

**WALKER
COUNTY
SCHOOLS**

**PARENT-STUDENT HANDBOOK
WALKER COUNTY SCHOOLS
2016-2017**

INTRODUCTION

The Walker County Board of Education adopted the following Disciplinary and Academic Standards for students enrolled in Walker County Schools. The purpose of these standards shall be to maintain an overall positive school environment and atmosphere that enhances student and teacher morale and increases parental and public support of our schools.

A uniform code of conduct for students is important to the pursuit of academic excellence in order that the students may have meaningful learning experiences. This can only be accomplished in schools where the environment is free from distraction caused by disruptive behavior.

This handbook for students includes selected policies, some of which are abbreviated, of the Walker County Board of Education. Complete copies of the Board Policies are located in the principal's office and the library of each school and are classified as public information. The purpose of this handbook is to notify students and parents of some of the more pertinent policies and rules that govern student activities, course requirements, and student behavior.

The principal of each school is authorized and directed to develop additional rules and regulations consistent with policies, rules, and regulations of the Walker County Board of Education which may be necessary to govern the conduct of students under his/her supervision. Local school rules and regulations are normally printed at the beginning of the school year and distributed to students at the local school. The Walker County Schools Parent-Student Handbook is a system-wide publication and is intended as additional communication from the school to the home.

SUPERINTENDENT OF EDUCATION

Dr. Jason Adkins

BOARD MEMBERS

Brad Ingle, Chairman

Jamie Rigsby - District 1
Todd Vick - District 2

Bill Ed Gilbert - District 3
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FEDERAL PROGRAMS

NON-DISCRIMINATION POLICY

It is the policy of the Walker County Board of Education to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Title II of the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973; therefore, the Walker County School System does not discriminate in employment, against employees, or against students. No student or employee shall on the basis of sex, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subject to discrimination in any educational programs, activities, or functions within the system. For additional information, please contact Butch Sargent, Title VI Coordinator, Ricky Pate, Title IX Coordinator, or Michelle Howell, Section 504 Coordinator at 387-0555 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or at 1710 Alabama Avenue, Jasper, Alabama 35501.

CHILD FIND

The Walker County School System is attempting to locate students with disabilities (ages 0-21) who are not currently being served in an appropriate educational program. This includes students qualified for Special Education services under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or any other student who is suspected to have or has been identified as having a disability. Anyone who knows of a child who is in need of these services, but is not receiving them, should contact the principal of the school in the neighborhood where the child lives or contact Butch Sargent, Special Education Coordinator, or Michelle Howell, Section 504 Coordinator, at 387-0555 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

HIPAA COMPLIANCE

The Walker County School System abides by the Privacy Regulations created as a result of the *Health Insurance Portability and Accountability Act of 1996* (HIPAA). If you have questions regarding the use of disclosure or students' health information, please contact Margaret Guthrie, Director of Health Services, at 384-1055.

TITLE I COMPLAINT AND RESOLUTION PROCEDURE

Complaints concerning violations of Title I, The Improving America's Schools Act P.L. 103-382, or applicable provisions of the General Education Provisions Act in connection with Title I, may be made to the Walker County Board of Education by parent advisory committees, parents, teachers, or other concerned organizations or individuals. Procedures for resolution of complaints are defined below:

- 1 Time for investigation and resolution of complaints shall not exceed thirty days from the date on which the written, signed statement of complaint is received by the Walker County Board of Education.
- 2 A hearing shall be scheduled providing an opportunity for complainant or the complainant's representative, or both, to present evidence, including an opportunity to question parties involved.
- 3 A written decision of complaint resolution shall be provided to the complainant by the Walker County Board of Education.
- 4 The complainant has the right to appeal the final resolution of the local Board of Education to the State Department of Education within thirty days after receipt of the written decision.

The Walker County Board of Education systematically provides information concerning these procedures to all Title I personnel, school and system administrators, all district and school parent advisory committees and any other interested parties. All inquiries should be directed to the Federal Programs Director at the Walker County Board of Education, 1710 Alabama Avenue, Jasper, AL 35501.

STUDENT EDUCATION RECORDS

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be

changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTICE FOR DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that the Walker County Board of Education, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Board may disclose appropriately designated "directory information" without written consent unless you have advised them to the contrary in accordance with Board

procedures. The primary purpose of directory information is to allow the Walker County Board of Education to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Walker County Board of Education to disclose directory information from your child's education records without your prior written consent, you must notify the Board in writing the first full week of the school year. The Walker County Board of Education has designated the following information as directory information: (Note: An LEA may, but does not have to, include all the information listed below.)

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

PARENTS RIGHT TO KNOW

In accordance with Sec. 1119(s)(b)(6)(A)(i-iv) of Title I, Improving the Academic Achievement of the Disadvantaged, each school receiving funds under part (A) may provide the following information to parents, upon request:

- Professional qualifications of teachers
- Licensing criteria for grade level and subject area

- Whether the teacher is teaching under an emergency certificate, provisional status, or waived licensing criteria
- The teacher's major and any graduate certification

Additionally, parents shall be provided:

- Whether the child is being provided services by a paraprofessional
- The qualifications of the paraprofessional

Parents should make these requests in writing to:

Director of Federal Programs
Walker County Board of Education
P. O. Box 311
Jasper, AL 35502-0311

The information will be returned in writing in a timely manner.

*The Walker County Board of Education adheres to the regulations of the Family Educational Rights and Privacy Act (FERPA) in relation to public elementary and secondary education.

PARENTAL RESPONSIBILITIES

During the special legislative session of 1994, the Alabama Legislature passed *Alabama Code 16-28-12 (1975)* which amended *Act 93-673* as codified in *Ala. Code 16-28-12 (1975)*. This legislation has important implications for parents. The purpose of this letter is to inform you of the statutory requirements of *Alabama Code 16-28-12 (1975)* and the procedures to be followed.

Parental responsibilities are as follows:

- To enroll children between the ages of 6 and 17 in school (public school, private school, church school, or be instructed by a private tutor).
- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor.
- To compel the child to properly conduct himself or herself as a pupil.

Parents should be aware of the following:

- Inappropriate student conduct or behavior may result in suspension from school.
- The Code of Conduct and related behavior and discipline policies adopted by the Board of Education which are provided to you at the beginning of the school year shall define proper conduct.
- Out-of-school suspensions shall be reported to the superintendent of education.
- Parents, guardians, or other persons having control or custody of the student are subject to prosecution for violations of this law.

- The Attendance/Truancy Prevention Program shall be followed to implement this legislation (copy attached). Read these procedures carefully.

In an effort to ensure that parents are informed of their school-related responsibilities, the State Board of Education has mandated that you receive notification which addresses civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. It's the Law!

Although most students are regular in attendance and conduct themselves properly, it is necessary to notify all parents of the requirements of this and related legislation and the procedures which will be followed in the event violations occur. You are encouraged to read the enclosed documents carefully.

Sign the acknowledgment statement (copy attached) which documents the receipt of this information and return it to the school.

WALKER COUNTY SCHOOLS
SCHOOL CALENDAR
2016-2017

Inservice/Workday	August 8
Inservice/Workday	August 9
Support Institute/Medication Training/PD	August 10
Inservice/Workday	August 11
Professional Institute/Inservice/Workday	August 12
1 st Day for Students (K-12)	August 15
Labor Day Holiday	September 5
End of 1 st Nine Weeks	October 13
Veterans' Day Holiday	November 11
Thanksgiving Holidays	November 21-25
Semester Exams	December 14-16
End of 2 nd Nine Weeks	December 16
Christmas Holidays	December 19-Jan 2
Teacher Inservice	January 2
Students Return	January 3
King/Lee Day	January 16
Presidents' Day/Weather Day	February 20
End of 3 rd Nine Weeks	March 8
Spring Break	March 20-24
Good Friday/Weather Day	April 14
Final Exams	May 16-18
Last Day of School	May 18
Graduation/Inservice	May 19

**SCHEDULE OF 9-WEEKS GRADING PERIODS AND REPORT CARDS
2016-2017 SCHOOL YEAR**

Nine-Weeks	Beginning Date	Ending Date	Days in Grading Period	Date Report Cards Issued
1	8/15/2016	10/13/2016	43 (45)	10/20/2016
2	10/14/2016	12/16/2016	40 (41)	1/6/2017
3	1/3/2017	3/8/2017	45 (46)	3/16/2017
4	3/9/2017	5/18/2017	45 (48)	5/18/2017

First Semester will begin August 15, 2016 and end December 16, 2016.

Second Semester will begin January 3, 2017 and end May 18, 2017.

Progress Report dates are as follows:

September 14, 2016

November 14, 2016

February 2, 2017

April 17, 2017

ADMISSIONS

Age Requirements:

- Children entering Kindergarten must be 5 years old on or before September 2.
- Children entering First Grade must be 6 years old on or before December 31.

Documentation Requirements:

A child enrolling in Walker County Schools for the first time must present to the principal the following prior to enrollment:

- Official birth certificate (Voluntary)
- Valid social security card (Voluntary)
- Proof of residence
- Current immunization certificates (blue slips) are required by Alabama law and **must be presented to the school office before a child can enroll in public school.** These certificates are available from local physicians or local health departments.

Homeless, Migrant, Immigrant, and English Language Learner Students:

Exceptions to the documentation requirements will be made for homeless, migrant, immigrant, and English language learner students in accordance with federal law. School staff will provide reasonable assistance to these students in securing the necessary admission documentation.

Reference: AAC 290-3-1-.02(7)(d) – Homeless Students

ACADEMICS

VISION STATEMENT

Educating students to become life-long learners, confident leaders, and productive citizens.

MISSION/ PURPOSE STATEMENT

Education in a supportive environment that equips students to be successful in life during the 21st century.

VALUES/ BEHAVIORS

Quality Education

We demonstrate quality educational practices when we:

- expose students to a rigorous curriculum
- provide meaningful real-life experiences
- promote honesty, citizenship, responsibility, and accountability
- utilize strategic teaching approaches
- emphasize student engagement (technology, TWIRL, etc.)

Student Achievement

We provide opportunities for student achievement when we:

- assist students in planning, understanding, and pursuing college and career ready pathways
- provide a rigorous curriculum that is vertically and horizontally aligned
- use a balanced and meaningful formative assessment system to guide instruction and provide information for students to monitor their own learning and growth

Professionalism

We demonstrate professionalism when we:

- exhibit professional behavior, qualities, and attitude (punctuality, attendance, quality lesson planning, professional dress, etc.)
- pursue individual and school-wide professional development and growth
- participate in professional learning communities (PLC) that foster collaboration among stakeholders and feeder patterns within respective school communities

GIFTED AND TALENTED EDUCATIONAL SERVICES

Gifted students are those who perform 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.

To make a referral, contact the counselor at your child's school.

EXCEPTIONAL EDUCATION

Special Education Services are provided for appropriately-identified exceptional children and youth in accordance with the federal and state mandates. Exceptionalities through which services may be received are Mental Retardation, Specific Learning Disabilities, Speech Language Impairment, Multiple Disabilities, Deaf/Blindness, Hearing Impairment, Other Health Impairment, Traumatic Brain Injury, Developmental Delayed, or Autism.

Students who are receiving special educational services may be graded according to an individualized educational plan, and nothing in Board policy or procedure prohibits the extension of appropriate academic modifications or accommodations to students who may be eligible for such modifications or accommodations under provisions of state and federal law.

Information regarding referral procedures for special education services may be obtained from local school teachers, guidance counselors, and or the school principal. Questions or requests for additional information should be addressed to the Director of Special Programs at (205) 387-0555.

CUMULATIVE RECORDS OF STUDENTS

The cumulative record card contains identifying student information, semester grades, units of credit, attendance, citizenship, standardized test results, other pertinent data, and the student's interests and activities. This card may be viewed by the student and/or parents upon request. Parents always retain the right to review the content of student records in accordance with provisions of the Family Education Privacy Act.

HOMEWORK

The classroom teacher shall be left with the authority to determine actual homework assignments consistent with Walker County Board of Education Policies and Guidelines.

TUTORING

Students who have failed academic courses shall not be granted high school credits through tutoring. Students shall be granted credits toward graduation after completion of courses through an approved/accredited institution(s). Teachers may not receive monetary compensation for tutoring students they teach in their particular course.

DUAL ENROLLMENT

The dual enrollment program allows certain high school students to enroll in postsecondary institutions in order to earn dual credits for a high school diploma and/or postsecondary degree at both the high school and participating postsecondary levels. The dual enrollment program is open to all students meeting the requirements as outlined in the policy manual which can be found in the school's library.

The student must attain a minimum of a "C" in the course and the college credit must be awarded before the school will accept the grade. Documentation of the college course must be presented to the school and will be maintained in the student's cumulative record.

CHEATING

Cheating is defined as the giving or receiving of information during a testing period or on certain assignments. Students who are found guilty of cheating may receive a grade of zero (0) for the work or may be subject to other school disciplinary action. The grade and age of the student shall be considered when determining "other disciplinary action" and will be at the discretion of the school administrator.

EXEMPTION POLICY

Schools may allow students to exempt a maximum of two (2) semester exams per semester based on the following criteria:

1. A student who has an "A" average and 3 or fewer absences per class
2. A student who has a "B" average and 2 or fewer absences per class
3. A student who has a "C" average and 1 or fewer absences per class
4. Any student who has received two (2) or more Class II offenses or any Class III offenses or has been placed in the Alternative Program for any

length of time will forfeit the opportunity to exempt any semester examination for that semester.

Additional Exemption for Grades 7-12: One additional exemption may be earned in a single class/period if a student has had perfect attendance in that class.

AVERAGING GRADES (Grades K-8; Year-long High School Courses)

The following guidelines and formulas have been determined in averaging the nine-week and semester grading periods:

Nine-week Grading Period:

If a test is given as a nine-week exam, this test counts as any other test for the nine-weeks.

Semester Average:

First 9-weeks grade in semester

Second 9-weeks grade in semester

Semester Exam

ACADEMIC ACHIEVEMENT KEY (K-2)

Grades are awarded numerically to indicate mastery level for standards.

1 – Not Yet Progressing Toward Grade Level Standard

2 – Progressing Toward Grade Level Standard

3 – Consistently Masters or Exceeds Grade Level Standard

GRADING SCALE (Grades 3-8)

Grades for academic course work will be awarded according to the following scale:

<u>Letter Grade</u>	<u>Numerical Grade (100 point scale)</u>	<u>Grade Point Average Points (4 point scale)</u>
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	Below 60	0.00

AVERAGING GRADES—BLOCK SCHEDULE (High School Traditional Block Scheduling)

The following guidelines and formulas have been determined in averaging the 9-week courses and the 18-week courses:

9-week Courses:

If a test is given as a mid-term exam, this test counts as any other test for the nine-weeks. To obtain a final average, use a 70% - 30% formula.

Example: 70% - 9 weeks' grades
 30% - exam grade
 If 9-weeks' average is 60, multiply by 70%:
 $60 \times .70 = 42$

 If exam grade is 70, multiply by 30%:
 $70 \times .30 = 21$

 Add $42 + 21 = 63$ final average

18-week Courses: (final grade):

First 9-weeks' grade
Second 9-weeks' grade
Semester (term) exam

Average will be determined using a 40% - 40% - 20% formula. Average by using the 1st 9-weeks' grade twice. 2nd 9-weeks' grade twice, and the exam grade once. Then add and divide by 5 to get the final average.

Example: 50 - 1st 9-weeks' grade
 70 - 2nd 9-weeks' grade
 60 - Exam grade

 Add $50 + 50$ (1st 9 -weeks) + $70 + 70$ (2nd 9-weeks) + 60
 (exam) = 300 divided by 5 = 60 final average.

HONOR ROLL

The Honor Roll will be based on all subjects.

1. Students who have no grade lower than a 90 shall be on the "A" Honor Roll.
2. Students who have no grade lower than an 80 shall be on the "A-B" Honor Roll.
3. No student with a "U" or an "I" will be listed on the Honor Roll.

PROMOTION AND RETENTION

The Walker County Board of Education desires to continue to offer a comprehensive and sound program of instruction for each student. Before a student moves to a higher level, mastery of basic skills in reading, language, and math are necessary for success in other areas. Reading and math skills should be taught and remediated throughout the school year.

In grades one through six, if a student does not meet minimum standards and does not have passing grades for math and reading/language arts, then a

student may be retained. In determining the promotion/retention of a student, the student should be evaluated according to his/her academic level at the beginning of the school term and the amount of progress made throughout the school year. The final decision will be made by the principal.

KINDERGARTEN TO FIRST GRADE

The decision as to whether to promote a kindergarten student to first grade shall rest with the student’s kindergarten teacher and the school principal. However, the parent may request placement of the child to the first grade.

GRADES ONE AND TWO

For students in grades one and two to be promoted, the student should demonstrate mastery of essential standards in reading/language arts and math.

GRADES THREE THROUGH SIX

For students in grades three through six to be promoted, the student should have a passing grade in reading/language arts and a passing grade in math.

GRADES SEVEN TO EIGHT and GRADES EIGHT TO NINE

Students must achieve a passing (60) yearly average in each of the four core subjects (Math, Science, English, and Social Studies).

HIGH SCHOOL: PLACEMENT AND GRADUATION REQUIREMENTS

Students must pass prerequisite courses before advancing to the next level unless the course is taken concurrently with the higher level course. Example: A student would not be allowed to advance to grade ten until grade nine English is completed unless the student is registered for both grade nine and grade ten English.

Grade Placement/Homeroom Assignment: Students are assigned to the 10th, 11th, and 12th grade homerooms based on the number of units earned by the end of the previous year.

<u>Grade</u>	<u>Units</u>
10	6
11	12
12	18

GRADUATION REQUIREMENTS – DIPLOMAS

An Alabama High School Diploma will be awarded to students who pass all required courses, and earn a minimum of twenty-four (24) Carnegie Units following the Alabama Course of Study.

Please note: A student may be a teacher or office aide under the following guidelines:

1. Aides must be 11th or 12th grade students with a 70 or above average, unless the principal determines an extenuating circumstance.
2. Students will receive a maximum total of one (1) credit for grades 9-12. (This is not one credit per year.) This includes students who were assigned under extenuating circumstances.

** All students will be required to pursue the Alabama High School Diploma; however, through an Individualized Educational Plan (IEP), a student may pursue the Essential/Life Skill Pathway or the Alternate Achievement Standard Pathway.

Alabama High School Diploma

<u>English Language Arts</u>	4
Four Credits to include:	
English 9	1
English 10	1
English 11	1
English 12	1
Or any AP/IB/postsecondary equivalent option of these courses.	
<u>Mathematics</u>	4
Four Credits to include:	
Algebra I	1
Geometry	1
Algebra II w/ Trig or Algebra II, or equivalent	1
<i>Additional course(s) to complete the four credits in mathematics must be chosen from the Alabama Mathematics Course of Study or CTE/AP/IB/postsecondary equivalent courses.</i>	1
<u>Science</u>	4
Four Credits to include:	
Biology	1
A Physical Science (Chemistry, Physics, or Physical Science)	1
<i>The third and fourth science credits may be used to meet both the science and CTE course requirements and must be chosen from the Alabama Science Course of Study or CTE/AP/IB/postsecondary equivalent courses.</i>	2
<u>Social Studies</u>	4

Four Credits to include:	
World History	1
U.S. History 10	1
U.S. History 11	1
Government/Economics	1
AP/IB/postsecondary equivalent courses	
<u>Physical Education</u>	1
One Credit to include:	
LIFE (Personal Fitness)	
One JROTC credit may be used to meet this requirement	
<u>Health Education</u>	
½ Credit to include:	0.5
<i>Alabama Course of Study: Health Education</i>	
<u>Career Preparedness</u>	1
One Credit to include:	
Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy)	
<u>CTE and/or Foreign Language and/or Arts Education</u>	3
Three Credits to include:	
Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.	
Electives	2.5
Total Credits	24

A student’s course progression is determined by a clearly articulated and individualized four-year high school plan constructed for each student based on his/her KUDER career/college planning protocol.

Note:

Advanced Placement (AP) Endorsement

Students must meet the minimum requirements outlined for the Alabama High School Diploma to include:

- Required passing of at least ten (10) Pre-AP and/or AP courses
- Required passing of at least four (4) AP courses (to be included in the total of 10)

Advanced Academic Endorsement

Students must follow his/her prescribed course progression outlined for the Alabama High School Diploma and his/her individualized KUDER planning protocol.

- The fourth math credit must be chosen from the Alabama Mathematics Course of Study or CTE/AP/IB/postsecondary equivalency depending on a student’s chosen career/college pathway.
- The third science credit **must** include Chemistry, Physics, or Anatomy. The fourth science credit must be chosen from the Alabama

Science Course of Study or CTE/AP/IB/postsecondary equivalency depending on a student's chosen career/college pathway.

Career Technical Endorsement

Students must follow his/her prescribed course progression outlined for the Alabama High School Diploma and his/her individualized KUDER planning protocol. The *Alabama Career Technical Courses of Study* shall be followed in determining minimum requirements for the sequence of a student's chosen Career/Technical Education pathway.

Essential/Life Skills Pathway

English Language Arts		4
Four Credits to include the equivalent of:		
English Essentials 9	1	
English Essentials 10	1	
English Essentials 11	1	
English Essentials 12	1	
Mathematics		4
Four Credits to include the equivalent of:		
Algebraic Essentials A	1	
Algebraic Essentials B	1	
Geometry	1	
Algebra II equivalent	1	
(Career Math, Algebra w/Finance, etc.)		
<i>*This is a suggested mathematics pathway which should be adjusted based on individual student needs.</i>		
Science		4
Four Credits to include the equivalent of:		
Life Skills Science I	1	
Life Skills Science II	1	
Life Skills Science III	1	
Life Skills Science IV	1	
Social Studies		4
Four Credits to include the equivalent of:		
World History for Living	1	
U.S. History for Living 10	1	
U.S. History for Living 11	1	
Economics/U.S. Government for Living	1	
Career/Technical Education		2
Work Force Essentials or Transition Services II		1
Health Education		0.5
Career Preparedness		1
One Credit to include:		

Career Preparedness Course (Career and Academic Planning,
Computer Applications, Financial Literacy)

Life (Personal Fitness)	1
Electives	2.5
*Students earning core credit through the Essentials/Life Skills Courses are required to take Cooperative Education Work-Based Experience or Life Skills Occupational Preparation	
Total Credits	24

Alternate Achievement Standards Pathway

English Language Arts	4
Four Credits to include the equivalent of:	
AAS English 9	1
AAS English 10	1
AAS English 11	1
AAS English 12	1
Mathematics	4
Four Credits to include the equivalent of:	
AAS Math 9	1
AAS Math 10	1
AAS Math 11	1
AAS Math 12	1
Science	4
Four Credits to include the equivalent of:	
AAS Science I	1
AAS Science II	1
AAS Science III	1
AAS Science IV	1
Social Studies	4
Four Credits to include the equivalent of:	
AAS Social Studies 9	1
AAS Social Studies 10	1
AAS Social Studies 11	1
AAS Social Studies 12	1
AAS Life Skills	3
AAS Pre-Vocational, AAS Vocational, AAS Community-Based Instruction, and/or AAS Elective Course	0.5

AAS Life Skills (<i>Must mirror Career Preparedness Course</i>)	1
Life (Personal Fitness)	1
Electives	2.5
*Students earning core credit through the Essentials/Life Skills Courses are required to take Cooperative Education Work-Based Experience or Life Skills Occupational Preparation	
Total Credits	24

VALEDICTORIAN AND SALUTATORIAN CRITERIA

District high schools shall use the following criteria for determining seniors who may be eligible for valedictorian and salutatorian and are receiving recognition of these honors:

1. For **enrollment eligibility**, students must meet the following criteria:
 - A. Candidates must have been enrolled in a state accredited school for four years.
 - B. Candidates must be enrolled in advanced academic courses.
 - C. Candidates must be enrolled at the local high school for one full school year prior to the date of graduation.
2. **Academic eligibility** shall be determined by the following criteria:
 - A. An overall average of all academic subjects. Academic courses are those in the core curriculum (math, science, social studies, English, and foreign language).
 - B. In the event that the above criteria fail to identify the valedictorian and salutatorian, eligibility shall be determined by the best average in common courses in math and science.
3. **Overall average grades** shall be computed as follows:
 - A. The standing of the candidates shall be computed on a numerical basis up to and including the first nine weeks of the second term of the senior year; i.e., the average of the first, second, and third nine weeks grades of the senior year.
 - B. If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. If numerical grades are not available, said student's letter grades will be converted to numerical grades at the mid-point of the grading scale approved by high schools of the School District.
 - C. The school counselor(s) and principal shall both verify averages in order to establish a "check and balance" procedure. The overall averages shall be calculated to the 4th decimal place and rounded to the 3rd decimal place.

4. Any extraordinary situations or circumstances that may arise will be resolved by the school principal. The student with the highest overall average grade computed by the above procedure shall be the valedictorian and the second highest shall be named the salutatorian. If there is a tie for either selection, co-valedictorians and/or co-salutatorians will be designated.

CONTINUOUS IMPROVEMENT PLAN

Each school's Continuous Improvement Plan is available for review for all parents, students, and community members. There is a copy of the plan in the school office and at the Walker County Schools Central Office.

Strategies to Increase Parental Involvement

Part VI (f) – Continuous Improvement Plan

Procedures employed for parents wishing to make any comments regarding any aspect or component of the LEA's Consolidated Application for NCLB funds are as follows:

1. Comment must be made in writing
2. Comment will be kept confidential
3. Comment will be included with the submission of the NCLB consolidated application to the SDE

LIBRARY BOOKS

Library books are the property of the Walker County Board of Education. It is the responsibility of the parent/guardian/student to keep up with library books. Lost or damaged library books must be paid for by the parent/guardian/student.

TEXTBOOKS

All textbooks are loaned to students during the year. Students are required to pay for lost or damaged textbooks before they can receive additional books.

A. Penalties/charges for lost textbooks:

1. Full price if book was new when issued and has been used less than one year
2. A variable of 50% to 75% of the original cost of the textbook to the state, if textbook has been in use for a year or more:
 - Seventy-five percent for books one year old
 - Seventy percent for books two years old
 - Sixty-five percent for books three years old
 - Sixty percent for books four years old
 - Fifty percent for books five years old or older
3. Half price if textbook was rebound when issued

B. Penalties for damaged textbooks:

1. Consider the textbook a total loss if one or more pages of contents are missing
2. Consider the textbook a total loss if water-soaked or if pages are swollen or mildewed

3. If a textbook is eligible to be rebound and/or used by another student, but is physically marked, defected, broken, cut, etc., charges may be required.

If the parent, guardian, or person having custody of a student to whom the textbook was issued fails to pay the assessed damages within thirty (30) days after notification, the student shall not be entitled to further use of textbooks until remittance of the amount of loss or damage is made.

ATTENDANCE

REGULATIONS GOVERNING ATTENDANCE

A. Enrollment and Attendance

1. Compulsory enrollment and attendance is mandated by Alabama Law for any child between the ages of 6 – 17. The Smitherman Act amends this to say all students enrolled in school must be in attendance.
2. All school personnel shall report known cases of non-enrollment and irregular attendance to the principal. The principal shall report cases of non-enrollment or irregular attendance to the System's attendance officer.

B. Absenteeism

1. Parents or guardians shall send a note of explanation, i.e., court notes, doctor's notes, or parent excuses, to the school within two (2) days of returning to school. Failure of the parent or guardian to send a note will ordinarily result in the absence being marked unexcused. **DO NOT TURN IN ANY FORGED OR ALTERED EXCUSES.**
2. Check-outs and check-ins shall be considered an absence for the classes missed. A note of explanation for the absence will be required as in section B (1) above.
3. If a student is absent for a reason that is excused, he/she will be expected to make up all work missed. The student is responsible for contacting the teacher for make-up work on the day he/she returns to school. It is the responsibility of the teacher to monitor the make-up process. The work should be completed and returned to the teacher in the following manner: the student will be given the same number of days missed to make up work (example: one day absent, one day to make up work; five days absent, five days to make up work). Students who have been made aware of assignment deadlines or assigned tests and have not missed presented material should take the tests and/or turn in assignments upon returning to school, subject to the principal's discretion.
4. If a student is absent for a reason that is unexcused, teachers are not required to give make-up work. Extenuating circumstances will be

reviewed on a case by case basis by the teacher and/or administration and/or superintendent.

5. No more than two (2) absences per nine weeks will be excused by parent notes unless prior permission is granted by the principal.
6. Students will not be allowed to participate or attend a school function if they are not in school for at least one half of the instructional day of the event except for emergency situations approved by the principal. A student will be counted absent on the Daily Attendance Record if he/she checks into school after 11:30 a. m. or checks out before 11:30 a. m.

C. Excessive Absences

The State of Alabama requires a minimum of 180 days per school year. This is not intended to replace or supersede the attendance law of the State of Alabama nor does this conflict with or supersede the Attendance/Tuancy Program.

1. A student in grades K – 8 may be retained due to excessive absences when the student has accumulated more than 20 absences per school year and has accumulated 12 or more unexcused absences out of a total of the 20 or more absences for the school year. The principal shall evaluate the attendance record and may recommend retention after conferencing with the appropriate teacher(s). A school administrator is responsible for notifying the parent/guardian in writing before retention. This written notification should be conducted before the report card is issued and before the maximum total for absences and/or unexcused absences are attained. Extenuating circumstances will be considered on an individual basis by the Principal, Assistant Superintendent, and/or Superintendent.
2. A student in grades 9-12 in a year-long class may be denied or lose academic course credit when the student has accumulated more than 20 absences per course per year (10 absences for .5 credit course) and has accumulated 12 or more unexcused absences out of a total of the 20 or more absences per course for the school year (6 or more unexcused absences out of 10 absences for .5 credit courses). A student in grades 9-12 in a block class may be denied or lose academic course credit when the student has accumulated more than 10 absences per course per year (5 absences for .5 credit) and has accumulated 6 or more unexcused absences out of a total of the 10 or more absences per course for the school year (3 or more unexcused absences out of 5 absences for .5 credit courses). The principal shall evaluate the attendance record and may recommend loss of credit after conferencing with the appropriate teacher(s). A school administrator is responsible for notifying the parent/guardian in writing before loss of academic credit. This written

notification should be conducted before the report card is issued and before the maximum total for absences and/or unexcused absences are attained. Extenuating circumstances will be considered on an individual basis by the Principal, Assistant Superintendent, and/or Superintendent.

3. A student who has been retained or lost credit because of noncompliance with attendance policies shall receive a Noncompliance Attendance (NCA) on the report card and all other records for that semester or that year.
4. NCA loss of grades will be made up in the same manner other failures and retentions are made up.
5. Students 17 years or older who miss ten (10) consecutive days (or 15 days for the full year) for unexcused absences may be dropped from the school roll after notification to the student and parents/guardian has been made.
7. School sponsored or sanctioned activities are exempt and do not count toward the total absences allowed; however, arrangements must be made for making up required work.
8. A student who is suspended from school for disciplinary reasons for any number of days will have that number of days charged against the total number of absences allowed. Absences because of suspension and expulsions are not unexcused absences for purposes of truancy.
9. According to the Alabama State Department of Education, excused absences are as follows:
 - a. Illness
 - b. Death in the immediate family
 - c. Inclement weather which would be dangerous to the life and health of the child as determined by the administrator
 - d. Legal quarantine
 - e. Emergency conditions as determined by the administrator
 - f. Prior permission of the administrator and consent of parent or legal guardian.

D. Due Process Procedures

1. The parent, guardian, or student may request a meeting with the principal in writing, signed, and dated within five (5) days from the date of the notification of the loss of credit or retention.
2. The failure of the parent, guardian, or student to request a meeting shall be sufficient evidence to sustain the loss of credit or retention.
3. The decision of the principal at the local school to deny credit or to retain a student may be appealed to the Superintendent in writing within five (5) days after the meeting at the local school has taken place.

E. Tardies/Check-ins/Check-outs

1. Students can only be checked in or out by parent/guardian or other individual as indicated on the Registration Form. Notes and telephone calls will not be accepted except in extenuating circumstances as

determined by school administrators. The School Administrator has the responsibility of making a decision in the best interest of the student when emergency situations and unusual circumstances arise.

2. Students are allowed 2 parental excuses **per nine weeks** for tardies, check-ins and outs- combined.

Example: 1 check in and 1 check out =2 total combined

After a student has used their 2 parental excuses for the nine weeks, all tardies, check-ins/outs will be coded unexcused. **Unexcused check-ins/outs accumulate yearlong.**

3. Checkouts of married students shall be left to the discretion of the school Administrators.
4. Check-outs should be coded as excused or unexcused.

Discipline Procedures: ***Unexcused*** Tardies/Check-In/Check-Out

1st time –Letter to Parent

2nd time – Administrative conference with Parent/Guardian

3rd time – Before or after school detention/ Administrative Discretion

4th time – In-school detention/ Administrative Discretion

5th time – Grades K-4: Administrative Discretion

Grades 5-12: Referral to 180° Program; parent conference required before returning to home school

6th time – Grades K-4: Referral to 180° Program; parent conference required before returning to home school

Grades 5-12: Referral to 180° Program (possible video training on responsibility, referral to YAP, or 180° placement)

7th time- Grades K-4: possible Referral to 180° Program (possible video training on responsibility, referral to YAP, or 180° placement)

Grades 5-12: Referral to 180° Program (possible video training on responsibility, referral to YAP, or 180° placement)

Late to School and Late to Class should be coded separately and are inclusive of all classes rather than by individual classes. Examples of administrative discretion include detention, in school suspension, Saturday School, corporal punishment, loss of driving privileges, etc.

PARENTAL NOTIFICATION OF CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees.

THE ATTENDANCE/TRUANCY PROGRAM PARENT/STUDENT CONDUCT INTERVENTION PROGRAM

This program has been developed by the Walker County School System and the Walker County Juvenile Court.

Alabama's Compulsory Attendance and Student Behavior Laws

Section 16-28-3 *Code of Alabama*

“Every child between the ages of 6 and 17 shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year...”

Section 16-28-12 *Code of Alabama* & Section 16-28-16 *Code of Alabama*

Requires that any parent/guardian who enrolls a student in school be responsible for the student's regular attendance and proper conduct, regardless of age or grade level of the student.

Section 12-15-13 *Code of Alabama*

Provides that a parent may be fined \$500 and receive up to one year of hard labor if convicted of parental neglect; contributing to the delinquency of a minor; or if the child is found to be In Need Of Supervision. The parent/guardian may be required to pay restitution to the local board of education.

Alabama State Department Reasons for Excused Absences

1. Illness accompanied with a parental note or verifiable medical excuse
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child
4. Legal quarantine
5. Emergency conditions
6. Prior permission of the Administrator and consent of the parent/guardian
7. The Administrator of the local school has authority to determine the validity of the excuse or the acceptance of the excuse.

Parent's Responsibilities

1. Encourage student attendance by taking a positive approach to school and school activities.
2. Become aware of all rules regarding school attendance and behavior.
3. Check frequently with the school personnel as to the student's progress, behavior, and attendance.

4. Share with the school the responsibility for promoting regular school attendance.
5. Work with the school officials when attendance or discipline problems arise.
6. Require the student to properly behave in school.
7. Provide an excusable written parental excuse, verifiable medical excuse, legal excuse, or death in the immediate family excuse within two (2) days of the student returning to school. This excuse must be dated, have the name of the student, and the parent's/legal guardian's signature.
8. You may utilize no more than two (2) days per nine weeks for excusable parental excuses.
9. Remember: the Administrator or the designated attendance personnel determine if the excuse is excused or unexcused.
10. Students must be in the school building for one-half of the school day to be counted present.
11. If the student checks out of school due to illness or if the school nurse calls, the student still must turn in an excused note.
12. Do not provide a forged or altered medical excuse. This is a felony and you are processed to the second phase of the Truancy Program.

Student's Responsibilities

1. Be regular in attendance in school and in each class.
2. Be willing to take responsibility for his/her attendance and behavior.
3. Be prepared for participation in school work, such as being prepared for class, completing assignments, and participating in class activities.
4. Be aware of the school personnel responsible for attendance.
5. Be aware of all attendance rules.

6. Be knowledgeable of the Student Code of Conduct and behave responsibly.
7. Do not turn in any altered or forged excuses.

What is the Attendance/Truancy Program?

The Attendance/Truancy Program is a joint effort between the Walker County Board of Education, the Walker County Juvenile Court, and the Walker County Youth Advocacy Program (YAP). This program is required by state law. The program is designed to be a positive informative force in helping students achieving success in their school experience. The primary goals are to provide information, reduce truancy, reduce the number of dropouts, and to offer help or assistance to parents and students with identifiable problems interfering with school attendance or behavior.

The purpose of the Attendance Hearing Phase is to share information concerning the legal requirements and school board policies pertaining to attendance and behavior.

The purpose of the Truancy Phase is to further identify attendance or behavior issues. The parent/guardian/student will be court ordered to have the student attend school.

Who is required to attend the Attendance/Truancy/Conduct Intervention Program?

Pursuant to section 16-28-12 *Code of Alabama...* and action by the Board of Education, ALL students (K-12) and the parent/guardian are subject to the provisions of the program. *The student and parent/guardian are required to attend all phases of the program.*

Attendance Hearing Phase

The first phase is the Attendance Hearing Phase. Attendance Hearings will be held through a joint effort between the Walker County School System and the Walker County Juvenile Court. The student's home school will send a warning letter as well as conference with the parent/guardian upon accumulation of 2 or more unexcused absences. The next step in the unexcused absence policy will require participation in an Attendance Hearing where the superintendent, juvenile court judge, truancy coordinator, and YAP advocates or other representatives may be present.

If a parent/guardian/student provides a fraudulent or altered medical excuse, the Attendance Hearing Phase will be skipped and truancy charges will be filed.

Truancy Phase

The second phase, the Truancy Phase, is much more serious. After the parent/guardian and student have completed the Attendance Hearing Phase, the student is not allowed to miss any days of unexcused absence during the remainder of his/her school year. The student will be turned in to Truancy on the 7th unexcused absence. Additional unexcused absences may result in the parent/guardian and student having a petition filed against them. At that time, the parent/guardian and student will appear before a juvenile judge. The juvenile judge may order the parent/guardian to have the child in school and order the student to be in school. The court may order the parent/guardian and student to attend various intervention programs. The parent/guardian will be required to pay court cost.

After the first petition, if the student misses additional days of unexcused absence during his/her school career, another petition will be filed in juvenile court. At this time, the parent/guardian and student may be considered in contempt of court. The parent/guardian may receive up to 5 days jail time for each unexcused absence, the student may be placed in detention, the court may require the family to attend intervention programs, and again court cost is assessed to the parent/guardian.

Further truancies would result in similar court action as mentioned above

What is the Student/Parent Conduct Intervention Program?

The Student/Parent Conduct Intervention Program will mirror the Attendance/Truancy Program, but refers to student conduct in school pursuant to Section 16-28-12 *Code of Alabama*.

Program Participants

- Parents/Guardians and Students
- School Board Attendance Personnel
- Children’s Policy Council
- Parent Project
- School Board Health Services Personnel
- Juvenile Probation Officers
- Juvenile Judge

If you need assistance, you may contact:

- Your child’s teacher
- Your child’s principal
- Your home school attendance personnel
- Community Resource Directory on page 65

STUDENT TRANSFERS INTO THE SCHOOL DISTRICT

Transfer Eligibility – Students transferring into any school within the Walker County School District shall meet the following criteria:

1. A “Background Verification Form” must be completed and researched prior to admission.
2. The transferring pupil must be eligible (not suspended or expelled and have no discipline pending) to attend the school from which he/she is transferring.
3. The student must reside with the parent(s) or legal guardian(s) and must live within the Walker County School District. Exceptions may be approved on a case by case basis by the local school principal in conjunction with the Superintendent of Schools.

Rules and Regulations for Enrolling Transfer Students from outside the Walker County School District – The local school principal or designee shall be responsible for complying with the following rules and regulations when enrolling a transfer student

1. Secure a “Background Verification Form,” and the student and parent/guardian must sign the form. Fax the *Background Verification Form* to the Alternative Program for research. Do not accept the student until research has been completed.
2. Require the parent/guardian to complete a *Request for Records* form for disclosure of pertinent information.

3. Refer a questionable student and parent/guardian to the Alternative Program for further research.
4. Secure a valid immunization certificate from the student or parent/guardian.
5. Secure a transfer document for the student or parent/guardian which certifies dates of attendance and gives the school's address.
6. Require the student or parent/guardian to complete the *School District Enrollment Form*
7. Provide the student with a student handbook and/or orally explain the rules and regulations of the school.
8. Require the presentation of a birth certificate or health department verification form.
9. Require the presentation of a Social Security Card.
10. Provide the student an opportunity to apply for free or reduced lunches and to purchase school insurance.
11. Identify any special needs or special placement necessary to insure IDEA responsibilities are met.
12. It is the responsibility of the parent or guardian to present to the school in writing of any limitation concerning the custody rights and/or visitation in regard to his/her child.

After the previous rules and regulations have been met, the student may be temporarily placed in class(es) until official transcripts and records are received.

The Walker County Board of Education will adhere to regulations encompassing requirements already established in state and federal laws.

Each school experiencing overcrowding issues will restrict kindergarten registration to students residing in their transportation zone. The same restriction will apply for all grades if the student is registering or transferring for the first time. If the student resides outside the established bus route for the school in which he/she is enrolled, the Walker County Board of Education will not provide transportation services.

INTRA-DISTRICT TRANSFERS

Students desiring to attend a school outside the normal transportation area shall be allowed to enroll in that school on the first day of registration at the beginning of the school year; however, the student will not be allowed to transfer back to the original school except under the conditions listed below. If the student resides outside the established bus route for the school in which he/she is enrolled, the Walker County Board of Education will not provide transportation services. All intra-district transfers occurring after the first day of school will be granted for the following reasons:

1. A bona fide change of residence in which the residence for the student is within the transportation area of the school to which the student is transferring; or

2. Mutual consent of the principal of the school from which the student is transferring and the principal of the school to which the student is transferring; or
3. Hardship or extenuating circumstances. The Superintendent and Board of Education may review extenuating circumstances and make rulings on the merits of each individual.

In the event of overcrowding or prior excessive discipline or attendance problems, Intra-District transfers may be denied including, but not limited to, the first day of school, except where the student has made a bona fide change of residence with or to a custodial parent or legal guardian in which the student's residence is within the transportation area of the school to which the student is transferring. Each school experiencing overcrowding issues will restrict kindergarten registration to students residing in their transportation zone. The same restriction will apply for all grades if the student is registering or transferring for the first time.

TRANSFERS FROM NON-ACCREDITED SCHOOLS / SCHOOL SETTING

Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit. Credits for elective courses shall be transferred without validation. However, the transfer of credits and/or appropriate placement for core courses (English, math, social studies, and science) follows certain procedures based on whether the credits are non-contested or contested.

Non-contested credit for core courses shall be transferred as follows:

1. Using all official records (example – cumulative, report cards, etc.) and nationally standardized tests, the principal or his designee shall determine placement and notify the student and the parent(s)/guardian(s).
2. If the parent(s)/guardian(s) agree with the placement decision, the student shall be placed.
3. Following the placement for any initial core course successfully completed, transfer of previous credit earned at a non-accredited school(s) in that subject area shall be accepted without further validation.

Contested credit for core courses shall be transferred as follows:

1. If the parent(s)/guardian(s) disagrees with the placement decision, the principal or his designee shall supervise the administration of the school's most recent semester/nine-weeks test for each prerequisite core course in which the parent/guardian is requesting enrollment. For each test the student passes as determined by the school grading scale, the student shall

be placed in the next level core course and credit shall be transferred for prerequisite course(s).

2. For any test failed, placement shall be made as originally recommended by school officials and no credit shall be transferred for the prerequisite course(s) in that subject.

ASSIGNMENT OF STUDENTS TO SCHOOLS

Each student is required to attend the school in which he/she originally enrolls on the first day of school unless there is a change of residence or unless given permission from the two principals concerned. Each school experiencing overcrowding issues will restrict kindergarten registration to students residing in their transportation zone. The same restriction will apply for all grades if the student is registering or transferring for the first time. If a student resides outside the established bus route for the school in which he/she is enrolled, the Walker County Board of Education will not provide transportation services.

LEGAL CUSTODY

It is the responsibility of the parent or legal guardian to notify the school in writing of any limitations concerning the custody rights and/or visitation rights with regard to his/her child. A notarized statement is not a legal transfer of custody. Only a state or federal court can authorize a transfer of custody.

DISCIPLINE

STUDENT CONDUCT

In order that the school may establish the proper learning environment, each student is expected to conduct himself/herself in a reasonable manner at all times. Students attending school functions/activities are under the control and authority of the school. Students who violate acceptable standards of conduct during school hours or at any other time that they are under the authority of the school shall be subject to disciplinary action. In some instances, the behavior of students off school grounds and unrelated to school activities can result in disciplinary measures being imposed by the Walker County Board of Education. Individual schools that have rules more strict than the system-wide rules must have documentation that the student and parents/guardians were properly notified.

JURISDICTION OF THE WALKER COUNTY SCHOOL SYSTEM

Students are subject to the policies of the Walker County School System. This jurisdiction extends to all school-sponsored activities which include, but are not limited to, the following:

1. Transportation on school bus
2. Field trips
3. Athletic functions
4. Club or group meetings
5. School-sponsored school events
6. Trips by groups representing the school system in educational events

All school rules and regulations apply to cars driven to or parked at school or on school property.

STUDENT COMPLAINTS AND GRIEVANCES

Students have both the right and the responsibility to express school-related concerns and grievances to the teachers and school administrators. The normal procedure usually followed by any student regarding a personal grievance is to discuss the matter with the teacher directly involved. When the nature of the grievance dictates otherwise, the student, upon notifying the teacher directly involved, may request a meeting with the school administrator. Such meeting should be granted within two (2) working school days at a reasonable time and place. The student's parent(s) or guardian(s) may be present at such meeting.

For the purposes of this policy, a grievance is defined as a claim submitted by a student of a violation, misinterpretation, or inequitable application of local board policy, local school rule and regulation or local administrative procedure. The term "grievance" shall apply to matters which fall within the discretionary powers of the school Administrator, Superintendent of Schools and/or Board, but shall not apply to areas where the Administrator, Superintendent of Schools or Board has no authority to act.

It is expected that most grievances will be resolved satisfactorily at this level; however, in the event that the grievance cannot be settled by this procedure, then the student, through his/her parent(s) or guardian(s), may pursue the grievance to the Superintendent of Schools and then to the Board.

DUE PROCESS

Students shall be treated with fairness in all disciplinary matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short- and long-term suspension, or expulsion are applied. Before being punished for violation of a Board policy or local school rule, the following and minimal due process shall be followed.

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

DISCIPLINARY OPTIONS

THE USE OF GRADES TO PUNISH STUDENTS DUE TO MISBEHAVIOR IS PROHIBITED WITH THE EXCEPTION OF CHEATING.

CORPORAL PUNISHMENT

The Walker County Board of Education shall allow reasonable corporal punishment (i.e., moderate physical force or physical contact) of unruly students. If such punishment is required, it shall be administered with extreme care, tact, caution and good judgment, by the school principal or certified Board employee (i.e., teacher or designated professional representative) in the presence of school administration in the principal's office. All cases of corporal punishment shall be documented during the day of the incident by both the person administering the punishment and the witness. All documentation will be kept on file in the school office

The principal or certified Board employee (i.e., teacher or designated professional representative) should never administer corporal punishment in anger or with malice at any time.

For corporal punishment to be completely defensible and otherwise valid, the following guidelines shall be adhered to:

- A. If corporal punishment is rendered, a maximum of three (3) taps must be administered to the buttocks.
- B. Corporal punishment shall be administered in the office of the principal.
- C. In cases where a student protests innocence of the offense or ignorance of the rule, the nature of the infraction shall be explained to the student before corporal punishment is administered. The student will then be given an opportunity to respond.
- D. Corporal punishment should never be administered in front of other students as this will belittle or demean the student.
- E. In the case of an all-male administrative staff, a female teacher may be designated to administer corporal punishment to the female student, likewise in the case of an all-female administrative staff.
- F. Special service students with an Individual Education Plan (IEP) should not be administered corporal punishment **IF** such is prohibited by the student's IEP.
- G. At no time will school personnel administer corporal punishment to any student for failure to make passing grades or other academic issues.

Ref: U.S. const.amend XIII, U.S. Const amend. XIV S1; Ingraham v. Wright 97 S. Ct. 1401, (1977); Jones v. Palmer, 421 F. Supp. 738 (S. D. Ala. 1976); Baker v. Owen 96 S. Ct. 210 affirming 395 f. Supp. 294 (M.D.N.C., 91975); Ala. Code 16-1-14.

The parent of a student shall be responsible for notifying the school principal, **in writing**, of any extenuating circumstances, physical condition or health impairment that would render corporal punishment inadvisable for the student (i.e., medical, legal, foster child, etc.).

{Reference: Ala. CODE 16-28A-1, 2 (1975)}

CELL PHONES, ELECTRONIC PAGERS OR COMMUNICATION DEVICES

Unauthorized use of any communication device (cell phones, beepers, pagers, etc.) from arrival at school and on school buses at any time is prohibited.

All such devices must be “off” and kept in a secure, non-visible location during the school day and on school buses unless permission is granted by a school administrator. Students must keep all cell phones and other communication devices in the student’s parked vehicle (when applicable), the student’s school locker (when applicable), the student’s school bag, or in another secure location. School personnel will confiscate the cell phone or ECD of students who violate this policy and the device will be turned into the office. Students committing violations will be subject to appropriate disciplinary actions. **The school is not responsible for any lost, stolen, or damaged communication devices.**

The guidelines for the search of digital device seized during the administration of a secure test are as follows:

1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. “Smart phones” should temporarily be turned off to help prevent any remote-access date-wipe.
2. The test administrator should deliver the device as soon as practicable to a school administrator.
3. A “chain of custody” list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
4. For the purpose of determining whether a search of a digital device should take place, the school administrator should:
 - a. Learn the facts regarding the seizure of the device from the test administrator, and

- b. Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.
5. If the school administrator determines that the student was merely in possession of the digital device then it may be returned to the student's parents/guardian in accordance with the school system's policy.
6. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she should follow the local policy requirements regarding the search of student property.
7. If no wrongful activity is discovered on the device then the school administrator must act in accordance with the school system's policy.
8. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
9. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.
10. In any situation involving the search and seizure of a student's property, school administration should consult with his or her supervisor in accordance with the school system's policy.

Any student found in violation of this policy shall be subject to the following disciplinary actions:

- 1st offense: A principal/assistant principal and student conference will be held. The school administrator will retain the device and the parent/guardian may take possession of the device after two (2) school days.
- 2nd offense: A principal/assistant principal, student, and parent/guardian conference will be held. The school administrator will retain the device and the parent/guardian may take possession of the device after five (5) school days.
- 3rd offense: School discipline will be at the discretion of the administration. The school administrator will retain the device and the parent/guardian may take possession of the device after ten (10) school days.
- 4th offense: Referral to the 180° Program for a conference. The school administrator will retain the device and the parent/guardian may take possession of the device after ten (10) school days.
- 5th offense (and each offense thereafter): Referral to the 180° Program for a possible 20-day placement. The school administrator will retain the device the remaining portion of the year. The

parent/guardian may take possession of the device on or after the last day of the school year.

If a student is using the device to commit another infraction (e.g. cheating, intimidation of another student, possessing pornographic materials, etc.), the primary disposition will be dictated by the consequences of that particular Class II and/or III infraction and not the consequences of the violation of this policy alone. In these cases, the electronic device shall be retained by the appropriate authorities (i. e. school administration, superintendent, or Walker County District Attorney) the remainder of the school year or indefinitely, depending upon the Class II or Class III infraction involved in the incident. In consideration of the specific offense, the parent/guardian may or may not take possession of the device on or after the last day of school. The disciplinary actions stated in this policy that refer to “the school administrator will retain the device” may be used in conjunction with the disposition of the other Class II or Class III infractions that are involved in the particular incident.

Note: Under special conditions and with the approval of the Administrator, students may use cell phones in a classroom to fulfill any requirements of the *Alabama Course of Study: Technology*. The policy concerning electronic devices will remain intact outside of the specific instructional setting. Any Class II or Class III offenses committed with the cell phone during the particular instructional setting will be subject to the appropriate consequence.

CELL PHONES THAT CONTAIN INAPPROPRIATE OR PORNOGRAPHIC IMAGES SHALL BE TURNED OVER TO THE DISTRICT ATTORNEY’S OFFICE FOR FURTHER ACTION.

PORNOGRAPHIC MATERIAL ON ELECTRONIC DEVICES / RECORDING DEVICES

Students who possess, manufacture, or disseminate pornographic material on or off school grounds are committing a crime. Any student guilty of the above offense may be placed in the Alternative Program for up to 45 days. If the incident warrants charges being filed in the court system, the student must remain in the Alternative Program until the case has been disposed of in the court system. Depending on the violation of the Alabama Code, the offense may be a misdemeanor or a felony.

All devices and/or media will be confiscated and turned over to the District Attorney’s office for further action.

DETENTION

Before/after-school: As punishment for misconduct, a student may, under certain conditions, be assigned to detention either before or after school hours.

Such students shall be required to stay after school under the direction of a member of the school staff and shall be required to complete certain assignments. The parent or guardian shall be responsible for providing transportation for the detention period. The administration of each school shall make an attempt to notify the parent or guardian of any assigned detention after regular school hours.

In-school: In-school detention is a structured disciplinary action in which a student is isolated or removed from regular classroom and extracurricular activities, but is not dismissed from the school setting nor counted absent during the period of in-school detention. The principal or designee has the authority to assign students to the in-school detention program for a reasonable and specified period of time.

SUSPENSION

Out-of-school suspension is the temporary removal of a student from the school as the result of misconduct. Other options prior to suspension should be used. The days of the suspension will be treated as excused absences, and the student will be expected to make up any work missed. In addition, the student will not be allowed to participate in or attend any activities on school property on the dates of the suspension(s). If a student returns to school without satisfying the conditions of the suspension, the student will be subject to further disciplinary actions and the parents/guardians could have legal charges brought against them.

EXPULSION

A student shall be subject to expulsion from all Walker County Schools in cases involving serious and/or continued misconduct after all other reasonable disciplinary measures have failed to secure satisfactory results, and/or the general welfare of the school is seriously threatened. The Walker County Board of Education has the authority to expel a student after all due process procedures have been followed. Expulsion may be either temporary or permanent. The student will not be allowed on any Walker County Board property while expelled.

180° PROGRAM

The Walker County Board of Education has the authority and jurisdiction to place students in the 180° Program. A student who has shown that he/she cannot function in the normal school setting may be sent to 180°. The placement should be based upon the discretion of the Administrative Review Team. The placement and length of placement may also be directed by the Superintendent or Assistant Superintendent. 180° has a more restrictive set of rules, regulations, and procedures. The primary purpose of the 180° is behavior modification, but can serve in other capacities. All students referred to the 180° must make an appointment and be accompanied by their parent or legal guardian.

A referral to 180° should not be made for Class I infractions. Primarily, the referrals should be reserved for Class III infractions. Referrals will be

considered after multiple Class II infractions, after the school's administrative staff has utilized other options, there are extenuating circumstances, or if 180° placement is mandated by a policy. Placement for multiple Class II offenses must be approved by the Administrative Review Team. All Class III offenses will result in 180° placement without a probationary meeting for a minimum of twenty (20) days.

STUDENT ANTI-HARASSMENT

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions. (Details of this policy can be found in the policy manual located at each school).

DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATENED PHYSICAL HARM

The school administrator or his/her designee shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the administrator or designee is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days. Following a Class III violation or multiple Class II violations, a student can be suspended to the Central Office where the Superintendent or his/her designee and administrators will conduct a due process hearing for the purpose of assigning students to the 180°Program or other measures deemed appropriate. If the decision to expel the student is made, the expulsion shall be for any length of time up to the end of the current school year or one (1) calendar year. The Superintendent shall, by letter, notify the parent/guardian of the Walker County Board of Education's decision within ten days after it is made.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

GUN-FREE (WEAPON) POLICY

In accordance with the Federal Gun-Free Schools Act of 1994 (Section 14601), the Walker County Board of Education prohibits any student from bringing to or possessing a weapon at any Walker County School or any school-sponsored event.

All violations of this policy shall be reported immediately to the appropriate law enforcement authority(ies). The parents of any student determined to have violated this policy shall be contacted. Any student determined to have violated this policy shall be immediately suspended from school pending the investigation of the violation or alleged violation.

Upon the completion of the investigation, any student violating this policy shall be expelled provided, however, that said requirement of expulsion may be modified on a case-by-case basis, in accordance with §16-1-24.3, *Code of Alabama* (1975), and relevant federal law. That section further provides that students expelled under this policy shall not be permitted to attend any public school classes in the State of Alabama during the period of such expulsion. The offense shall also be reported by the Walker County Board of Education, in accordance with the applicable state and federal law, to the State Department of Education via a School Incident Report.

VANDALISM

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful or malicious act of the minor.

PISTOL POSSESSION/DRIVER'S LICENSE

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school or a public school bus shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

DRUG SEARCH POLICY

It shall be the policy of the Walker County Board of Education to allow law enforcement agencies to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs. Methods of detection shall include, but not be limited to, the use of canine drug units. Areas subject to detection shall include, but are not limited to, the following:

1. Parking lots and privately owned automobiles parked in school parking lots or on school property;
2. Hallways, corridors, restrooms, dressing rooms, and all types of physical education or athletic facilities;
3. Lockers, baskets, shelves, or any area where students may deposit personal belongings;
4. Classrooms, cafeterias, auditoriums, gymnasiums, boiler rooms, and storage areas; and
5. Any other areas not covered above which are under the control of the Walker County Board of Education.

It shall be the policy of the Board to cause, where reasonable suspicion is indicated, searches to occur without any prior warning with the exception of the passage and posting in each school of this policy.

Any illegal or controlled substance located in automobiles, lockers, or any other area under the control of the Board shall be used as evidence, and the person whose vehicle or locker in which the contraband substance is found shall be prosecuted for being in possession of an illegal or controlled substance.

Further, such person shall be considered for expulsion by the Walker County Board of Education.

INTERROGATIONS AND SEARCHES BY SCHOOL

Desks and lockers are public property, and school authorities may make regulations regarding their use. Students, however, have the right to a reasonable amount of privacy in their lockers and desks.

School officials (school administrators or approved designee only) may make searches of a student, his/her personal belongings and vehicles, if there is reasonable cause to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulation of the Board.

INTERROGATIONS AND SEARCHES BY LAW ENFORCEMENT OFFICIALS

The Board respects the rights of all persons in the schools and will uphold those rights. At the same time, school property cannot be regarded as a sanctuary from enforcement of the law.

Law enforcement officials, school board employees or their designee may question any student concerning a matter relating to school activities or problems without notifying parents or guardians prior to questioning.

Students who refuse to be questioned or reasonably searched will be coded a Class III Violation.

PHYSICAL RESTRAINT POLICY

The Administrator or his/her designated person(s) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

STUDENT CODE OF CONDUCT: CLASSIFICATION OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into three (3) classes: minor, major, and serious and are applicable to all (K-4) and (5-12) students of the School District. Before determining the classification of a violation, the principal or his/her designee will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designee will implement the disciplinary procedure.

MINOR OFFENSES – CLASS I

- 1.01 Excessive distraction of other students
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or to any other students
- 1.02 Nonconformity to local school or Board dress code
Repeated violation of this offense may result in this being classified a Class II or III offense
- 1.03 Minor disruption on a school bus. *Major disruption will be classified as Class II or III offenses*
- 1.04 Inappropriate public display of affection including, but not limited to, embracing and kissing
- 1.05 Failure to follow instructions (not to be used for failure to complete academic assignments)
- 1.06 Unauthorized use of school or personal property
- 1.07 Pushing, touching, excessive horseplay
- 1.08 Littering school property
- 1.09 Possession of paint balls, Yo-Yos, playing cards, trading cards, etc.
- 1.10 Any other violation(s) which the principal may deem reasonable to fall within this category after consideration of extenuating circumstance

DISCIPLINARY ACTIONS/MINOR OFFENSES – CLASS I ADMINISTRATIVE OPTIONS

- 1. In-school conference and parental or guardian contact when warranted (Special circumstances may warrant disciplinary action as outlined under subsequent offenses.)

2. Administrative options for office referrals may include, but not be limited to, probations, varying types of detentions, completion of academic assignments before or after school, in-school detention, and/or work assignments at the discretion of the Administrator. All work assignments must be done on the local school campus and supervised by an authorized Board employee and the disposition must not violate any child labor law or violate any other Board policy.

MAJOR OFFENSES – CLASS II

- 2.01 Excessive Class I violations
- 2.02 Defiance of School Board employee's authority
Any verbal or nonverbal refusal to comply with a lawful directive or order of a School Board employee. (This may be coded as a Class III offense at the discretion of the administration.)
- 2.03 Minor vandalism/Defacing school property
Intentional and deliberate action resulting in damages of less than \$100 to public property or the real or personal property of another
- 2.04 Inciting student disorder (minor)
- 2.05 Gambling
The intentional, unlawful participation in gambling activities involving amounts less than \$100
- 2.06 Stealing-Larceny-Petty Theft
The intentional, unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another
- 2.07 Possession of small pocket knives (blade 2" or less) or possession of bullets, shells, etc.
- 2.08 Use of obscene manifestations/profanity (written, verbal, or gesture) directed toward another student
- 2.09 Leaving class without permission/unauthorized absence and still on campus (skipping)
- 2.10 Minor intimidation of a student

Minor intimidation of another student by minor physical force, verbal threats, name calling, teasing, bullying, etc. (Bullying may be considered a Class III Offense depending on the circumstances.)

- 2.11 Unauthorized use or operation of privately or personally owned vehicles on Walker County Board of Education property
- 2.12 Possession of laser locks, pointers and/or lights on any Board property-
This violation could be coded a Class III offense (flagrant use of), depending upon the circumstances surrounding the instance.
- 2.13 Possession of cell phones and other communication devices within the normal operating time of the school day
- 2.14 Use or possession of tobacco products
Holding of a cigarette/cigar, etc., inhaling the smoke of tobacco, the using of any other tobacco products, or possession/use of matches and lighter. This includes Vapor and E-cigarette products.
- 2.15 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

*****DISCIPLINARY ACTIONS/MAJOR OFFENSES – CLASS II**

STUDENTS SHOULD BE SENT TO THE OFFICE FOR ANY CLASS II OFFENSE.

ADMINISTRATIVE OPTIONS

1. Parent or guardian contact or conference and in-school disciplinary action may include, but not be limited to, probations, varying types of detentions, completion of academic assignments, before or after school work assignments, in-school detention, and corporal punishment.
2. In-School Suspension
3. Central Office Hearing: Following multiple Class II violations, a student can be suspended to the Central Office where the Superintendent or his/her designee and administrators will conduct a due process hearing for the purpose of assigning students to alternative school or other measures deemed appropriate. If the decision to expel the student is made, the expulsion shall be for any length of time up to the end of the current school year or one (1) calendar year. The Superintendent shall, by letter, notify the parent/guardian of the Walker County Board of Education's decision within ten days after it is made.
4. 180° Program placement with the prior approval of the Administrative Review Team.
5. Recommendation for expulsion

SERIOUS OFFENSES – CLASS III

- 3.01 Excessive Class II violations (Must refer to Administrative Review Team before placement in 180° Program)
- 3.02 Leaving campus without permission
- 3.03 Drugs, Alcohol, Drug Paraphernalia
Unauthorized possession, transfer, use (under the influence of) or sale of drugs, drug paraphernalia (to include rolling papers or seeds), or alcoholic beverages. This also includes dispensing or selling substances which may be represented as having a narcotic or hallucinogenic effect even though the substance may not have such effect
- 3.04 Battery/Assault on a School Board Employee
The intentional, unlawful threat by word or act to do violence to a Board employee, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the other person that such violence is imminent; also to include such offenses which occur after school hours and/or off school grounds if reasonably related to a school activity
- 3.05 Arson
The willful and malicious burning of any part of Board property
- 3.06 Robbery/Stealing/Burglary
The taking of property by force, the intentional taking of property valued at more than \$100, entering a school building after the premise is closed
- 3.07 Gambling
The intentional, unlawful participation in gambling activities involving amounts of more than \$100
- 3.08 Criminal Mischief
Willful and malicious injury or damages at or in excess of \$200 to public property, or to real or personal property belonging to another
- 3.09 Possession of firearms/Discharging of a firearm
Any firearm (including a starter gun and air rifle) which will, or is designed to, or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any component of a gun to include a clip or any other part of a gun
- 3.10 Possession of dangerous instruments/weapons to include large knives (2” or more), razor blades, cutting tools, brass knuckles, hypodermic needles, or other similar objects or devices

- 3.11 Bomb threats/unnecessarily dialing 911/Unjust activation of fire extinguisher
Any such communication(s) concerning school Board property which has the effect of interrupting the educational environment; each of these offenses is a felony criminal offense.
- 3.12 Possession/igniting of explosives
Any destructive device, fireworks, firecrackers, smoke bombs, stink bombs, or any type of explosives (any part of an explosive device, whether active or inactive)
- 3.13 Sexual acts/Unsolicited proposition to engage in sexual acts/Offensive touching or pinching/Violation of Sexual Harassment Policy
Acts of a sexual nature including, but not limited to, pinching, touching, battery, intercourse, attempted rape, rape, inappropriate touching of oneself, or any sexual act
- 3.14 Inciting or participating in major student disorder
Leading, encouraging or assisting in major disruptions which result in destruction or damage of private or public property or personal injury to participants or others; also to include disruption of the normal school day operations
- 3.15 Open defiance of a teacher or Board employee
- 3.16 Threats/Extortion
(Principals should use their discretion as to the seriousness of the situation, the age of the student(s) involved, and the impact on the school as to which classification [Class II or III] the incident should merit)
- 3.17 Directing obscene, profane language or gestures to a School Board employee during or after school hours on or off school grounds if reasonably related to school activity
- 3.18 Assault/battery/bullying of another student
The student will be placed in the 180° Program a minimum of 10 days (K-4) or 20 days (5-12)
- 3.19 “No Fight Policy”
A fight is any physical conflict between two or more individuals, to include provoking, agitating, and/or inciting a fight/confrontation (racial slurs, name calling, threats, etc., that lead to physical confrontations)

The home school principal will use professional judgment in determining if the offense is a fight or an assault. After thorough investigation of the incident, the home school principal may deem it necessary to determine the appropriate disciplinary action for all parties involved. However, the minimum placement for the instigator(s)/aggressor(s) will be a minimum

of 20 days in the 180° Program. All other parties involved, based on the investigation, may receive punishment at the home school, i.e. I.S.S., I.S.D., suspension, etc.

- 3.20 Fleeing School Board employee / Providing false information / Refusal to cooperate with School Board employee / Refusal of a reasonable search
- 3.21 Indecent exposure / Public lewdness / Mooning / Pornographic material/ Sexting
- 3.22 Trespassing/Loitering
Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited is warned by an authorized person to depart and refusing to do so (any student currently suspended or expelled may not be on Board property – this includes after school activities – ball games, dances, etc.)
- 3.23 Unauthorized use, misuse, or abuse of Board or local school computer system to include the internet
- 3.24 Violation of Gang Policy/Illegal Organizations (to include the possession and/or distribution of literature)
A gang is a group of 2 or more people who interact together to the exclusion of others, exhibit antisocial behavior, imply membership or affiliation by written communication, oral remarks, gestures, emblems, or dress.

The types of dress, activities, acts, hand gestures, graffiti, drawings, behaviors, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe such behavior, apparel, activities, acts or other attributes are gang related;
- Disrupt or interfere with the school environment, activities and/or educational objectives;
- Create an atmosphere in which the well-being of a student, staff members, or other person is hindered by undue pressure, physical or mental intimidation, overt gesture, or threat of violence; imply, stimulate or exhibit any reference which is judged to be related to or associated with gang affiliation or gang activity.

This includes any on-campus activities, fraternities, sororities, secret organizations, or non-affiliated school clubs. This includes hazing on or off school grounds.

- 3.25 Any material and/or conduct that contributes to antisocial or terroristic acts or threats, and/or any materials that depict the same, and/or failure to report any prior knowledge of potentially dangerous situations to proper authorities
- 3.26 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances (Must refer to Administrative Review Team before referring to 180° Program)

DISCIPLINARY ACTIONS/SERIOUS OFFENSES – CLASS III **ADMINISTRATIVE OPTIONS**

1. Suspension and/or recommendation for 180° placement after parent contact
2. Following a Class III violation, a student can be suspended to the Central Office where the Superintendent or his/her designee and administrators will conduct a due process hearing for the purpose of assigning students to 180° or other measures deemed appropriate. If the decision to expel the student is made, the expulsion shall be for any length of time up to the end of the current school year or one (1) calendar year. The Superintendent shall, by letter, notify the parent/guardian of the Walker County Board of Education's decision within ten days after it is made.
3. Recommendation for expulsion

ADMISSION TO AND CONDUCT AT SCHOOL EVENTS

The Walker County Board of Education recognizes that there is a certain minimum standard of conduct and behavior required of all persons, including students, who attend athletic events and other events sponsored by or conducted as part of the educational program of the Walker County Board of Education. The school Administrator reserves the right to restrict admission or attendance at any school activity.

Unless otherwise announced and subject to such admission charges as may be imposed, all athletic contests, concerts, graduation exercises, and other similar activities conducted by the Walker County Board of Education shall be open to the general public, except that **no person who has been expelled from school or who is currently suspended from any Walker County School shall be permitted to attend any such events.**

STUDENT CONDUCT OFF SCHOOL GROUNDS

Students are subject to discipline, up to and including suspension and expulsion, for misconduct even if misconduct occurs off school property and during non-school time. Such discipline may result:

- If the incident was directed to a Board employee, Board employee's family or personal property of Board employee; or
- If the incident was initiated in the school building or on school grounds;
or

- If the incident occurred or was initiated off school grounds and on non-school time and if, after the occurrence, there is a reasonable likelihood that return of the student would contribute to a disruptive effect on the school's educational program or threaten the health, safety, or welfare of students and of school property.

Student misconduct that may result in such discipline includes, but is not limited to:

- Use, possession, sale or distribution of dangerous weapons, including knives or guns; or
- Use of physical force; or
- Violation of child pornography laws

The Board may impose discipline up to and including suspension and/or expulsion if it is determined that a student's:

- Use, possession, or sale of controlled substances in the community has a reasonable likelihood of endangering the safety of students or employees because of the possibility of sales in the school; or
- Use of weapons (guns, etc.), or violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment or causing disruption to the school environment; or
- Similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in the school or of bringing retaliation or revenge onto the school scene for such misconduct off school grounds; or
- Behavior displayed exhibits conduct not acceptable to the norms of the community and is likely to cause disruption to the school environment.

STUDENT DRESS CODE

The Board and Administration recognize the importance of the rights and privileges of each individual in the School District. The Board is also aware that schools are for the purpose of providing educational opportunities for all students in an atmosphere that is conducive to learning and as free as possible from disruption. Any student-worn article of clothing determined to be disruptive to the learning environment or hazardous to the health and safety of students will not be allowed. Therefore, in an effort to provide the best educational opportunities in the schools, the Board subscribes to and approves the following dress code.

All students are expected to practice good hygiene habits daily. Clothing shall not be so tight or loose as to be overly revealing. Articles of clothing must be appropriate and worn as designated for school wear. All articles of clothing should be clean and odorless. Students are required to be lice free. Any dispute

concerning a dress code issue will be at the discretion of school administrators, superintendent or designee.

HEAD COVERINGS

Head coverings must be removed when entering the building and/or school buses (examples: hats, caps, sweat bands, bandannas, visors, sunglasses, etc.).

JEWELRY

1. Any body piercing jewelry other than ear jewelry for girls is not allowed. All other jewelry should not be excessive. Earrings are not permitted on boys; body piercings are not allowed and any other jewelry deemed by the administration to be distracting, excessive or a hazard is not to be worn by boys or girls.
2. Bracelets, belts, gloves, necklaces and other accessories with spikes, studs, metal balls or chains are not allowed. No hemp jewelry is allowed.

HAIR

Hair must be clean, well groomed and should not impair vision. Male students with facial hair must keep it neat and well groomed. No strips cut into the eyebrows will be allowed. No hair style, hair color, makeup, clothing or other article which is disruptive to the learning environment or which identifies a student as being a member of a gang and/or subversive or unlawful organization will be allowed.

UNDERGARMENTS

Proper undergarments must be worn AT ALL TIMES with all clothing with no substitutes or NO exceptions. At no time may underwear be exposed.

SHIRTS (Grades 5-12)

1. Shirts must have sleeves that cover the shoulders, upper arms, and arm pits. The shoulders, chest, or back should not be able to be seen at any time.
2. Shirts and tops should be long enough to cover the midriff when sitting or standing.
3. All shirts must fit properly and not be oversized or excessively long as determined by the school administrator.

DRESSES AND SKIRTS (Grades 5-12)

1. Dresses must cover the top of the shoulders and arm pits. They also must have sleeves or be worn with a top that does have sleeves.
2. Dresses must be buttoned high enough to cover the chest, and the back of the body cannot be exposed.
3. All dresses and skirts must be worn at the top of the knee.
4. All leggings and jeggings must be worn with dresses or skirts that reach the top of the knee.

PANTS

- All pants and other items of clothing must be clean with no holes or patches. No shredded or split pants are permitted. All pants must be properly hemmed or with cuffs.
- All pants must fit properly–no sagging/dragging pants.
- No exposed underwear is allowed
- Pants with belt loops must be worn with a size-appropriate belt for students in grades 5 – 12.
- No sweat pants allowed for grades 5 – 12; however, students in grades 5 – 12 may wear sweat pants during Physical Education or athletic practice.
- No pants of lycra, spandex, jogging suits, sweat suits, wind suits or similar types of clothing are allowed to be worn as outerwear. (Grades 5-12)

SHORTS

Grades 5-12: Shorts shall be permitted provided that the shorts are neatly hemmed, conservative, and modest in appearance. Length of shorts should touch the knee.

Specifically prohibited are cutoffs, frayed-hem shorts, bicycle shorts, gym shorts, and form fitting and skin-tight shorts of lycra, spandex or other similar materials.

Grades K-4: Administrative Discretion may be used accordingly.

SHOES

Shoes shall be worn at school at all times. Prohibited footwear includes any footwear not intended for outdoor wear and shoes with roller devices.

COATS/JACKETS/OUTERWEAR

Any jackets or coats not approved for classroom wear must be removed upon entering the building and placed in a locker or designated area. Also, no outerwear may be taken off and tied around the waist and worn to class. Sweaters and sweatshirts are permitted provided they do not cover the pants pockets. NO OVERSIZED OUTERWEAR. Students who are cold-natured should wear only approved outerwear to class.

OTHER AREAS

1. Tattoos, clothing and accessories displaying obscene, distracting, or suggestive language, unacceptable graphics or advertisements for illegal substances (to include alcohol and tobacco) may **not** be worn or displayed. This will include anything that is derogatory to any race or religion.
2. Fingernails that are considered to be distractive or dangerous are not allowed.

3. **All book bags/backpacks must be of the see-through variety** (mesh or clear plastic). During the regular school hours, all bags used for extracurricular activities must be checked in with the sponsor/director/coach immediately upon arrival at school. **A book bag/backpack is any container large enough to carry an average size textbook, including sacks, purses, bags, etc.** See-through mesh laundry bags may be used as a book bag. All book bags, backpacks, etc., that have rollers are prohibited without a reasonable medical excuse or by school administrator's discretion with extenuating circumstances.
4. The school Administration may judge the appropriateness of any "fad" or questionable article of apparel or item.
5. All students are expected to comply with the Dress Code. The school Administrator, Superintendent and Board may review an individual situation to decide if any modifications in the Dress Code are needed for the health and safety of a particular student. Administrators may make certain modifications for certain groups during performances or special activities. The approval of the modification must be made within Board accepted standards prior to the date of the modification.

DISCIPLINARY ACTION FOR DRESS CODE VIOLATIONS

(for documented office visits per semester)

- 1st offense – Student conference with Administration / Warning
- 2nd offense – Administrative contact with Parent/Guardian
- 3rd offense – Administrative conference with Parent/Guardian
- 4th offense – Administrative discretion
- 5th offense – Administrative discretion
- 6th offense – In-school detention (1 day)
- 7th offense – Out-of-School suspension (1 day)
- 8th offense – Referral to 180° Program (20 day placement) – (Grades 5-12)

STUDENT TRANSPORTATION

AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. The privilege to operate a private vehicle on school property may be revoked if safety and/or local school rules are violated, including sitting in automobiles parked on school property during school hours.

Students will be required to present evidence of an Alabama driver's license and proof of current liability insurance before they are authorized to bring a vehicle onto school premises.

The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of students' automobiles on school property.

Additionally, all students who operate a vehicle on school premises are subject to random drug testing.

The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

Students who are unauthorized to use or operate privately or personally owned vehicles to the Walker County Center of Technology are guilty of a Class II violation.

DROP-OUT/DRIVER'S LICENSE

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who are: enrolled in a GED program, enrolled in a secondary school, participating in an approved job training program, gainfully employed, a parent of a minor or unborn child, or the sole source of transportation for the parent.

TECHNOLOGY

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulation environment, it is the policy of the Walker County School District to provide all students and employees with access to a variety of technology resources. All Walker County students and staff must acknowledge and adhere to the Walker County Schools Technology Usage Policy. The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge.

Thus, it is the intention of the Walker County Schools that all technology resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and / or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of Walker County Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies. The administrators of each school are responsible for establishing specific practices to enforce this policy at individual schools.

Aspects of this policy may specifically address technology equipment personally owned by school system employees and/ or students and brought into school facilities or on to school campuses to access school resources and/ or personal resources. All personal technologies used on any Walker County campus are subject to this policy and may be used only if such usage is in

compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. No technologies may be purchased, brought on campus, or used to access school system resources that interfere with or adversely affect functions or operations of school system technology resources/ infrastructure.

All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a Walker County School campus is subject to all school system policies and guidelines, as well as local, state, and federal laws. Employees are prohibited from emailing outside the school system or storing/ saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/ or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen or if the security of this data is believed to have been breached in any way, the Technology Director should be notified immediately.

Students and staff are expected to be aware of and follow the guidelines in the Walker County Schools Technology Usage Policy which are updated annually and posted on the Walker County Schools website. If you do not have access to a computer at home you can view these guidelines in the local school's office.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Technology Director before proceeding. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/ or legal action.

CHILD NUTRITION PROGRAM

The Competitive Food Rule

The United States Department of Agriculture and the State Department of Education prohibit the sale of competitive foods during the time that meals subsidized by the National School Lunch and School Breakfast Programs are being served to children. Competitive foods are any foods sold in competition with the National School Lunch and School Breakfast Programs. During the time the school lunch program is in operation, students are not to eat lunch in or from commercial establishments. Lunches brought from home should be in a plain bag or a lunch box (No Logo). Students violating this policy may be subject to disciplinary action by school officials.

Policy: It is the policy of the Walker County Board of Education to use the Offer versus Serve (OVS) option in providing reimbursable meals to students in compliance with USDA regulations and the Healthy Hungry Free Kids Act of 2010.

Purpose: OVS allows schools to minimize food waste and encourage more food choices.

Procedure: Meals are priced as a unit. This means that paying students will pay the full meal price and students eligible for reduced price will pay the current reduced price charge whether they take the minimum number of menu items or the complete planned meal.

National School Lunch Program (NSLP) In the NSLP, schools must offer five food components. Students may decline two of the five components but must select at least ½ cup of fruit or ½ cup of vegetables. Students must select the other food components in the planned quantities. The five food components are: Meat/meat alternate, Vegetable, Grain, Fruit, and Milk.

National School Breakfast Program (SBP) In the SBP, schools must offer three food components that consist of a minimum of four food items. Students may decline one food item. Students must select the other food components in the planned quantities. A large grain may count as two items. The three food components are: Grain (with optional meat/meat alternate allowed), Fruit/Vegetable, and Milk.

Free and Reduced Applications: The CNP department provides an online Free and Reduced Application. The application may be accessed through the Walker County Board of Education website at walkercountyschools.com or is available at the home school. Parents are encouraged to use the online application because the information is secure and the turn-around time is quicker than the paper application. Students may be eligible for free or reduced priced meals in accordance with state and federal guidelines. A student qualifying for a free lunch will also qualify for a free breakfast.

Pre-paid Meals: Charges for meals are not allowed. Students may pre-pay meals in the cafeteria or may use the PayPAMS option.

New this year: Parents may Pre-Pay for school meals at www.paypams.com or using the PayPAMS Mobile App. Go to PayPAMS.com and click on the “Sign Up Now!” button on the home page. Select your state, then select your school district. Create a user name and password and enter your contact information. Add children to your account. Make payments or set up automatic payments based on low balance.

Breakfast and Lunch Prices

Student Prices:

Paid: Breakfast - \$1.00

Lunch – \$2.60

Reduced: Breakfast - \$0.30

Lunch - \$0.40

Education: *Nutrition Nuggets and Teen Food @ Fitness* are newsletters posted to our website each month. The newsletters are packed with creative ideas and practical ideas on how a family can improve nutritional choices. The Walker County CNP Department is in compliance with USDA and Alabama State Department of Education guidelines.

HEALTH SERVICES

A program of student health services in the areas of health assessment and care, emergency care, communicable disease prevention and control, and health education and screening is available to students in the Walker County Schools. Screening programs include scoliosis for students in grades 5-9. Various health education programs are provided annually. .

Individual health care plans and/or emergency action health care plans are developed for all students with chronic health care conditions. With parental consent, an immunization audit of student records are conducted during the year by local health department staff at randomly selected schools.

The **parent/guardian and physician MUST sign** the Alabama State Department's School Medication Parent/Prescriber Authorization form giving permission for a child to receive prescription or over-the-counter medication at school. Refer to the next section for specifics. Should you have any questions or concerns regarding this information, please call Margaret Guthrie RN, Supervisor of Health Services, at 387-0555 ext. 1111.

STUDENT MEDICATION POLICY

Goal of the Medication Policy:

- Assisting the student with medication at school so an optimal state of wellness can be maintained in order to enhance his or her ability to learn
- Protect the health, safety, and welfare of the student

REQUIREMENTS FOR ALL (prescriptions and over-the-counter) MEDICATIONS AT SCHOOL

School Medication Prescriber/Parent Authorization Form

- Parent/Guardian: *Complete Student Information Section*. Each medication will have an authorization form specific to that medication. Parent/guardian will complete the section naming the medication, sign it, and date the form.
- Licensed Healthcare Provider: *Complete Prescriber Authorization Section*. Verify the medication, dosage, route, and times to be given at school. Sign and date form.

Self-Medication:

Students that are asthmatic, diabetic, or allergic who require an epi pen can self-medicate only with parental and the doctor's authorization. Self-medicate means the student is capable to consume or inject prescribed medication in the manner directed by the licensed prescriber without additional assistance or direction. Medication must have a pharmacy label.

Medication at School:

- ALL medication must be delivered to the school by the parent or parental designated adult. UNDER NO CIRCUMSTANCES SHOULD MEDICATION BE TRANSPORTED ON THE SCHOOL BUS BY A STUDENT.
- Parent/guardian and Licensed Prescriber must complete the appropriate Medication Consent Form and submit a new Medication Consent Form if any changes occur in dosage or time the medication is given.

ALL Prescription Medication Requirements:

- Specific “School Medication Prescriber/Parent Authorization Form”
- Parent/guardian and Licensed Prescriber signature authorization
- Medication delivered to nurse or trained medication assistant by parents or parent designated adult
- Medication in pharmacy bottle with that student’s name, name of medication, medication dosage, directions from MD when medication is to be taken, MD name, no more than a 30 day supply; Date when medication was filled should not exceed 6 months.
- Discrepancies from the above information-medication will not be given until clarification is made.
- Expired medication and medication not picked up by the end of the school year will be disposed of by following state and federal guidelines.

ALL Over-the-Counter Requirements:

- Specific “School Medication Prescriber/Parent Authorization Form”
- Parent/guardian and licensed Prescriber signature authorization
- Medication should be delivered to the nurse or trained medication assistant by the parents or parent/designated adult. Upon medication delivery to the school, the parent and school personnel will count the medication and both parties will sign off on medication.
- Medication in factory/original unopened container
- Student’s name will be placed on container—siblings cannot share medication
- No more than a 30-day supply will be kept at school
- Expired medication and medication not picked up at the end of the school year will be disposed of by following state and federal guidelines.

Pharmacy computer printout of side effects/contraindications/adverse reaction form:

- Parent/guardian should provide information to the school regarding specific medication the student takes at school.

MEDICATION WILL NOT BE GIVEN TO YOUR CHILD UNLESS THESE GUIDELINES ARE FOLLOWED. A VIOLATION OF THE WALKER COUNTY BOARD OF EDUCATION MEDICATION POLICY WILL BE CODED AS THE ADMINISTRATOR DEEMS NECESSARY.

INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease? It is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the U.S. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord. Symptoms of this disease are fever, headache, stiff neck, red rash, drowsiness, nausea and vomiting.

How do you catch the disease? The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils.

Meningococcal vaccine: Who should get the vaccine and when? MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. You may also visit www.adph.org/immunization.

HEAD LICE GUIDELINES

The administration of each school will designate a teacher or employee to do the initial screening for head lice. One or more persons in each school will be trained to screen children as the children return to school from a lice-related problem. This person/persons may be a teacher, aide, school nurse, or someone designated by the school administration. The guidelines to follow are:

- Each school will send form letters to parents with instructions for treatment.
- The child must be accompanied by a parent/guardian upon return to school.
- Students must be lice free before they are allowed to return to school.

Students will be allowed three (3) days excused absences per semester for lice-related problems. After the three (3) days absences, each additional absence will be coded as unexcused lice infestation. If the number of unexcused absences are more than three (3) per school year, the absences should be reported to the Attendance Officer.

STUDENT PREGNANCIES

A pregnant student will be required to attend school and to participate in regular school programs until such time that the student's school attendance and participation in school programs endanger the health and safety of the student, as determined by the student's physician. It is recommended that a pregnant student who remains in school during the pregnancy be under the direct care of

a licensed physician and a written statement be issued from the physician notifying the school administrator of any modifications that are needed for that student.

SAFETY AND EMERGENCY PROCEDURES

STUDENT TRANSPORTATION

All transportation programs shall be operated in accordance with provisions of the *Code of Alabama* and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of the students.

The policies listed below shall be followed by students when being transported via Board-owned vehicles, including the activity bus:

1. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus and shall be subject to all school rules and regulations applicable during regular school hours.
2. Students will board and leave the bus only at an approved stop.
3. Students should not attempt to talk to the bus driver while the bus is in motion.
4. Students will not throw objects on the bus or from the bus at any time.
5. Students are not to get off the bus at any time from the point of departure until they reach their destination except in cases of emergency and upon notification of the bus driver by written note signed by the student's parent(s)/ guardian(s) and school principal.
6. Students should not have their arms or any parts of their bodies out of the windows at any time.
7. Students should remain seated until the bus comes to a full stop; no moving around while the bus is in motion.
8. The bus driver has full authority over the students while they are riding the bus; he/she will be firm but fair with each student. Failure to obey a driver can result in suspension from riding the bus by the school administrator. Violations will be reported promptly to the local administrator by the driver.
9. Profane, indecent, or abusive language will not be permitted.
10. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student or his/her parent/guardian.
11. All bus students will be assigned to one (1) particular bus and any changes must be made by the administrator.
12. The Superintendent of Schools or designee is authorized to suspend a student's transportation privilege due to misconduct or misbehavior while enroute to and from school. Such suspension shall be temporary. If the school administrator recommends that the student be permanently

- removed from the bus, the student will be temporarily suspended pending a hearing before the Board at its next regular meeting at which time the
13. Board will review the action of the Superintendent of Schools or designee and determine if such suspension shall be terminated, extended, or made permanent.

Student transportation for selected activities is provided by the Board as a service to the students of the School District. The Board reserves the right to deny a student or students the privilege of being transported at public expense, provided the policies and school rules and regulations outlined above are not followed.

VISITORS/PARENTS ON SCHOOL PROPERTY

For the security of the school and the safety of students, the following guidelines must be followed:

1. Visitors/Parents, including parents who are coming for scheduled conferences, must check in through the office and state their reason for being on campus. Teachers are instructed to alert the office whenever there is an unauthorized visitor in the building.
2. Visitors/Parents are not allowed in the classrooms or in the commons area without permission from the office.
3. Visitors/Parents are not allowed on the school grounds anywhere before or after school without permission from the office.
4. Students who do not have permission and are outside talking to visitors will be subject to disciplinary action.
5. Students are not allowed to bring guest(s), including younger brothers and sisters, to class with them during the school day.
6. Parents should not interfere with emergency procedures implemented by the individual schools. The State Department of Education recommends that students remain under the crisis management plan of the individual school during the duration of the procedure (tornado, fire, lockdown, etc.)

SCHOOL CLOSING OR DELAYED OPENING

It is the responsibility of the parent/guardian to make arrangements for the supervision of their children in the event of an early dismissal, late start, or cancellation due to inclement weather. It is important that students and parents listen to the local radio and television stations and not call the school. The Walker County Board of Education has an emergency response system in place that notifies parents in the event of an emergency. **School telephone lines must be kept open for emergency instructions and/or communications. Driveways should not be blocked.**

SCHOOLCAST

Walker County School System uses the *SchoolCast* rapid response system to make important announcements. **Parents need to keep all contact information current with the school.**

ATHLETICS

The goal of the athletic program is to provide our student-athletes quality opportunities to enhance and promote teamwork, sportsmanship, competitiveness, self-discipline and moral character. In doing so, we will strive to provide each participant with experiences that will help each child to reach his/her fullest potential while developing an environment of school spirit and commitment to excellence. All students, grades 7-12, who participate in any extracurricular activities, are subject to random drug testing. For a complete, more detailed list of all sports offered, please refer to our Athletic Handbook.

EXTRACURRICULAR ACTIVITY RESIDENCE ELIGIBILITY PARTICIPATION – ACADEMICS FIRST/ CHEERLEADERS – SELECTION AND MANAGEMENT

The Walker County Board of Education and the AHSAA determine the requirements for eligibility and participation of all extracurricular activities including band, cheerleading, and sports. For complete information, you may refer to the *Walker County Board of Education Policy* manual or the Coaches' Handbook.

OTHER SCHOOL INFORMATION

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged by the school. **Such conferences, however, must be scheduled during the teacher's planning time.** Parents may schedule conferences with teachers by calling the office (at least one day's notice is encouraged). If a parent needs to talk to a teacher on the phone, the parent should call during the teacher's planning time.

COUNSELING PROGRAM

The school counselor will keep information related to counseling services confidential unless disclosure is in the best interest of the student, is required for the welfare of others, or is required by law. When disclosure is required, only information that is essential will be revealed.

COUNSELING SERVICES/LEGAL PRIVILEGE

The ethical promise of confidentiality by a school counselor to a student-client does not necessarily mean the counselor has a legal privilege not to repeat what the student said in counseling session, if the counselor has been asked to do so under oath in court or other legal proceeding.

SURVEY

The Walker County School System, in an effort to implement ongoing drug education efforts conducts an anonymous student survey about alcohol use, drug

use, and violence. The survey information will assist in assessing the school system's success or failure to educate students regarding the health and safety value of not using alcohol and drugs. This survey will be conducted in the fourth through twelfth grades during the month of April each school year.

The survey will be used to gather this information. It is an anonymous survey that is strictly voluntary. Students are not required to participate. There is no section on the survey where the student must write his/her name. All surveys are turned in to the administrator in such a way that the student's identity cannot be determined. Any parent who prefers that their child not participate in the survey must notify the home school principal in writing before April of the current school year. Parents may view a copy of the survey in the principal's office during the week before it is administered if they would like to review its content. A summary of the gathered information can be shared with parents when results are obtained. The Walker County School System appreciates all parental support of the efforts to help students understand that alcohol and drug use can be harmful to their health and safety.

CHECKS/RETURNED CHECKS

Any check that is submitted to a school of the Walker County Board of Education must include proper identification consisting of the check writer's driver's license number, social security number or the date of birth. Unsigned, post-dated or counter checks will not be accepted. Once a bad check is received from an individual, that person will no longer be allowed to submit checks to the school or the Board, but must use cash, a cashier's check, or a money order, whichever is applicable.

An NSF fee of \$30.00 will be charged for all bad checks. A certified or registered letter will be sent to the check signer to notify him/her that the check is bad. All bad checks and NSF fees that are not paid within 10 days from receiving notification of the bad check will be forwarded to a collection agency.

FIELD TRIPS AND EXCURSIONS

1. Students shall be expected to exhibit good behavior and shall be subject to the same dress code and conduct applicable to regular classroom activities.
2. Students must have written permission signed by their parents/guardians on file with school officials prior to departing on a school-sponsored field trip, either by school bus or approved private transportation.
3. Students must use transportation approved by the school administrator.
4. At the administrator's discretion, students who have displayed inappropriate or disruptive behavior may not be allowed to participate.
5. Teachers sponsoring field trips will be expected to accompany students on the bus and will be primarily responsible for discipline on the bus.

STUDENT PUBLICATIONS

The Superintendent is authorized to develop rules and regulations regarding student publications. Student publications are subject to and will be expected to meet standards associated with responsible journalism. The principal and student publication sponsor are responsible for the content of such publications.

DISTRIBUTION OF MATERIALS

The sale or distribution of any goods or materials on any school property by an individual or group of individuals is prohibited unless prior authorization has been obtained from the Administrator.

COMMUNITY RESOURCE DIRECTORY

Child Birth

Walker Baptist Medical Center 387-2229

Child Care/Headstart (HS)

Walker County Headstart 387-0555

Early Headstart / ARC of Walker County 387-0564

Jefferson Co. Child Development Corp. @ Walker Co. DHR 387-5400

Community Parenting Programs

Alabama Cooperative Extension System (Today's Mom) 221-3392

Alabama Public Television 451-0129

Baby Talk 387-0051 ext. 5832

Walker County Children's Policy Council

(Parent Project Sr./Teen/Jr.) (Responsible Parenting) 302-0801

Northwest Alabama Mental Health Center

(Transparenting—A class for parent going through divorce) 302-9000

Walker Co. Bd. of Education / Parent Involvement Coordinator 387-0555

Counseling

Adam Bishop Center / NWALMHC 302-9066

Northwest AL Mental Health Center 302-9000

Alabama Abuse Counseling 221-2220

Walker Recovery 221-1799

Family and Children's Services

Beacon House 384-4539

Child Find of America 1-800-426-5678

Daybreak Family Violence Program 387-1157

Free Will Baptist Children's Home 924-9751

Kid One Transport 1-800-543-7143

ARC of Walker County / Early Intervention 387-0564

(for children ages birth to three years)

Adam Bishop Center 302-9066

(for children ages three to seventeen)

Walker County Department of Human Resources 387-5400

Children's Rehabilitation Services 290-4550

Juvenile Diabetes Research Foundation 871-0333

Pregnancy Test and Resource Center 221-5860

Boys and Girls Club of Walker County 221-1807

Big Brothers / Big Sisters of Greater Birmingham 387-8032

Community Services Alabama Cooperative Extension Services 221-3392

Alabama State Department of Veterans Affairs	384-7277
Jasper Area Ministerial Emergency Service	221-7434
Jasper City Police Department	221-2121
Jasper Area Family Service Center	387-0511 ext. 5831
<u>En Español</u>	
Intake Social Worker	384-9231
Jasper Park & Recreation	384-6014
Walker County Department of Public Health	221-9775
Social Security Office	221-6463
Walker County Department of Public Health	221-9775
<u>Social Security Office</u>	
Walker County Office – American Red Cross	387-1478
Walker County Juvenile Court / Probation	384-7243
Walker County Sheriff’s Department	384-7218
United Methodist Children’s Home	384-6383
United Way	387-0442
<u>Local Public School Systems</u>	
Jasper City Board of Education	384-6880
Walker County Board of Education	387-0555
<u>Resources</u>	
Literacy Council of Walker County	
Bevill State Community College	387-0511
Alabama State Vocational Rehabilitation Center	221-9270
Homeless Student Assistance Program	387-0555
Hope Clinic	302-0011
Second Opportunity System	295-0599
<u>Hotline Numbers</u>	
Alabama Medicaid Patient Information	1-800-362-1504
ALL Kids (Health Insurance)	1-888-373-5437
Children’s Hospital Poison Control	393-3201
Crisis Line (Northwest AL MHC)	387-0541
Crisis Center hotline (Birmingham)	323-7777
Crisis Center Teen Link	328-5465
Kid’s Help Line	328-5437
Prevent Child Abuse Alabama	1-800-Children
<u>Latino Resources</u>	
En Español	824-2360
HICA	595-5545
Multicultural Resource Center	824-5046
Project Aprende	559-2560
<u>Walker County Children’s Policy, Inc.</u>	302-0801
<u>Online Resources:</u>	

www.FirstSigns.org
www.WalkerArc.com
www.NWAMHC.org

SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

STUDENT INFORMATION

Student's Name: _____ School: _____

Date of Birth: ___/___/___ Age: _____ Grade: _____ Teacher: _____

No known drug allergies--if drug allergies list: _____ Weight: _____ pounds

PRESCRIBER AUTHORIZATION (To be completed by licensed healthcare provider)

Medication Name: _____ Dosage: _____ Route: _____

Frequency/Time(s) to be given: _____ Start Date: ___/___/___

Stop Date: ___/___/___

Reason for taking medication: _____

Potential side effects/contraindications/adverse reactions: _____

Treatment order in the event of an adverse reaction: _____

SPECIAL INSTRUCTIONS:

Is the medication a controlled substance? Yes No

Is self- medication permitted and recommended? Yes No

If "yes" I hereby affirm this student has been instructed on proper self-administration of the prescribe medication.

Do you recommend this medication be kept "on person" by student? Yes No

Printed Name of Licensed Healthcare Provider: _____

Phone: () _____ Fax: _____

Signature of Licensed Healthcare Provider _____ Date _____

PARENT AUTHORIZATION

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the School Nurse to talk with the prescriber or pharmacist should a question come up with the medication. **Prescription Medication** must be registered with School Nurse or trained Medication Assistants. Prescription medication must be properly labeled with student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate. **Over the Counter Medication** must be registered with the School Nurse or Trained Medication Assistant, OTC's in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:

Parent's/Guardian's Signature: _____ Date: ___/___/___ Phone: _____

SELF-ADMINISTRATION AUTHORIZATION

(To be completed ONLY if student is authorized to complete self-care by licensed healthcare provider.)

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self- administration of prescribed medication(s).

Signature of Parent: _____ Date: ___/___/___ Phone: ___-_____-____

DIRECTORY

WALKER COUNTY BOARD OF EDUCATION

1710 Alabama Av. • P. O. Box 311 • Jasper, AL 35502-0311

Superintendent's Office 387-0555 • Transportation 387-2155

2016-2017

SCHOOL	PRINCIPAL	PHONE
Bankhead Middle	Amber Freeman	483-7245
Carbon Hill Elem./Jr. High	Dr. Tanya Guin	924-4101
Carbon Hill High School	Jody Claborn	924-8821
Cordova Elementary	Dianne Williams	483-7666
Cordova High	Kathy Vintson	483-7404
Curry Elementary	Roy Martin	387-7845
Curry High	Rod Aaron	384-3887
Curry Middle	Dr. Barry Wilson	384-3441
Dora High	Paige Skalnik	648-6863
Lupton Jr. High	Corey Shubert	384-5838
Oakman Middle	Marta Nichols	622-3611
Oakman High	Patrick Gann	622-3381
Parrish Elementary	Chris Walton	686-5061
Sumiton Elementary	Dr. Kristy Wheeler	648-5656
Sumiton Middle	Chris Stephenson	648-2390
Valley Jr. High	Jody Harrison	483-9381
Walker Co. Center of Tech.	Chris McCullar, Director	387-0561
Walker Co.180°/Twilight/Hope	Ricky Pate, Director	387-9984

Central Office Key Contacts

Superintendent.....	Dr. Jason Adkins
Curriculum and Instruction Director.....	Dr. Joel Hagood
Personnel Eval, ARI/RTI/PST/Library, & Elementary Director....	Dr. Dennis Willingham
Assessment & Accountability/Counseling Director.....	Mary Slaughter
Special Education & Human Resources Director.....	Butch Sargent, JD
504 Coordinator.....	Michelle Howell
Child Nutrition Program Director.....	Janell Aultman
Technology & School Safety.....	Glenda Wilson
Transportation Director.....	Mike Scott
Health Services Coordinator.....	Margaret Guthrie
Federal Programs Director.....	Brenda Dix
Federal Programs Financial Coordinator.....	Connie Shubert
Head Start Director.....	Sharon Harrison
Truancy.....	Kyle Dutton
Virtual School.....	Steve Rowe
Custodian of Funds.....	Margaret Scurlock
Maintenance Supervisor.....	Darrell Waid



Alabama State Department of Education
Thomas R. Bice, State Superintendent of Education

Help **Child Find** Locate Children with Disabilities

What Is **Child Find**?

Child Find is a statewide effort by the Alabama State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21.

How Does **Child Find** Work?

Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities. A toll-free number is provided for parents or other persons interested in information about referring a child from birth to age 21.

Why Is **Child Find** Important?

It helps the child, the family, and the provider to plan appropriate services and link families to services for students meeting eligibility requirements in the following disability areas:

- Hearing Impairment
- Deaf-Blindness
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Emotional Disability
- Speech and Language Impairment
- Visual Impairment
- Specific Learning Disabilities
- Autism
- Traumatic Brain Injury
- Developmental Delay

For more information about **Child Find**, contact your local school system, local coordinating council, or call

(205) 387-0555

Ages 3-21

1-800-543-3098
Birth through 2