

Headland Middle School and the Ninth Grade Academy



1 Martin Luther King Drive
Headland, AL 36345
(334)585-7083 phone
(334)585-7083 fax
www.henrycountyboe.org/domain/68

Learner/Parent Handbook **2024-2025**

Purpose of Handbook

This handbook is published to better acquaint learners, parents, and teachers with the school and its policies. These policies have been adopted by the entire faculty and will be enforced by all teachers, staff, and the principal. It is hoped that the written policies in this handbook will promote a better understanding between school and home.

Rules and regulations are not designed to deprive any learner of privileges, but to preserve the rights of each one. Our desire is to have a safe, effective, and well-organized school. Each learner and parent has an important part and responsibility to make our school function efficiently and successfully.

Accreditation

Headland Middle School is fully accredited by the Southern Association of Colleges and Schools (SACS).

School Colors

Navy and Gold

School Mascot

Ram

HENRY COUNTY SCHOOLS

Vision Statement:

“Empower, Engage, Educate”

Mission Statement:

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

Core Values and Beliefs:

We believe:

- All students can learn.
- High expectations 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 MIDDLE SCHOOL'S FACULTY AND STAFF

Principal	Assistant Principal
Dr. Janie Jones	Martin McKay
Guidance Counselors	Instructional Coach
Susan Frank	Mandy Johnson
Haley Carter	
Media Specialist	Career Prep - 9th Grade
Carla Tew	Angelina Pope
Band	Social Sciences
John Taylor	Ashley Trammell
Sixth Grade Teachers	Enrichment Classes
Carla Gamble	Anna Himes
Lisa Gaunt	Alissa Riley
Kendall Pelham	Paige Womack
Katie Skipper	
Samantha Garrett	Time Out Room / ISS
Natalie Wright	Nicole McNaughton
Math Department	Science Department
Amber Bedford	Amber Dye
Justin Swasey	Tracy Shadell
Amy Thomas	Leigh Watson

Headland Middle School Faculty and Staff (Cont.)

Lang. Arts Department	History Department
Amber Axtell	Andrew Floyd
Caldonia Moore	Madison Rushing
Sarah Shipes	Kelli Searcy
Career Explorations	Physical Education
Bryan Dawkins	Jy'Tu Blackmon
Special Services	Sam White
Betsy Swihart	
Jennifer Faniel	Instructional Aides
Shea Howe	Mallory Hudspeth
Kayla Watkins	Destiny Wells
Shelley Benjamin	Kecia Culp
Shelly Brady	Secretary
School Nurse	Holly McGriff
Charese Dixon	Child Nutrition
Bookkeeper	Diane Brown - CNP Bookkeeper
Kasey Bond	Elizabeth Blankenship
Custodians	Kim Parnell - Manager
Annie Brady	Melanie McCoy
Tyesha McNair	Teresa Beasley

Henry County Schools

CALENDAR FOR 2024 - 2025

187 Teacher Days; 176 Student Days

	Student/Teacher Days
	Student/Teacher Holidays
	Teacher Professional Development/Workdays

JULY 2024

M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2024

M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024

M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024

M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024

M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024

M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Exams: December 18-20, 2024

JANUARY 2025

M	TU	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025

M	TU	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

President's Day

MARCH 2025

M	TU	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2025

M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Good Friday

MAY 2025

M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Senior Exams: May 7-9, 2025

7th - 11th Grade Exams: May 19- 21, 2025

JUNE 2025

M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

1st Nine Weeks	August 7, 2024 - October 4, 2024	42 days
2nd Nine Weeks	October 14, 2024 - December 20, 2024	44 days
3rd Nine Weeks	January 7, 2025 - March 14, 2025	47 days
4th Nine Weeks	March 17, 2025 - May 22, 2025	43 days
		<u>176 days</u>

Graduation- May 23, 2025

School Schedule

Homeroom: 7:45 - 7:50

6th - 8th Grade

1st Period: 7:51 - 8:50

Break: 8:51 - 9:05

2nd Period: 9:06 - 10:05

3rd Period: 10:06 - 11:05

4th Period: 11:06 - 12:35 (Lunch period)

5th Period: 12:36 - 1:35

6th Period: 1:36 - 2:35

9th Grade

1st Period: 7:51 - 9:10

Break: 9:11 - 9:25

2nd Period: 9:26 - 10:45

3rd Period: 10:46 - 12:35 (Lunch period)

Skinny: 12:36 - 1:15

4th Period: 1:16 - 2:35

Lunch Schedule

11:05 - 11:35 - 7th Grade

11:35 - 12:05 - 8th Grade

12:05 - 12:35 - 9th Grade

12:35 - 1:05 - 6th Grade

School Hours

When learners arrive at school, they may eat breakfast in the cafeteria. Students should not arrive at school before **7:05 a.m.** **The tardy bell rings at 7:45 a.m.** Learners arriving after the tardy bell must report to the office for a tardy slip to enter class. A parent/guardian must sign the learner in at the office. School will dismiss when buses arrive in the afternoon at **2:35 p.m.** Car riders and walkers will be dismissed immediately after the buses depart.

Attendance

STUDENT ATTENDANCE 5.40

- 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.

- III. Student attendance will be monitored on a daily basis and parents contacted as required by law.
- IV. 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 within five (5) days of the return of the student to school, the absence will be coded unexcused.
- B. Absences beyond ten (10) 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 five (5) days per semester or one (1) day for all 9-weeks' courses. Absences beyond five (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.
- VI. Student attendance for driver's license purposes shall be processed as prescribed by law. (See Policy 5.42 Revocation of Driver's License/Permit.)
- VII. Each Henry County school and the Henry County School System shall take appropriate action as required by Alabama statutes when a student has excessive absences or is truant.
- VIII. Any Henry County Student whose parents are employed by the military may be granted up to five (5) days of excused absence if either parent is experiencing a deployment of active duty. The conditions under which these absences may be excused are: (1) the absence is pre-approved; (2) the student is in good standing; (3) the student has had a prior record of good attendance; (4) missed work is completed and returned in a timely fashion; and, (5) the absence is not during standardized testing dates.
- IX. The enrollment and attendance of a child in a church or private school shall be filed with the Henry County Superintendent by the parent or legal guardian of the child on a form provided by the Superintendent. This form shall be countersigned by the administrator of the church or private school and returned to the Superintendent by the parent/legal guardian. When the child no longer attends the church or private school, the parents or legal guardian will direct the church/private school to notify the Henry County Superintendent that the child is no longer in attendance.

****Please see Henry County Board of Education Code of Conduct for the full attendance policy****

Absences:

Sickness or injury of the learner is considered an excused absence. Excused absences carry the privilege of making up missed work. It is the learner's responsibility to see the teacher about making up missed work. Vacations, visiting, hair/nail appointments, and such activities of a non-emergency nature will be counted as an unexcused absence. Students in **6th through 8th grades are allowed 10 parent notes per year**. Students in **9th grade are allowed 5 parent notes per semester**. All excuses should be brought to the office first thing in the morning. In the event of sickness/injury, there is a 5 day period in which to bring a note. Please remember that if an absence is excused, learners must personally contact each teacher within 2 days of returning to school to make arrangements for the work missed.

Parents may request that teachers send make-up work home when a student has extended absences.

Checking Out:

If it is necessary for a learner to leave during school hours, the learner's parent or legal guardian must come to the office and sign him/her out before the learner leaves the campus. It is also necessary for him/her to bring a dated note explaining the reason for the absence for classes missed the remainder of that day. Parent notes for check-out/in count against the 10 parent notes for 6th-8th graders or 5 parent notes per semester for 9th graders.

Early Dismissal/Late Start:

From time to time school will dismiss early and/or start late due to severe weather. The communication for such instances will come in the form of a phone call and will also be updated on our school social media. **Please make sure that we have a correct working number in our computer system so that you can be reached in an emergency.**

Tardiness:

The tardy bell rings at 7:45 a.m. If a learner arrives at school after this time, they are tardy. A parent must come into the school and sign their child in after 7:45. If you fail to come in and sign your child in then you will be called back to the school. Excused tardies will not count against perfect attendance but do count against parent notes. We will certainly work with parents and learners on an individual basis for extended illnesses, but we sincerely seek your help and support in ensuring your child's attendance at school is consistent.

Consequences of Excessive Unexcused Tardies:

- • 3 Unexcused tardies result in 2 days of morning detention or 1 day after school
- • 3 (6 total) more result in 4 days of morning or 2 days after school
- • 3 (9 total) more result in 1 day of Time Out Room (TOR)
- • Every 3 days after the 9 total will result in 1 day of TOR
- • Please note the Code of Conduct Disciplinary Referral Stages

Morning Detention will be 7:00 a.m. to 7:40 a.m.

After school Detention will be 2:35 p.m. to 3:15 p.m.

These consequences will also apply if your learner has excessive tardies to class during the day.

Truancy:

Truancy is the habitual and unlawful absence from school. In accordance with Alabama Law, the parent or legal guardian is responsible for requiring any learner under his/her control or charge less than 17 years of age to attend school regularly except for legal absences as defined by the Alabama Law and Board Policy.

Backpack

Alabama Backpack Act (2017-19)

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

Research shows that children carrying more than 10% of their body weight is damaging to their spinal and postural health. Just because you can't see the internal damage, doesn't mean it isn't happening! Have you ever wondered how this is affecting my child?

1. WHO, NIH and many other prominent health research programs across the globe recently released their findings in the Global Burden of Disease 2010 Project, which listed musculoskeletal issues (meaning back pain) as the second leading cause of disability worldwide!

2. The "Spain" study, which was released in April 2012, was listed in the Archives of Childhood Diseases. This study showed that many teens carry school backpacks that exceed 10 percent to 15 percent of their body weight, which puts them at risk for back pain and related disorders (scoliosis).

1. The 2010 MRI study was the first of its kind and was done by an Orthopedist. It showed damage to the spine, mainly in scoliosis, herniated discs and decreased vertebral disc height, significantly advanced as backpack weight was incrementally increased.

2. Research and studies dating back to the early 1990's show significant damaging changes in posture, blood flow, head carriage and gait in addition to increased pain.

3. For every 1 inch the head is carried in front of the spine (anterior head carriage), the head weighs 10 more pounds. Studies have shown significant changes in anterior head carriage with heavy backpacks. This not only can cause stress/pain in the neck and shoulders, but because of the altered overall posture, the whole spine, joints, tendons and muscles can be affected.

4. School age children's spines are still growing and substantial changes at this point in their growth could cause irreparable damage.

5. If our children are focusing on pain, they are not able to focus on their school work and learning.

6. Any change in the environment of the nervous system, whether through tightening of the muscles, vascular changes or spinal deviations from the norm, can cause short and long term effects for the health of an individual.

Most of these findings are PREVENTABLE, if caught early!! So, what can you do to help? Watch the video at www.bacsupport.com

Make sure your child's backpack is worn correctly and weighs no more than 10% of their body weight.

Bicycle Riders

Bicycles should be parked in a designated area on campus.

Bus Transportation

School bus transportation is furnished to learners living on a bus route. Learners are responsible to the school at all times while on the bus. The driver is duly authorized by the school and will report any misconduct on the part of the learners to the principal who will investigate and administer punishment accordingly. Parents, you are strongly urged to talk with your child regarding the safety rules and regulations while a passenger on the school bus.

BUS RULES

Refer to the Henry County Learner Code of Conduct

Campus and Grounds

Numerous organizations and individuals use the school campus after school and on weekends. The school is not responsible legally or morally for any accident or injury that may occur after school hours.

Cell Phone/Telephone

No child will be called to the phone. If an emergency arises, parents should inform the school of any specific directions to be given to the learner, or should come to the school and speak directly with the learner. Messages can be delivered. Children will not be allowed to use the phone unless it is an EMERGENCY! All arrangements for the day (snack money, lunch money, transportation

for getting home, etc.) should be taken care of before the learner boards the bus or is dropped off by a parent.

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 during approved times throughout the day.
 - The use of electronic devices is prohibited in the classroom. Students shall place devices in the OFF position before entering the classroom.

The possession of a digital device (including but not limited to cell phones, Smart Watches, 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 policy:

1st offense –Warning with Parent contact

2nd offense –1 Day Before or After School Detention with Parent Meeting

3rd offense –3 Days of TOR

4rd offense – Superintendent Probation

5th offense – 5 Days of Alternative School

6th offense – Disciplinary hearing to determine no less than 10 or no more than 45 days of Alternative School Placement.

*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.

Headland Middle School is not responsible for damaged, stolen, or lost cell phones!

CHILD FIND

HELP US LOCATE CHILDREN WITH DISABILITIES.....

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 Disability Visually Impaired
- Multiple Disabilities Developmentally Delayed
- Orthopedically Impaired

Mrs. Lori Beasley, Henry County Superintendent of Education

Dr. La’Keshia Newsome, Special Education Coordinator

CALL 334-585-2206, EXT. 1230

Henry County Special Education Program Services

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 Dr. La'Keisha Newsome, Special Education Coordinator 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.

Communication

Effective communication with parents is essential at Headland Middle School. The following are procedures used at HMS to help parents/guardians maintain an active role in monitoring progress of their children.

1. Parents/Guardians will have access to PowerSchool to view grades, discipline, and lesson plans. All teachers will update these items on a weekly basis.
2. Progress Reports will be sent home 4 1/2 weeks into each nine weeks. Report cards will be sent home every nine weeks.
3. When a child starts to fail a core subject, the teacher will notify you. 4. Please do not call teachers/coaches at home unless you get their permission. We respect family time for everyone.

*Be certain that the office is aware of any phone number and address changes. We mail letters and make calls throughout the year and simply cannot maintain effective communication without the correct addresses and phone numbers of parents/guardians.

Conduct

- Learners are expected to be respectful to all teachers, staff, and fellow learners at all times. Learners will respect the property and rights of the public at large, as well as, those of individuals, and will refrain from destruction of, or damage to, such property.
- Learners are expected to respect the rights of other individuals, to express disagreement in a manner that does not infringe upon the rights of other individuals, and does not interfere with the orderly process of education. Learners must form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous, or libelous.
- All learners are expected to abide by the standards established by the Henry County School Board. Learners must adhere to the Henry County Code of Conduct. Learners who have attended Alternative school may not be allowed to attend any school activity that is in the semester that the punishment was assigned.
- Learners who bring large amounts of money are advised to bring the money to the office to be held until the end of the day. The school will not be responsible for money lost or stolen. Lockers should be locked at all times. Wrestling or any other horseplay is forbidden. Learners are to walk and not run in the hallways.

COVID-19

The Henry County Plan for any COVID-19 information and updates will be found on the website www.henrycountyboe.org. Questions and concerns may be emailed to covidconcerns@henrycountyboe.org. Henry County Schools will follow all guidelines from the CDC and ALSDE.

Disciplinary Action Procedures

Refer to the Henry County Learner Code of Conduct for disciplinary procedures.

DRESS CODE

LEARNER 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.

Health and Safety

- a. Shoes must be worn.
- 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, hoods, 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 or blankets 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 mid thigh when standing. (or fingertip length)
- b) No see-through clothing or holes **above the fingertip length in** clothing. Sheer shirts must have solid shirts worn underneath.
- c) 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.
- d) No lewd or vulgar sayings on clothing will be allowed.
- e) Dress/Skirts must be knee length or longer.
- f) Pants must be worn at the waist at all times, and must fit properly.
ABSOLUTELY NO SAGGING PANTS WILL BE TOLERATED!
- g.) Shirts should not show midriff 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 the bottom and waist all the way around will not be allowed.

P.E. Clothes

Shorts must be at least dress code length.

Tennis shoes must be worn in Physical Education classes.

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. This includes receiving a referral.

E-cigarettes/Vapes

Possession/use of vapor, ecig, tobacco products, etc - learners will not be allowed to use any vapor, ecig, tobacco products, etc while under school jurisdiction.

English Language Learners (ELL)

The Henry County School system is committed to providing high quality education for all learners. Because of this commitment, the policy is developed for learners who use English as a second language, who are immigrants, who migrate, and/or are homeless.

Each learner who enrolls in our schools must complete a Home Language Survey. The parent or learner may fill out this survey. If it is determined that the learner's language is not English, the English Language Learner's (ELL) Coordinator is contacted. The learner 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 teachers, principal, or designee and the ELL coordinator will discuss assessment results and decide the best plan for the learner. All learners will be in regular Physical Education classes. At other times learners could be given instruction in a resource room or be helped in the regular classroom by another person. All learners are monitored and mainstreamed as progress is made. Learners will be evaluated on their class work. A Language Assessment will be administered to determine the learner's ability to work in the regular classroom. All learners will have the same services and opportunities to participate in activities in the school.

A learner shall not be admitted to, or excluded from, any 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 Student, Part C, Section 3302(f))

Enrollment

Any learner wishing to enroll at Headland Middle School must submit a Certificate of Immunization; proof of age, and a Verification of Residence form proving legal residence with parent or legal guardian in the Headland school zone.

In cases where the learner does not have all items needed to enroll, the learner will be allowed to enroll and given a grace period to obtain the items needed to complete the enrollment process. Any transferring learner to Headland Middle School must furnish satisfactory records of grade placement. The school faculty reserves the right to place a child in any grade where it is deemed that he/she will gain the most academically.

Equal Opportunities Statement

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

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Complaint Procedure for Student Grievances

A. Informal Discussion – If a student believes there is a basis for complaint, he/she shall discuss

the complaint with his/her principal or the designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.

B. Level One – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within ten (10) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator

above the building level may be filed by the complainant at level two.

C. Level Two – If the complainant is not satisfied with the resolution at level one he/she may,

within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The

Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.

D. Board Appeal – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Henry County Board of Education, provided request for placement on Board agenda is filed within ten (10) days.

Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

**Mr. Dennis Brand, Title IX and Non-Discrimination Coordinator
300 North Trawick Street - Abbeville, AL 36310**

Exempting Semester Test

Students can exempt a semester test in all but one core class if they average an A for the semester. Even students with all A's in all classes, must take at least one semester test in one of their core classes.

Fees

All school fees must be paid before a learner can receive a report card, transfer papers, etc. Textbooks are the property of the State of Alabama. These textbooks should be taken care of. If a book is damaged beyond a reasonable degree, the learner will be required to pay a fee. For lost or completely destroyed books, full price will be charged. Textbooks and materials lost or damaged must be paid for before additional books will be issued or checked out. If paying by check, it must have your driver's license number and date of birth. In order to participate in extracurricular activities, you must have all fees paid in full. If you have fees left over from the previous year (lost textbook, lost library book, etc.), then you will not be allowed to participate in extracurricular activities until this matter is cleared.

FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the learner's educational records within 45 days of the day the district receives access. .
2. The rights to request the amendments of the learner's educational records that the parent or eligible learner believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the learner's educational records, except to the extent that FERPA authorizes disclosure without consent.

Final/Semester Exams

Nine weeks tests shall be administered at the end of the 1st and 3rd nine weeks. Semester exams shall be administered at the end of the 2nd and 4th nine weeks. Final yearly grades shall be determined by averaging the two semester final averages.

Students can exempt a semester test in all but one core class if they average an A for the semester. Even students with all A's in all classes, must take at least one semester test in one of their core classes. Students may exempt one additional semester exam if they have a minimum of a "C" average and perfect attendance during the semester in that particular class.

Fire and Tornado Drills

The signal for a fire drill is three (3) short rings of the bell. Learners should walk with their teacher to the designated or assigned area for that teacher. The signal for a tornado is two (2) long rings of the bell. In the case of a tornado, learners will go to an assigned area in the hallway or inside the classroom. Teachers will explain in more detail the proper procedures during the first week of school.

Gmail Account

Students at Headland Middle School will get a Gmail account for Google Classroom and other Google products for school use. Students will have a Gmail Email account in Google Classroom to communicate homework assignments. Parents will have the option to opt out in the back of this handbook to keep their child from participating.

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 to 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, contact the Principal, Counselor, or Gifted Specialist at your child's school.

Grading Scale

- A Excellent (90 – 100)
- B Above Average (80 – 89)
- C Average (70 – 79)
- D Below Average (60- 69)
- F Failure (Below 60)

A nine weeks grade in each content area will be determined in the following manner:

Homework and Daily participation (minimum of 9) 25% Weekly Tests
(minimum of 6) 50% Nine Week Final Test 25%

*A learner may pass coursework with a D average.

Promotion or retention of a learner will be determined by Henry County Board of Education policy.

Health

Immunization

ALABAMA STATE BOARD OF HEALTH ALABAMA DEPARTMENT OF PUBLIC HEALTH ADMINISTRATIVE CODE

DIVISION OF DISEASE CONTROL

CHAPTER 420-6-1 IMMUNIZATION OF SCHOOL CHILDREN

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 31

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

(a) 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.

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 the 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 *Blood disorders

*Chronic lung disease due to disease or medication *Kidney disorders

*Heart disease *People younger than 19 years *Liver disorders

*Extremely obese *People receiving long-term aspirin therapy

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 Scoliosis

Screening

The Alabama State Department of Education requires school districts to offer and provide scoliosis screening for male and female students in grades 5 through 9 if the child's parent request it to be done.

Screening is performed by observing the uncovered spine, viewing the student from the back, side, and front and also from all sides with the student bending forward. If a child receives a positive screening by the school nurse, the child's parent will be provided with a written referral to physician form. The written referral to physician form needs to be completed by your child's physician. The completed form then needs to be returned back to the school nurse.

If you would like your child to be screened for scoliosis, please request a screening consent form from your child's school nurse. Only students that have a signed consent form will receive a scoliosis screening. If you need assistance or have questions, please follow up with your child's school nurse.

Hall Passes

When it is necessary for a learner to leave the classroom, a hall pass shall be issued. In all cases a learner must have a hall pass.

Honor Roll

Students must have all A's for the semester up to May 1 average to have A honor Roll and all A's and B's to have A/B honor roll.

Lunchroom Procedures

The school cafeteria is maintained as a vital part of the health program at Headland Middle School. The following rules relate to the orderly operation of the cafeteria. Learners are to enter the cafeteria only during the assigned period, and shall remain in their designated location the entire assigned time. Trays are to be taken to the designated area containers, and all students should leave the table and floor around them clean

CHARGED MEALS

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.

Snack & Meal Prices/Policies:

Snack prices will be \$1.00 (\$2.00 for certain items).

Headland School's Meal Prices for SY 23-24

Breakfast:

Student meals – No Charge

Adult Employee.....\$3.50

Adult/Child Visitor.....\$3.50

Lunch:

Student meals-No Charge

Adult Employee.....\$5.00

Adult/Child Visitor.....\$5.00

All Student meals (one meal/student) is at no charge. No a la carte items will be sold. Only reimbursable meals will be sold. The Board of Education Policy states there will be NO CHARGING FOR MEALS and all checks must have a driver's license number and date of birth.

Medication Policy

Administration of Medication

The goal of the school system regarding the administration of medication is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Please be reminded that the authority to administer medications to your child must come from you as the parent/guardian and the prescriber when medication is prescribed. Please contact your child's school nurse regarding administration of medications.

1. Medications 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 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.

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 education program on the basis of a surname of language-minority status.

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

We are pleased to notify you that in accordance with the No Child Left Behind Act of 2001, 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. Saffold 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. Saffold at 334-585-7083.

Physical Education

Students are required to dress out and participate every day in class. If, for some medical reason, this will not be possible, a note from a doctor will be necessary for as long as the doctor recommends. We will verify notes with a phone call to the parent. The attire for dressing out for PE is plain gray t-shirt and navy shorts/pants bearing no logos or writing and dress code appropriate, along with tennis shoes, will be required.

Progress Reports

A progress report will be sent home to parents 4 ½ weeks into each grading period. These reports allow parents to learn the progress of their children throughout each 9 weeks.

Multi-Tiered System of Supports (MTSS)

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

Search and Seizure

If the administration has **reasonable suspicion** to believe the learner has possession of any prohibited items specified in the Henry County Learner Code of Conduct or prohibited by law, they may search personal items.

Sexual Harassment

Employees and learners shall not engage in conduct constituting 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 and learners who engage in sexual harassment. Sanctions against employees for violation of this policy may include verbal or written warning, transfer, suspension, or termination of employment. Sanctions against students for violation of this policy may include verbal or written warning, in-school suspension, alternative school, suspension, or expulsion as provided in the Code of Conduct.

Special Education Services

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 Dr. La'Keisha Newsome in 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.

Section 504 Program

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. L. 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.

ALABAMA STATE LAW 13A-3-24

Alabama State Law 13A-3-24 refers to the use of force by persons with parental, custodial

or special responsibilities. A parent, guardian or other person responsible for the care and supervision of a minor or an incompetent person, and a teacher or other person responsible for the care and supervision of a minor or incompetent person for a special purpose, may use reasonable and appropriate physical force upon any minor or incompetent person when and to promote the welfare of the minor or incompetent person.

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.

Title I

Headland Middle School 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, and immigrant children. For further information see the LEA Title I Plan, EL Plan, and/or Homeless Children and Youth Plan available in the school principal's office or the superintendent's office, or on the <http://www.henrycountyboe.org> (Departments + Federal Programs + Documents + Federal Programs Documents).

VALEDICTORIAN, SALUTATORIAN, HONOR GRADUATES 5.23

The grades earned in all core courses from the ninth (9th) grade through 1st semester of the (12th) twelfth grade are used for determining valedictorian, salutarian, and honor students. GPA calculations of senior candidates for valedictorian, salutarian, and honor graduates shall be calculated to the second decimals place. (See Policy 5.22 Class Rankings and Weighted Credit.) The following criteria shall be used in determining valedictorian, salutarian, and honor graduates at each Henry County high school:

1. Valedictorian, salutarian, and honor graduates shall be selected from students pursuing the highest available diploma endorsement.
2. Students will be ranked by the Core GPA. The student with the highest Core GPA will be the valedictorian. The student with the second highest Core GPA will be the salutarian. In case of a tie in the Core GPA, numerical grade average will be used.
3. The student with the highest numerical grade average will be valedictorian. The student with the second highest numerical grade average will be salutarian. In case of a tie, there will be a co-valedictorians or co-salutarions. Numerical grade averages which have a differential of .25 or less will be considered a tie.
4. Honor graduates are those students who maintain an overall Core GPA of 4.0 or above in grades 9-12 in all core courses and who are graduating with an Advanced Diploma.
5. Core course credits/grades in the following subjects shall be used when calculating GPA and numerical grade averages for the selection of valedictorian and salutarian:
 - 4 English credits
 - 4 Social Studies credits
 - 3 math credits including Algebra II with Trigonometry
 - 3 science credits

Core course credits/grades in the following subjects shall be used when calculating grade point averages (GPA) for the selection of honor graduates:

- 4 English credits
- 4 Social Studies credits
- 3 math credits including Algebra II with Trigonometry
- 3 science credits

6. A transfer student must have transferred in by his/her junior year to be considered for valedictorian or salutatorian unless the transfer was a result of a move into the school's attendance zone by the parent(s)/guardian(s) of the student. When the student transfers due to a bona fide move of the parent/guardian, the transfer student could share the honor with the non-transfer valedictorian or salutatorian. Honor graduates may be students who transfer in at any time.
7. Grade point averages shall be computed at the end of the 1st semester of the senior year. Calculations shall be done immediately after grades are posted to the grade sheets. Grade point average (GPA) and numerical averages shall be expressed in numbers calculated to the second decimal place.

Visitors

All visitors must first report to the office. Any parent picking up a child before the end of the school day should come to the office, sign the learner out, and then the office will notify the learner. The classrooms should not be interrupted before checking in at the office. If a conference is necessary, it should be scheduled with the teacher or counselor in advance. Communication between parents and teachers just prior to the opening of school day must be brief. Teachers are preparing for the school day and attending to assigned morning duties.

Withdrawals/Admittance

The counselor must be notified at least one day in advance of a withdrawal in order to prepare the necessary paperwork. No withdrawal paperwork will be issued until all fees and charges are paid in the office and books returned.

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 system insulation beneath crawl spaces and in the attics. For more information contact the school office for the school's Asbestos Management Plan.

Gmail Account / G-Suite Permission Form

Parents,

Please check the following if you **GIVE** permission for Henry County Board of Education to create/maintain a Gmail/GSuite for Education account for your Student to participate in Google Classroom activities (including homework). Please note that your child must be allowed to use the Internet while at school according to the rules outlined if Gmail Account/G-suite Permission is granted.

Yes_____ No_____

Student's Name (printed)

Parent/Guardian's Name (printed)

Student's Signature

Parent/Guardian's Signature

Date: _____

Date _____

**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 the 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 the 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.

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 Middle School's 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 that your son/daughter may be included in photographs or video and authorized the use for public print, display or broadcast. (Failure to return the form means that you give permission).

_____ I give permission for my child's name or photograph to be used for school-related public media and the 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. (Students **will be** allowed to attend the activity or program.)

Parent Signature

Date

Parent Printed Name

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

Henry County Schools uses an automated Calling System to notify Parents and Students of upcoming events as well as Emergency notifications. By signing this handbook, you give the Henry County School System (and any School your Student attends) permission to notify you via text or phone call and assume responsibility for any monetary costs associated with cellular communication. If at any time you wish to opt out, please notify Henry County Schools immediately.

Learner's Name _____

Parent-School Acknowledgment Form

Dear Parents:

We, the school personnel, would like to know that you received, read, and discussed with your child the Learner Handbook and the Henry County Code of Learner Conduct. Please read the following statement, sign, and return this page only with your child to give to his/her homeroom teacher tomorrow.

Thank you for your Support.

This is to acknowledge that I have received the Headland Middle School Policy Handbook and the Henry County Code of Conduct for the 2023-2024 school year. My child and I have both read and discussed these rules and regulations together and we both understand that all learners in the school are to obey and abide by these rules.

Learner's Signature _____

Parent's Signature _____

Parent's Printed Name _____

Date _____

Please sign and return to school.