained if the final grade of "F" is received in language arts or mathematics. A pupil may be retained if he/she consistently works below grade level in language arts, mathematics, social studies or science. Students shall also be required to be in attendance no less than 170 days per year for promotion.

Promotion or retention for students not displaying obvious mastery of grade level material through regular grades and standardized test scores should be determined on an individual basis student and all other factors.

Report cards for Kindergarten through fifth grades are sent home every 9 weeks during the school term. Report cards are issued to students on the last day of school for the year. **Headland Elementary School will mail the final report card in the SELF ADDRESSED STAMPED ENVELOPE YOU PROVIDE to the classroom teacher before the last day of school.**

Progress reports for K-5 grade students will be sent home approximately 4.5 weeks prior to each report card. Reports are due to be signed and returned to your child's teacher within three schools days. If accommodations are made for any student, the report card grade will indicate that accommodations have been made.

The following grading scale will be utilized: A= 90-100 B= 80- 89 C= 70-79 D= 60-69 F= 0-59

PTO

PTO is a valuable partnership to the education of Headland Elementary students. We encourage you to join the PTO. There are numerous volunteer opportunities throughout the year. The PTO sponsors fundraisers throughout the year. Income generated from these fundraisers is given back to the school. Please visit the Headland Elementary website at www.headlandelementary.org for more information.

Response to Instruction (RTI)

Response to Instruction is a process of core classroom tiered support for all students in Henry County Schools. The Response to Instruction process at each school is designed around the Henry County RTI Framework which consist of Universal Screening, Tiered Instruction, Intervention Expectations, and Professional Development. The goal is success for ALL students through tiered support!

School Cast

Headland Elementary School utilizes a mass calling system entitled SchoolCast. This system is used to inform parents/guardians of information regarding school matters. Please keep the school updated with current phone numbers. When there is a number change, please send the new number to the office so that we can update our records.

Sexual Harassment

Employees and student shall not engage in conduct constituting is sexual harassment. Sexual harassment is illegal and will not be tolerated. The Henry County School Board shall investigate all allegations of sexual harassment and take appropriate action against employees or students who engage in sexual harassment. (See Board Policy File: Galena and Code of Conduct)

Snack

Snack for grades PreK-5th will take place at a designated time during the day. **If sending snack from home, it must be in a disposable container. If the snack requires a utensil, please send a disposable utensil.** For snack chips, ice cream, chocolate milk, pure orange juice, and an assortment of other juices are available at the cost of \$.75 each. \$.75 per day = 1 snack, \$3.75 per week = 1 snack daily. If you have multiple children please send separate payments for each child.

Statement of Equal Opportunities

It is the policy of Headland Elementary School that no student will be denied access to programs of service, or treated differently on the basis of race, sex, religion, belief, national origin, ethnic group, limited English-speaking ability, handicapping condition, or economic condition.

Sunscreen ACT (2017-278)

Allows students in public and nonpublic schools to possess and use FDA regulated over-the-counter sunscreen at school and school-based events. Section 1.(a) Any student in a public school under the jurisdiction of a local board of education or in a nonpublic school may possess and apply Federal Food and Drug administration regulated over-the-counter sunscreen at school and at school-based events notwithstanding any other provision of law, including any role of the State Board of Education or the State Board of Nursing. Section 1.(c) Any student, parent, or guardian requesting a school board employee to apply sunscreen to a student shall present to the nurse a Parent Prescriber Authorization Form (PPA) containing a parent or guardian signature. A physician signature or physician order shall not be required.

Alabama Student Assessment (State Testing)

All students must take all state required assessments.

Alabama State Department of Education Policy Cell Phone/Digital Device in a Testing setting by Students

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.

Student Conduct

We, the Headland Elementary School, work toward self-discipline. Self-discipline is a learning process whereby the student learns self-control and recognizes his/her own responsibilities to society.

All students at Headland Elementary School are expected to conduct themselves in the manner of a good citizen. Good behavior is expected inside the classroom as well as in the hallways and on the playground so that it does not interfere with the educational opportunities of other students. The classroom teacher is responsible for discipline in the classroom. Good behavior will be expected and demanded at all times. Discipline everywhere in the school is the responsibility of each Headland Elementary School employee.

We will be respectful, responsible, and resourceful at all times. Rules which must be followed:

1. Students must respect their teachers, responsible adults, and classmates. Students will keep their hands and feet to themselves and will use kind words at all times. All harassment allegations will be thoroughly investigated by the principal.
2. The throwing of objects (ex. Rocks, sticks, pinecones, dirt, etc.) is strictly forbidden.
3. Students that fight will be immediately sent to the principal's office for disciplinary action.
4. Students will be expected to follow all classroom procedures.
5. Students will be expected to work to the best of their abilities at all times. Students are expected to complete all assigned work.
6. Students will be expected to treat the school campus with respect and will be expected to take care of it.
7. Students will be expected to use appropriate language at all times.
8. Students will be expected to be prepared by have their own supplies and materials.
9. Every student will receive a copy of the Henry County Code of Conduct. It contains a complete list of acceptable and unacceptable behavior and punishment for each. It also explains due process that will follow the guidelines in this booklet in making decision concerning corporal punishment, suspension, expulsion, time-out room, or alternative school.
10. Students who chronically exhibit poor behavior are subject to be denied the privilege of participating in field trips and/or extra-curricular activities.
11. Failure to comply with school rules will result in disciplinary action. Students will be expected to adhere to the Henry County Learner Code of Conduct. Corporal punishment will be administered by the principal or the classroom teacher with school personnel as a witness. Students will be given the rules and reminded that a violation of these and other rules will result in punishment. No student will be punished unless counseled as to why he/she received the punishment.
12. Headland Elementary School will use the Positive Behavior Support program to encourage appropriate behavior in the classroom. Students will be rewarded periodically for adhering to the discipline policies.

Prohibited on Campus

1. Guns
2. Knives
3. Chewing Gum
4. Toy Guns
5. Buying of Soft Drinks
6. Sling Shots
7. Metal Bats and Hard Balls
8. Any type of trading or collecting cards (ex. X-men, Poke'mon, & Baseball)
9. Hand held video games & MP3 players
10. Skateboards, skates, or scooters
11. **Fidget spinners**
12. **Fidget squares**

***Any student or adult that brings a firearm on school property is committing a Federal Offense and is subject to police action.**

Student Dress Code

The policy of the Henry County Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning process. Therefore, it is expected that learners dress in such a manner that will ensure health and safety and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the learners or the purpose of public school education. Based on past years, learners have taken advantage of the dress code and created an unacceptable environment for learning. Learners should comply with the following guidelines. Elementary Administrators (K-5) will have discretion in appropriate attire for Elementary students.

Health and Safety

- a. **Shoes** must be worn. Tennis shoes must be worn in Physical Education classes.
- b. Shoelaces must be tied.
- c. Jewelry (including piercings) that creates a hazardous condition (studded bracelets, necklaces, oversized earrings, etc.) should not be worn to school.
- d. Learners can only have open containers in the lunchroom or break area unless directed by a physician.

Common Courtesy and Dress vs. Costume

- a. No hats, caps, do rags, bandanas, stocking caps, may be worn in the building for both males and females.
- b. **No halter-tops, tank tops**, togas, hospital gowns, pajamas, or boxer shorts will be allowed to be worn as outer clothing.
- c. No costumes allowed (exceptions may be made by local school principal for Homecoming Activities, etc., but specific decency guidelines should be established prior to making this exception).

Decency and Modesty

- a) **Shorts are allowed. Shorts must be worn at the waist and length must be fingertip length when standing.**
- b) No see-through clothing or holes above the knee in clothing. **Sheer shirts must have solid shirts worn underneath.** No decals, slogans, or sayings on clothes that contain references that are illegal/immoral or display references to sex, drugs, alcohol, or that may create student unrest.
- c) No lewd or vulgar sayings on clothing will be allowed.
- d) **Dress/Skirts must be knee length or longer.**
- e) Pants must be worn at the waist at all times, and must fit properly.
- f) **ABSOLUTELY NO SAGGING PANTS WILL BE TOLERATED!**
- g) Shirts should not show mid-rift when arms are raised above head.
- h) **ALL shirts and dresses must have a sleeve.**
- i) **Tights, yoga pants, and jeggings without long shirts or dresses that completely cover will not be allowed.**

P.E. Clothes

Shorts must be at least dress code length (fingertip).

Disruptive Dress

Any appearance that the principal or his designee considers disruptive to the educational process, and results in a loss of educational time, is not allowed. Any learner violating the dress code will be sent home to change clothes, or be sent to the Time Out Room for the duration of the day. Any time missed from school will be counted as an unexcused tardy. The principal and his designee have the authority to determine inappropriate dress. Repeat offenders are subject to further disciplinary action as deemed appropriate by the principal/designee.

Title I

Headland

Elementary is a Title I Schoolwide School that receives federal program funds that are used to improve the academic achievement of all students. The Henry County School System is committed to providing technical assistance and support for all schoolwide programs.

The Henry County School System implements the NCLB Parents Right-to-Know provision by providing parents with copies of all required notifications/forms. These include both English and Spanish (and other languages as needed) versions of the required documents. TransACT is used as a resource for the documents.

The Henry County School System is committed to enrolling without barriers and providing fair and equitable services to students with limited English proficiency, children with disabilities, migratory children, neglected or delinquent youth, homeless children and youth, students in foster care, and immigrant children. For further information see the LEA Title I Plan, EL Plan, Foster Care Plan, and Homeless Children and Youth Plan available in the school principal's office, the superintendent's office, or on the Henry County website <http://www.henrycountyboe.org> (Departments + Federal Programs + Documents + Federal Programs Documents). The Headland Elementary School Parental Involvement Plan, CIP and other applicable documents are available at www.headlandelementary.org.

PARENT'S RIGHT-TO-KNOW – REQUEST TEACHER QUALIFICATIONS

We are pleased to notify you that in accordance with the *Every Student Succeeds Act (ESSA)*, you 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 State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has 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 send a note to Mrs. Neiswanger to request the Parents Right-To-Know Request Teacher Qualifications form to be completed by you. Should you have any questions, feel free to contact Mrs. Neiswanger at 334-585-7080.

Protection of Pupil Rights Amendment (PPRA) Scheduled Activities and Surveys

We want to keep you informed about activities and surveys scheduled for the upcoming school year. There are two types of activities:

- Activities requiring the district to obtain your prior written permission for your child to participate; and
- Activities for which the district must give you an opportunity to have your child not participate (opt-out).

We will send out notifications of the activities as they occur. Once you receive notifications of the activities, please complete the form- Parent Consent and Opt-Out Response. Student participation in scheduled activities/surveys.

Visitors

Visitors

must sign in at the office and receive a visitor's pass and sign out upon leaving.

Withdrawing a Student

The school requests a 24 hour notice when a student is to be withdrawn.

Workbook Donation

We are asking that each parent contribute \$15.00 per child to help cover the cost of workbooks and other instructional materials. Do not include workbook money with lunch, breakfast, and snack money. Please pay with a separate check or cash.

Notification of Rights Under FERPA

The Family Educational Right and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. (One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.)
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The office that administers FERPA is:

Family Policy Compliance Office, U. S. Department of Education, 600
Independence Avenue S. W., Washington, DC
20202-4605

HELP US LOCATE CHILDREN WITH DISABILITIES...CALL 334-585-2206

Henry County Board of Education

Dr. LaKeisha Newsome, Special Education Coordinator

Help the Henry County System locate, identify, and evaluate individuals from birth to age 21 who have disabilities. Children may be eligible for special education services in one or more of the following areas of disability:

Autism	Other Health Impaired
Deaf-Blind	Specific Learning Disabilities
Speech Language	Emotional Disability
Hearing Impaired	Traumatic Brain Injury
Intellectual Disabilities	Visually Impaired
Multiple Disabilities	Developmentally Delayed
Orthopedically Impaired	

The Henry County Board of Education provides special education services to children ages 3-21 residing within Henry County. The Problem Solving Team, outside agencies, or parents/guardians may make a referral. Anyone wishing to make a referral may contact your child's school or the office of Special Education Services at (334) 585-2206 ext. 1230. The Henry County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class, or nationality.

HENRY COUNTY GIFTED PROGRAM 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 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 any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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

The gifted acceleration process is in place in Henry County to address gifted acceleration.

To make a referral for gifted services, contact the Principal, School Counselor, or Gifted Specialist at your child's school.

PUBLIC NOTICE Henry County Board of Education

The Henry County School System offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 7-12.

- General Agriscience
- Building Construction
- Drafting Design Technology
- Business Management & Administration
- Career Cluster Explorations
- Health Science
- Food, Wellness, and Dietetics

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Career and Technical Education Director

Dennis Brand P. O. Box 635, Abbeville, Alabama 36310 Phone (334) 585-2206

All discrimination complaints based on sex, handicap, race, national origin, religion, color, creed, or age should be directed in writing to one of the designees listed below. Complaints should follow the grievance procedures outlined in the Henry County Board of Education Policy Handbook. Copies of these handbooks are in each principal's office, each school library, and the town libraries in Headland and Abbeville.

TITLE IX COORDINATOR (Sex) & NON-DISCRIMINATION COORDINATOR

Dennis Brand P. O. Box 635, Abbeville, Alabama 36310 Phone (334) 585-2206

SPECIAL EDUCATION PROGRAM

The Henry County Board of Education provides special education services to children ages 3-21 residing within Henry County. The Problem Solving Team,

SECTION 504 COORDINATOR (HANDICAP)

Section 504 of the Rehabilitation Act of 1973 was written to protect qualified individuals from discrimination based on their disability. Individuals with disabilities are persons with a physical or mental impairment which substantially limits one or more major life activities. This law covers persons who are perceived or have ever been perceived to have a major physical or mental impairment. Anyone wishing to make a referral may contact your child's school or Dr. LaKeisha Newsome at (334)585-2206 ext. 1230. The Henry County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class, or nationality.

The Henry County Board of Education maintains a policy of equal educational, athletic, and employment opportunity. The intent of such action is to ensure the absence of discrimination towards a particular race, color, religion, gender, handicap/disability, age, national origin, access to the Boy Scouts and other designated youth groups, or veteran status in any school or school system policy which might affect the administration and treatment of students or the employment of personnel working in connection with the educational program or activity in Henry County Schools.

The Henry County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age and provides equal access to the Boy Scouts and other designated youth groups in its programs and activities.

**HENRY COUNTY BOARD OF EDUCATION
INTERNET ACCEPTABLE USE POLICY PERMISSION FORM**

Student Name: _____

Homeroom: _____

The Henry County School System's Internet Acceptable Use Policy is designed to provide guidelines for using Internet in the classrooms, school media center, and computer labs of your school this year. Please take the time to read this policy located in the Henry County Board of Education Policy Manual, Policy 5.90. If you have any questions about it, please be sure to contact principal or the office of the superintendent.

This policy must be read and signed both by the student and a parent/guardian, and then returned to your child's homeroom teacher. Please return the signed form as soon as possible, since you will not be given access to the Internet until you have agreed to this policy.

Please note that if you violate the terms of this policy, you may lose privileges or receive punishment as defined in the Henry County Board of Education Code of Conduct. It is your responsibility to read and ask questions about this policy.

Your teacher is planning an in-class discussion of this policy after you have had a chance to become familiar with it.

Fifth grade students at Headland Elementary School will be assigned a Gmail Email account for school use. The fifth grade students will be using Google Classroom.

PLEASE RETURN THIS FORM TO YOUR TEACHER AS SOON AS POSSIBLE

I acknowledge that I have read, understand and agree to all terms as outlined in the Internet Acceptable Use Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed. (Please check one.)

_____ My child may use the Internet while at school according to the rules outlined.

_____ I would prefer that my child not use the Internet while at school.

Student's Name (printed)

Parent/Guardian's Name (printed)

Student's Signature

Parent/Guardian's Signature

Date

Headland Elementary Media Release Form

Student Name _____

Homeroom _____

Throughout the school year students attend programs, activities, field trips, and events along with normal classroom routines that support their education, promote community service or encourage positive behavior.

With the Principal's approval, occasionally, staff, parents, and local media cover these events by taking photographs or video. This may include newspaper, television, websites or other media production. This also includes our school's website and classroom and club pages.

By signing below, you agree that you have been notified of the possibility of your son/daughter may be included in photographs or video and authorized the use for public print, display or broadcast.

_____ I give permission for my child's name or photograph to be used for school-related public media and school's website.

_____ I **do not** give permission for my child's name or photograph to be used for school-related public media or the school's website. (Student **will be** allowed to attend the activity or program.)

Parent Signature

Date

This form will stay in effect for the current school year. If at any time you wish to make a change this form, please contact your child's homeroom teacher. ~~Thank You

Dear Parents,

This Headland Elementary Student Policy Handbook lists only a synopsis of the rules and regulations that students are expected to abide by. The Henry County Board of Education Policy Handbook and the Henry County Code of Student Conduct contains a complete list of all school policies and regulations, these policies can be found on the following website: <http://www.henrycountyboe.org>. Should you have any questions, please contact the office to schedule an appointment for a conference. Please discuss the rules and policies with your child. Sign and return this sheet to your child's teacher.

Sincerely,
Carmen Neiswanger, Principal

Student's Name

Homeroom Teacher

Parent's Signature

Date
