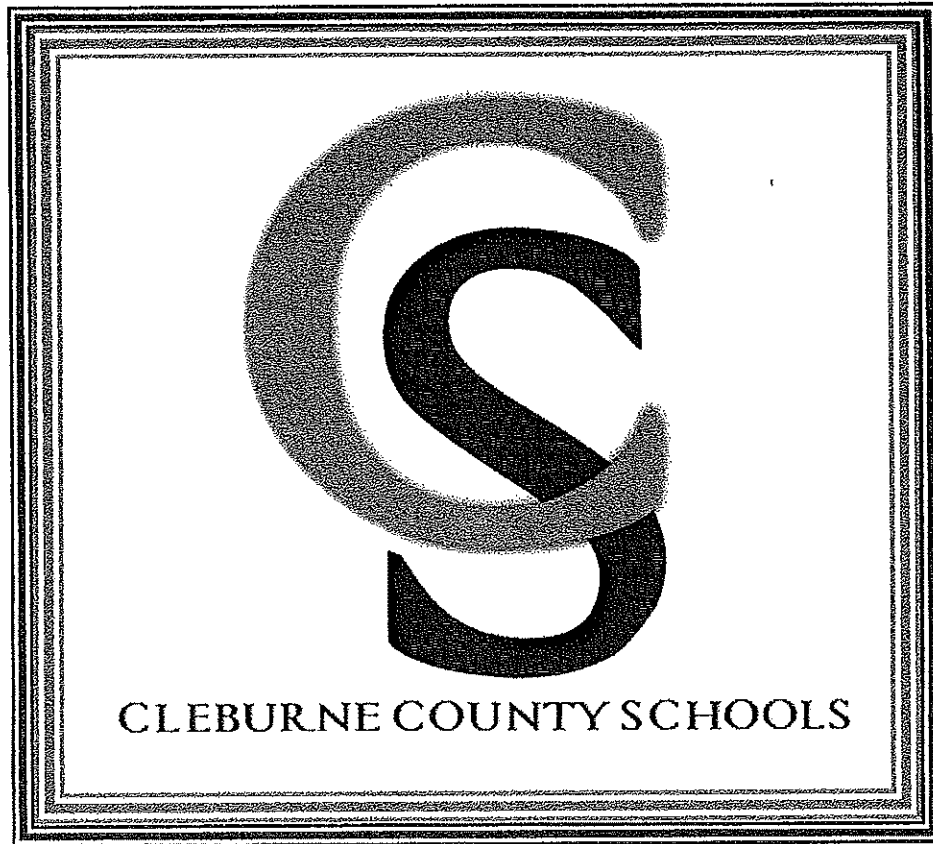


CLEBURNE COUNTY

2023 - 2024

Student Code of Conduct and Attendance



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Chad E. Young, Superintendent

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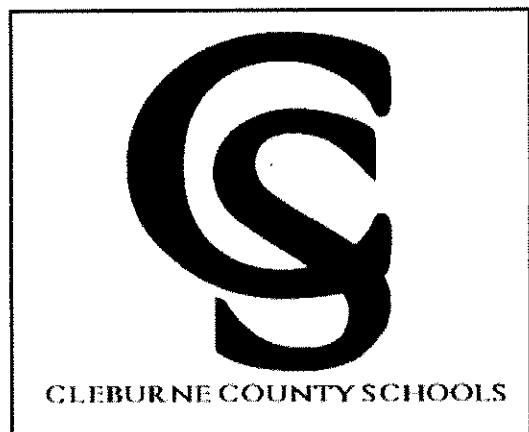
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| Sandy Butterworth | Assistant Principal |
| Karen Brown | Secretary |
| Pam Snow | Bookkeeper |
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| Connie Smith | Secretary |
| Brittaney Boatfield | Bookkeeper |
| Paulette Gibbs | Counselor |
| Tephanie Merrill | Counselor |

Equal Education Opportunity Statement

It is the policy of the Cleburne County Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, ethnicity, religion, creed, national origin, color, age, immigrant or migrant status, non-English speaking ability, or homeless status, and provides equal access to the Boy Scouts and other designated youth groups. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.: Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; Equal Pay Act of 1963, the Title IX of the Education Amendment of 1972 and Student Religious Liberties at School 2015. For more information, contact the Title IX, 504, and/or ADA Coordinator, 141 Davenport Drive, Heflin, AL 36264 or call 256-463-5624

All policies of the Cleburne County Board of Education are provided on the System Web Site www.cleburneschools.net

2023-2024 SCHOOL CALENDAR FOR STUDENTS

August

7 First Day for Students

September

1 E-learning (virtual) Day
4 Labor Day (school closed)
29 E-learning (virtual) Day

October

9-13 Fall Break (school closed)

November

10 Veteran's Day Observance
(school closed)
20-24 Thanksgiving Holidays
(school closed)

December

18-Jan 3 Christmas Holidays

January

4 Students Return
15 MLK Holiday (school closed)

February

9 E-learning (virtual) Day
12 Teacher Work Day

March

11 Teacher Work Day
(weather day, if needed)

April

1-5 Spring Break (school closed)
26 E-learning (virtual) Day

May

13 RHS Graduation
14 CCHS Graduation
22 Last Day of School for Students

REPORT CARD AND PROGRESS REPORT DISTRIBUTION DATES

| | Grading Period | Mid Term | Mid Term Progress Reports Sent Home | Report Cards Sent or Mailed Home |
|---|--------------------------|----------|-------------------------------------|----------------------------------|
| 1 | August 7 – October 6 | Sept. 6 | Sept. 6-14 | Oct. 19 |
| 2 | October 16 – December 15 | Nov. 9 | Nov. 9-17 | Jan. 11 |
| 3 | January 4 – March 12 | Feb. 6 | Feb. 6-13 | March 21 |
| 4 | March 13 – May 22 | April 19 | April 19-25 | May 22 |

SEMESTER EXAM SCHEDULE

All teachers administer semester exams on the date(s) scheduled. **EXEMPTIONS:** Students grades 8-12 meeting either of the requirements prescribed below will be exempt from taking the semester test in each class for which the standard is met: 1) A numerical grade of 90 or above. 2) A numerical grade of 80-89 with no more than 2 days of absence, tardiness, or check-out. 3) A numerical grade of 70-79 with only 1 day of absence, tardiness, or check-out.

In the event a student qualifying for the test exemption chooses to take a test, the result will be counted for the purpose of raising the grade only. The pre-test average will not be lowered regardless of the test result.

1st Semester Exam Schedule 2023-2024 School Year

Grades 8-12

Periods 1 – 4 December 13, 2023
Periods 5 – 7 December 14, 2023
Make-Up Exams December 15, 2023

2nd Semester Exam Schedule 2023-2024 School Year

Seniors

Periods 1 – 4 May 9, 2023
Periods 5 – 7 May 10, 2023

Grades 9-11

Periods 1 – 4 May 20, 2023
Periods 5 – 7 May 21, 2023
Make-Up Exams May 22, 2023

Cleburne County Testing Schedule for 2023-2024

****All testing that is required by the state will be at the schools or board office.**

| Assessment | Grades | Method | Dates |
|------------------------|---------------------------|--|---|
| AlaKids | Pre – K, K | Individual | Aug. 7 – Sept. 1, 2023 |
| Benchmark Tests (STAR) | 3 - 8 | Online | Fall Aug. 7 – 25, 2023 Winter Nov. 27 – Dec. 15, 2023 Spring Apr. 29 – May 17, 2024 |
| ACT WorkKeys | 12 | Paper/Pencil Paper/Pencil Online | Oct. 18, 2023 Makeup Nov. 1, 2023 Retest TBD Mar. 5 – 7, 2024 |
| PreACT | 10 | Online | Oct. 24 or 25, 2023 |
| Cleburne MOCK ACT | 11 | Paper/Pencil | Oct. 24 or 25, 2023 |
| Civics Test | 12 | Online | Initial Sept. 2023 Retake Jan. 2024 Retake Apr. 2024 |
| ACCESS for ELLs | K - 12 | Online | Feb. 13 – Mar. 8, 2024 |
| ACT w/Writing | 11 | Paper/Pencil | Mar. 12, 2024 Makeup Apr. 9, 2024 |
| Alternate ACAP | 2-8, 10, & 11 multi-needs | Online/hybrid | Mar. 5 – 27, 2024 |
| ACAP Summative | 2 – 8 | Online | Apr. 9 – 12, 2024 2 nd /3 rd ELA Apr. 15 – 19, 2024 ELA Apr. 19 – 25, 2024 Math/Science |
| NAEP (select schools) | 4 and 8 | Online | Jan. – Mar. 2024 |

ALL TESTING DATES ARE SUBJECT TO CHANGE BASED ON ALSDE DIRECTIVES.

Alabama State Department of Education Policy

Use of Digital Device during the Administration of a Secure Test Student Policy

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

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

Code of Conduct

INTRODUCTION

The Cleburne County Board of Education believes that instruction should occur in an environment conducive to learning because effective quality instruction requires orderly procedures and discipline. The purpose of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly, and professional atmosphere in which students and school personnel work cooperatively toward mutually accepted goals. Acting in the best interest of all the residents of Cleburne County, The Cleburne County Board of Education requires principals, faculties, staff, students, parents, and guardians to comply with this adopted Student Code of Conduct and Attendance handbook.

The contents of this handbook:

- Described roles of the home, student, school, and school personnel.
- Student rights and responsibilities.
- Define student discipline in the context of the Board of Education's Philosophy.
- Identify formal disciplinary actions.
- Identify formal disciplinary actions.
- Identify classifications of violations and describe procedures for disciplinary actions.
- Standardize procedures for administering formal disciplinary actions.
- Conform to the mandates provided in the Education for All Handicapped Children Act; the Rehabilitations Act of 1973; and the Alabama Exceptional Child Act.

Vision/ Mission Statement

Vision/Mission Statement:

The mission of the Cleburne County Schools is to empower and equip all graduates for global success. To accomplish our mission, we are committed to the following guiding principles:

- Maintaining high expectations and performance standards for all students and adults
- Ensuring academic accountability, fiscal responsibility, and clear communication
- Sustaining effective collaboration with families, community agencies, and business-industry partners
- Engaging in innovation instruction, proficient technology use, and expanded student opportunities
- Delivering quality instructions in safe, clean, well-maintained schools

The District Continuous Improvement Goals:

- All teachers will develop and deliver effective, strategic instruction daily
- All classrooms will be an "engaging student centered" learning environment
- All schools will promote meaningful parent and community involvement

Enrollment and Attendance Policy

ENROLLMENT

Students are admitted to the Cleburne County School System based upon an application submitted by the parent/guardian to the school for which they are zoned under such rules and regulations as the Board may prescribe. Children in foster care through the State Department of Human Resources shall immediately be enrolled in the Cleburne County School in which he/she resides.

All students should attend school regularly and be on time for all classes in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline and individual responsibility. There is a direct relation between poor attendance and achievement. Students who have good attendance generally achieve higher grades and enjoy school more.

ENROLLMENT DOCUMENTATION

All students enrolled in the Cleburne County School System must live with a legal custodial parent/guardian. Extenuating circumstances must be approved by the superintendent. All students enrolling in the Cleburne County School System shall provide the following information:

- **Certified Birth Certificate***
- **Social Security Card***
- **Proof of Immunization (Blue Form)**
- **Copy of Parent Driver License or State Issued ID**
- **Proof of Custody when warranted (see definitions below)**
- **2 Proofs of residence: (examples below, but not limited to)**
 - Copy of lease or mortgage agreement
 - Copy of current utility bills in a parent's name (power, gas, water, telephone, etc.)
 - Property Tax Notice, Voter Registration Card

*(Preferred but not required)

AGE REQUIREMENTS

Authority: Code of Alabama (1975) §16-28-4

*Report of Attorney General of Alabama October-December 1963 Volume 113, Page 20

Attorney General's opinion – An opinion of the attorney general states in effect that under common law one's age is computed by including the date of birth so that a given age is attained the day before the birthday anniversary. Therefore, a child whose sixth birthday falls on October 2 is entitled to attend the public elementary schools at the opening of schools for that school year. Report of Attorney General of Alabama, October-December 1963, Volume 113, Page 20.

LEGAL CUSTODY DEFINITIONS

Only the parent of record, legal guardian or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school-related matters pertaining to an individual student. (The school system will afford a natural parent(s) of record the rights that the Family Education Rights and Privacy Act of 1974 §99.3 affords him/her unless the court or a responsible party has provided the school system with a legally binding document that specifically revokes or extinguishes the parent(s) of record right to have knowledge of and participate in the child's schooling.) **We do not accept custody papers that have only been notarized.**

When the parent of record enrolls a student in school, the principal should be notified of any completed or pending legal action affecting the family and of any previous placement or expulsion at any school. The principal should be given a copy of the most recent court order creating or limiting the rights of the non-custodial parent(s) of record. Should neither parent(s) of record file a court order with the school, the school presumes that the person who enrolls the child in school is the custodial parent and that there are not restrictions on the other parent's rights.

HOMELESS, MIGRANT, IMMIGRANT, ENGLISH LEARNER STUDENTS, DISABLED

Children who are zoned to attend the Cleburne County School System and who are homeless, migrant, and non-English speaking, immigrant, or disabled with have access to a free, appropriate education. Students will not be prohibited from school attendance due to barriers such as:

• **Residency requirement** • **Lack of birth certificate** • **Legal custody requirements** • **Language Barriers** • **Lack of Social Security Card** • **Lack of immunization** • **Transportation** • **Disabilities** • **Lack of school records or transcripts**

School administrators, with the assistance of local government agencies, shall take necessary steps to assist families to obtain documentation necessary for school admission. Homeless children/youth or students in foster care shall not be retained due to absences or the inability to pay fees or fines.

Students in Foster Care

A student in foster care will enroll or remain in the student's school of origin, unless it is determined that remaining in the school of origin is not in the student's best interest. If it is not in a student's best interest to stay in the school of origin, a student in foster care may be enrolled in any school in the system that serves the attendance area in which the student is living, even if the student is unable to produce records normally required for enrollment. The school system will immediately contact the school last attended by the student to obtain relevant academic and other records. *[Reference: 20 U.S.C.A §6311(g)(1)(E)]*

TRANSFER STUDENTS

Transfer students shall be admitted upon presentation of the most recent report card or a release from the last school attended. The principal or principal designee is responsible for contacting the last school the transferring student attended to secure a transcript and other applicable records. The parent of any student eligible for special education services should inform school officials or designee. Consent for special education services must be signed by parent. Special education services will commence in accordance with regulations of IDEA. Placement and admission of students transferring from non-accredited settings, from alternative schools, correctional centers and mental health facilities who are subject to disciplinary sanctions, on probation or in need of transitional placement, shall be considered on a case-by-case basis by the local school administration. The local administration will contact the Juvenile Probation office to investigate proper placement upon admission.

ENROLLMENT/TRANSFER REQUESTS

Students requesting to enroll in the Cleburne County School System through the Department of Human Resources and Juvenile and/or Family Court will be referred to the principal's office or designee for enrollment validation. The appropriate officials from the agencies listed above will accompany the student to the office and must have the following:

- academic records, including special education records
- transfer or withdrawal forms
- immunization record
- any other record deemed appropriate for enrollment

ATTENDANCE

SCHOOL ATTENDANCE AND PROPER BEHAVIOR...It's the law

Expectations of Parents Regarding Attendance and Behavior in Public Schools, Alabama Code §16-28-12

(a) Each parent, guardian, or other person having control or custody of any child between the ages of six and 17 required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in an public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

(c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The Superintendent or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

Admission to public school shall be on an individual basis on the application of the parent, legal custodian, or guardian of the child to the local Board of Education at the beginning of each school year, under such rules and regulation as the Board may prescribe. Children may be issued certificates of exemption by the Superintendent of Education, as outlined in the Alabama State Code § 16-28-6.

Most parents and guardians understand their child's need for a quality education, and voluntarily compel their child's regular attendance and proper behavior. The law now mandates this compliance. The law of the State of Alabama is clear in its purpose "to hold the parent, guardian, or other person in charge or control of a child responsible and liable for such child's non-attendance and improper conduct as a pupil." Failure to require a child to regularly attend school or to compel the child to properly conduct himself or herself as a pupil in accordance with written district policy can result in prosecution and imposition of criminal penalties against the parent or guardian.

Every child between the ages of six and 17 years old 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 except that, prior to attaining his/her 16th birthday every child attending a church school is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure. Admission to public school shall be on an individual basis on the application of the parent, legal custodian, or guardian of the child to the local Board of Education at the beginning of each school year, under such rules and regulations as the Board may prescribe. Children may be issued certificates of exemptions by the Superintendent of Education, as outlined in the Alabama State Code §16-28-6.

School attendance **is required** of all children. Students are expected to report to school on time and attend school the full day. All students are subject to the same attendance policies. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences are either excused or unexcused.

Note: It is the parent's responsibility to provide the school with their correct mailing address and telephone number. Any changes made during the school year will require a written request with the parent's signature and will need to be sent to the appropriate school personnel.

EXCUSED ABSENCES

After the eighth (8th) parent excused absence, a doctor's excuse, legal excuse, or an excuse pertaining to a death in the family must be submitted to the appropriate school within three (3) days of the student's return to school.

Students should be punctual in attendance. Students in grades 7-12 will be counted absent if they miss more than half of a class due to tardiness or early departure. Students in grades K-6 will be counted absent if they miss more than half of a day due to tardiness or early departure, arriving after or departing prior to 11:00 a.m. After the second (2nd) tardy or early departure, a parent note will not be accepted unless the note complies with one of the seven "Basis for Granting Excused Absence Status".

Basis for Granting Excused Absence Status

1. Personal illness of the student
2. Student sent home by school nurse due to illness
3. Inclement weather, which would be dangerous to the life or health of the child as determined by the principal
4. Legal quarantine
5. Death in immediate family
6. Emergency conditions as determined by the principal
7. Prior permission of principal upon request of the parent or legal guardian

PROVISIONS FOR MAKE UP WORK

It is the responsibility of the student to make arrangements for all make up work. The Board of Education recognizes that students should be provided a time to make up work, especially tests missed, due to an excused absence. All teachers are required to allow students to make up work missed due to excused absences in accordance with board policy. Students will be given make-up work upon return to school; however, to be counted as a grade, students must turn in an excuse within 3 days of their return to school. All make up work shall be completed within two (2) days after an absence. The principal, in the case of a prolonged illness, may grant up to a two (2) week make up period. No make-up work will be given after the 8th parent excused absence without a doctor's excuse, legal excuse, or an excuse pertaining to a death in the family. Thus, in order for a student to pass, academic grades must be sufficient to overcome zeros received while absent.

STATE TRUANCY DEFINITION

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitutes a student being truant for the purpose of filing a petition with the Court. 290-0-02(7)(c)

TRUANCY PROCESS

These steps will be followed to meet the requirements of the Alabama State Truancy Law for Students in all grades K-12.

First unexcused absence:

Step 1: Form letter sent home notifying parents of laws/procedures and dates of unexcused absences.

Third unexcused absence:

Step 2: Attempt made to contact family concerning student's attendance by the Helping Families Initiative (HFI) Officer through the District Attorney's Office.

Fifth unexcused absence:

Step 3: HFI Officer confers with building principal to ensure the District Attendance Officer mails a letter notifying the parents of the date and time of the mandatory early warning program conference. This conference will be held once a month at a time designated by the Cleburne County School System at a location within the school district. Those who will attend the conference include but are not limited to: All Principals or Designee who have students on the agenda; parents of truant juvenile; District Attendance Officer; 7th-12th grade students who have been truant (younger students may attend at the option of the parents and school); and the HFI Officer. Attendance at this Conference is mandatory except where prior arrangements have been made or an emergency exists. Failure to appear at the early warning program may result in the filing of a petition against the parent (failure to cooperate), or truancy against the child, whichever is appropriate.

Seventh unexcused absence:

Step 4: Petition filed against the child and/or parent/guardian with the Cleburne County Circuit Clerk or truancy charge filed with the Juvenile Probation Officer against the child.

CHECK-IN/CHECK-OUT

Students arriving late to school (checking-in/this includes tardies to school) or leaving school early (checking-out) may do so only with a parent physically coming to the school or a verified written permission of the parents/guardians turned in to the office upon students' arrival. Students in grades K-6 must attend 51% of the day to be counted as present for the day. Students in grades 7-12 must attend 51% of a period to be counted present.

Basis for Granting Excused Tardies (CHECK-INS and CHECK-OUTS)

1. Student illness with doctor excuses
2. Serious family illness
3. Death in the immediate family
4. Inclement weather
5. Legal reasons with documentation
6. Emergency conditions as determined by principal and/or Superintendent, or prior permission of the Principal. (Sanctions may include In-School Suspension (ISS) or other sanctions determined by local schools or other sanctions as deemed necessary by administrator. In high schools, excessive check-ins, check-outs and/or tardies may warrant revocation of driving privileges.)
7. Parent notes are accepted as school administrator discretion.

HIGH SCHOOL (GRADES 8-12) TARDY POLICY

Tardies to School (Unexcused Check-Ins)

I. Tardies to School (Check-Ins and Check Outs)

1. All students who arrive late to school must be checked in through the school office.
2. Late arrival (tardy) will be excused in situations of:
 - a. Student illness with doctor excuse
 - b. Serious family illness
 - c. Death in the immediate family
 - d. Inclement weather
 - e. Legal reasons with documentation
 - f. Parent note (as determined by school administrator)
 - g. Emergency conditions (as determined by principal or superintendent)

Late arrival (tardy) will be **unexcused** when one of the above listed criteria is not met and provided to administration at the time of the tardy.

3. Upon arriving late to school, students will be allowed to enter class upon the first two **(2) unexcused tardies** after checking in at the office.
4. Upon arriving late to school on the **3rd and subsequent unexcused tardies**, students in grades 8-12 will be given choice of corporal punishment or in-school suspension.
5. Any class work missed due to being tardy will be the responsibility of the student.
6. After the **eight (8th) parent/unexcused tardy** to class, a student will not be allowed to complete makeup work in that class.

II. Tardies to Class

1. **Unexcused tardies** to class for grades 8th-12th may be sent immediately to ISS for the remainder of that class period. This stipulation may apply in lower grades if the grade level is departmentalized and if ISS is available.
2. The ISS Aide will be responsible for providing an appropriate work assignment **for unexcused tardies to class**.
3. Students will be responsible for discussing making up the classwork missed while in ISS by the next school day.
4. Make-up work for **tardy to class** must be completed within the agreed upon time specified by the teacher/and/or school administrator.
5. Teachers have discretion with regard to the specific make-up work assigned, requiring students to complete scheduled tests and similar evaluative assignments while in ISS, rather than scheduling tests.
6. The school principal will establish test procedures during ISS, so that students cannot avoid or postpone scheduled test.
7. After the **8th tardy** to class, a student will not be allowed to complete makeup work in that class.

III. Disciplinary Action

The ISS Aide or other school official shall maintain a record of all students refereed to ISS for tardiness. When a student has accumulated more than four (4) incidents of tardiness in a semester (includes tardies to school and to class), the student shall be subject to additional disciplinary action.

Check-out Procedures

1. In order to leave school during the school day, students must be signed out in the school office by a custodial parent, guardian, or other adult who has been properly designated in writing by the parent/guardian. The parent/guardian or designated adult must come in person to the school office. Students will not be permitted to sign out on the basis of a note or phone call from parent(s) or others.
2. The Registration Information Form should be used by the parent/guardian to designate adult(s) who may sign the student out of school. Any adult who is identified by the parent/guardian as an emergency contact person on the Registration Information Form is deemed authorized to sign the student out of school. By designating such person(s), the parent/guardian is authorizing the school to release the student at any time a designated person comes to the school office to sign the student out. Nevertheless, administration may exercise discretion to contact the parent/guardian as deemed appropriate or necessary.
3. Except for periodic updates which may be requested by the school, a parent/guardian desiring to update or change the listing of persons designated to sign the student out of school should visit the school office. Such updates or changes shall be the responsibility of the parent/guardian.
4. If a high school student is to be allowed to leave the campus for an appointment without a parent/guardian or designated adult present, the parent/guardian must come by the school office in advance of the check-out time (i.e. before school or on the day before the desired check-out time) to sign the check-out sheet or other pre-release form in the presence of school personnel or the student may bring the pre-release form to school the day prior. The school will call the parent to verify the pre-release form. If the school is unable to verify with the parent, the student will not be released.
5. The Attendance Policy shall be applied to determine whether absences from individual classes are excused or unexcused and whether the student is eligible to make up work. [Thus, any absence from the class beyond the fifth (5th) in a semester will require a doctor's excuse or parent conference with the principal for consideration of excused status and eligibility to make up work.]
6. Students who leave campus without following the check-out procedure will be charged with an Unauthorized Absence (Class II) under the Student Code of Conduct.
7. Excessive check-outs are strongly discouraged by the Board, as are check-outs during the final hour of school unless absolutely necessary. After (four) 4 early check-outs within a semester, the principal's permission may be required for additional check-outs.
**A custodial parent in a divorce situation is one designated by prevailing court order as having sole custody of the child. A non-custodial parent must be authorized by the custodial parent in order to sign a child out of school.*

RELIGIOUS ABSENCES

A student will be excused for religious holidays when the student's parent or guardian comes in person, prior to the absence, to the school and signs a request for the student to be absent for this purpose. When this procedure is followed; the student's absence will be excused. Students will be allowed to make-up schoolwork missed during such absences.

Alabama Student Religious Liberties Act of 2015

PROTECTION OF STUDENT RELIGIOUS LIBERTIES

(a) This section shall be known and may be cited as the "Alabama Student Religious Liberties Act of 2015."

(b) A public local board of education may not discriminate against students or parents on the basis of a religious viewpoint or religious expression. A local board of education shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the local board of education treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

(c) Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the local board of education. Students may not be penalized or rewarded on account of the religious content of their work. If an assignment requires a student's viewpoint to be expressed in coursework, artwork, or other written or oral assignments, a public school may not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student's academic work that expresses a religious viewpoint shall be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the coursework or assignment.

(d) (1) Students in public schools may pray or engage in religious activities or religious expression before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression. Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other noncurricular student activities and groups. Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the students' expression. If student groups that meet for nonreligious activities are permitted to advertise or announce meetings of the groups, the local board of education may not discriminate against groups that meet for prayer or other religious speech. A local board of education may disclaim school sponsorship of noncurricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech. (2) Students in public schools may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories, and jewelry that display messages or symbols are permitted.

(e) In order to ensure that a local board of education does not discriminate against a student's publicly stated voluntary expression of a religious viewpoint, if any, and to eliminate any actual or perceived affirmative school sponsorship or attribution to the local board of education of a student's expression of a religious viewpoint, if any, each local board of education shall adopt a policy governing voluntary religious expression in its schools.

(f) This section shall not be construed to authorize this state or any of its political subdivisions to do either of the following:

- (1) Require any person to participate in prayer or in any other religious activity.
- (2) Violate the constitutional rights of any person.

(g) This section shall not be construed to limit the authority of any public school to do any of the following:

- 1) Maintain order and discipline on the campus of the public school in a content and viewpoint neutral manner.
- 2) Protect the safety of students, employees, and visitors of the public school.
- 3) Adopt and enforce policies and procedures regarding student speech at school provided that the policies and procedures do not violate the rights of students as guaranteed by the United States and Alabama Constitutions and laws.

(h) This section shall apply to all religions. It shall not be construed as establishing a particular religion nor as prohibiting the free exercise of a particular religion.

(i) This section shall apply beginning with the 2015-16 school year. *(Act 2015-129, §§1-9.) AL Code § 16-1-20.5 (2016)*

ATTENDANCE AWARDS

Each local school is responsible for recognizing students who maintain attendance according to the following standards:

- **Perfect Attendance** - No absences, no check ins/outs and no tardies for the year
- **Exceptional Attendance** - Tardies or early dismissals not exceeding three (3)

Bus Rules and Regulations

BUS DISCIPLINE

The bus driver will try to correct violations committed by the student. When the driver feels he/she has used all resources available including one of the following verbal warnings or parental contact by note or phone call, then the student will be reported to the principal. The first violation reported to the principal may be after several violations have actually occurred on the bus. Classroom and posted bus rules are to be followed when riding the bus. The following disciplinary actions will be enforced to assure compliance with these bus rules and regulations.

DISCIPLINARY ACTION - ALL STUDENTS

***First Violation** – Removal from the bus for up to three (3) days, corporal punishment, or other appropriate punishment at the principal's discretion.

***Second Violation** – Removal from the bus for four to (4-6) days, corporal punishment, or other appropriate punishment at the principal's discretion dependent on the severity of the incident.

***Subsequent Violation** - Removal from the bus for at least ten (10) days or an extended period of time at the discretion of the principal or other appropriate punishment at the principal's discretion. Removal from the bus is to include all means of transportation provided by the Cleburne County School System.

****Punishment excludes the options for assignments to ISS.***

BUS SUSPENSION OR DISMISSAL OF STUDENT

Students who commit any of the following violations will automatically be suspended from riding the school bus for as long as the school principal deems necessary.

1. Students standing in the doorway of a bus while in motion
2. Students extending arms and head out windows at any time
3. Students leaving bus at any place other than regular stop without permission
4. Opening emergency door except in an emergency
5. Students failing to cross the road in front of bus immediately when they must get to their home
6. Students using tobacco, shooting firecrackers, or having a weapon.
7. Students cutting seats or defacing the bus in any manner. Parents are responsible for cost of damage to the bus
8. Any other offense, which the principal may deem responsible to fall within this category of acts of misconduct

AUTHORITY OF DRIVERS

Each bus driver shall have full charge of pupils who ride his/her bus. Drivers do not have to contend with troublemakers. They shall have the right to recommend suspension for a period not to exceed five (5) days, of any pupil who is disobedient or who is guilty of misbehavior. The driver shall discuss the case with the principal before the recommendation is made. The principal shall make the suspension. Riding a bus is a privilege and should be realized as such.

1. A driver shall not cause a pupil to get off the bus at any place other than home or school
2. Each driver shall have the right to designate a place on the bus for each pupil
3. Bus drivers shall not use or permit use of tobacco, use of profane language or misbehavior of any kind on the bus.

4. Before a driver may permit a student to ride the bus who is not scheduled to ride it, or to leave the bus at a point other than his regular place, the driver must have a note signed by the school office authorizing the change.
5. Drivers shall not let pupils off the bus while traveling to and from school for any reason.
6. It is the driver's responsibility to report immediately to the principal all riders who leave the bus in route to or from school other than at the place they are supposed to get on or off.
7. Each infraction of rules shall be reported, by the driver, to the respective school principal. The driver will report this in person.
8. Bus driver responsibility stops when a child is safely off the bus. Bus drivers may only drop off children at designated stop unless the child has a note from the office.

The bus will have a set schedule for each stop. All students at the stop should be at the bus stop five minutes prior to scheduled time.

BUS NOTES REQUIRED

A written, dated, and signed note from the parent or guardian will be required when a student's bus number has to be changed from the original bus. The student **must take** the note to the office at time designated by the Principal and receive an official school bus slip. If a parent fails to send a note to school with the student, a phone call **WILL NOT** be accepted. The parent or person on the designated emergency card must come to the school to make the needed bus change.

Curriculum, Activities, and Student Services

CURRICULUM

The Cleburne County School System provides a rigorous quality educational experience and effective instruction in core academic subjects, technical education, and a variety of elective programs and extracurricular activities. All schools in the system will use the Career and College Readiness Standards adopted by the Alabama State Department of Education as the core of instruction.

SPECIAL EDUCATION

Special education services are available for eligible students from 3 to age 21. Schools provide a free and appropriate education for students eligible for special education services according to IDEA guidelines. Parents/guardians of students enrolled in Cleburne County schools may request services and/or evaluation for services from the school. Parents/guardians of students who are not currently enrolled may request special education services or evaluation for services through the Central Office.

Please contact Christie Ayers, Special Education Coordinator (256) 463-5624 Ext. 5906

| CHILD FIND | |
|---|--------------------------------|
| WHAT IS CHILD FIND? | |
| Child Find is a statewide effort by the State Department of Education, the Department of Rehabilitation Services, and the Cleburne County Board of Education 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 and parents to locate children with disabilities. This helps the child, the service agencies, and parents to locate children with disabilities. This helps the child, the family, and the provider to plan appropriate services and link families to these services. | |
| DISABILITY AREAS ARE: | |
| *Autism | *Orthopedic Impairment |
| *Deaf-Blindness | *Other Health Impairment |
| *Developmental Delay | *Specific Learning Disability |
| *Emotional Disability | *Speech or Language Impairment |
| *Hearing Impairment | *Traumatic Brain Injury |
| *Intellectual Disability | *Visual Impairment |
| *Multiple Disabilities | |

PROBLEM SOLVING TEAM

Problem-Solving Teams (PSTs) in each school will help to guide general education intervention services for all students who have academic or behavior difficulties. PST is a school initiated process. It is central to the school's successful implementation of the Response to Instruction (RTI) framework. The PST is responsible for the day-to-day decisions which ensure that (1) students receive instruction and interventions matched to their identified needs, (2) appropriate progress monitoring tools are utilized to provide evidence of student's response to instruction and intervention, and (3) progress monitoring data are used to make timely instructional decisions which maximize student outcomes. Parents will be notified and informed of these instructional strategies.

Team members should include the following:

- Classroom teachers, Intervention teachers
- Instructional Coaches (Reading, Literacy, Math, Graduation, etc.)
- Special Education teachers
- School Counselors

Response to Instruction (RTI) refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards-based instruction and intervention that is matched to students' academic, social-emotional, and behavior needs. The purpose of the RTI framework is to combine core instruction, assessment, and interventions within a multi-tiered system to increase student achievement and to reduce behavior problems.

RTI Involves:

- Doing what is needed to teach students
- Teaching students using scientifically validated methods
- Checking regularly to see how well students are learning
- Adjusting instruction as needed to improve student outcome

504 STUDENTS

Plans for all 504 students at all locations must be updated annually by the 504 Committee with the assistance of the 504 Coordinator. It is the responsibility of the local School Administrator to ensure that the local school 504 Committee develops plans for those students determined eligible under Section 504. Additionally, the local School Administrator is responsible for ensuring that all 504 plans are implemented, reviewed, and updated annually. Eligibilities are reviewed at least every 3 years. For further information regarding Section 504, contact your local School Administrator or Kevin Boyd at 256-463-5624 or by mail at Cleburne County Schools, 141 Davenport Drive, Heflin, AL 36264.

GIFTED EDUCATION

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of 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 referral, contact the Guidance Counselor at your child's school.

PRE-KINDERGARTEN

The Cleburne County School System provides full day Pre-Kindergarten classes at CCES, FES, PGES, and RES for four-year-old students through a grant from the Alabama Office of School Readiness. Applications for participation in a Pre-K Program may be requested from the schools. Students are chosen through a random selection process as each classroom provides for only 18 students. For more information, please contact school offices.

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

Parents/guardians of students eligible for services for English Learners (EL) will be notified by school officials. Program services, parent options, and additional resources will be communicated by school personnel. Participation in the EL program and student progress in English proficiency will be monitored throughout the school year with regular reports to parents. Parents/guardians of non-English proficient students who need enrollment assistance and/or translation of school information may contact the school principal or the Central Office Kevin Boyd (256) 463-5624.

Hand In Hand We Learn

Cleburne County Schools Grades 1-8

Weighted Grading Scale

2023-2024

| | | | | | |
|------------------------|----------------------------|--|--|------------------------------------|--|
| | | | | | |
| READING Categories | | | | | |
| Grades 1st - 2nd | 70% | | 30% | | |
| | Tests | | Fluency/Other | | |
| | Example: Weekly Assessment | | Example: Accuracy, Projects | | |
| READING Categories | | | | | |
| Grades 3rd - 4th | 70% | | 30% | | |
| | Tests | | Fluency/Other | | |
| | Example: Weekly Assessment | | Example: Accuracy, Projects, Vocabulary/Morphology, Text-Dependent Writing | | |
| READING Categories | | | | | |
| Grades 5th - 7th | 70% | | 30% | | |
| | Tests | | Fluency/Other | | |
| | Example: Weekly Assessment | | Example: Accuracy, Projects, Text-Dependent Writing | | |
| LANGUAGE Categories | | | | | |
| Grades 1st - 2nd | 30% | | 30% | 40% | |
| | Grammar | | Writing | Phonics Skill Based Spelling | |
| | Example: Weekly Skill | | Example: Genre/Topic Writing | Example: Words, Sentence Dictation | |
| LANGUAGE Categories | | | | | |
| Grades 3rd - 6th | 40% | | 30% | 30% | |
| | Test | | Writing | Phonics Skill Based Spelling | |
| | Example: Grammar Weekly | | Example: Unit Writing Grade (Rubric) Additional Writing | Example: Words, Sentence Dictation | |
| LANGUAGE Categories | | | | | |
| Grades 7th - 8th | 60% | | 30% | 10% | |
| | Test | | Writing | Other | |

| MATH Categories | | | | | |
|---------------------------------------|---|-------------------------|---|---------------------------|--|
| Grades 1st - 6th | 70% | | 30% | | |
| | Test | | Other | | |
| | Example: Mid Chapter/Chapter | | Example: Fluency | | |
| MATH Categories | | | | | |
| Grade 7th | 60% | | 30% | 10% | |
| | Test | | Other | | |
| | Example: Mid Chapter/Chapter | | Example: Teacher Choice | Example: Daily Formatives | |
| LANGUAGE AND MATH Categories | | | | | |
| Grade 8th | Standard | | Honors | | |
| | 70% | 30% | 70% | 30% | |
| | Test | Other | Tests | Other | |
| | Example: Chapter, Mid Chapter | Example: Teacher Choice | Example: Chapter, Mid Chapter | Example: Teacher Choice | |
| SOCIAL STUDIES and SCIENCE Categories | | | | | |
| Grades 1st - 6th | 70% | | 30% | | |
| | Test | | Writing/Other | | |
| | Example: Weekly, Labs, Projects, Quizzes, etc. | | Example: Constructed Written Responses, Projects | | |
| SCIENCE Categories | | | | | |
| Grade 7th | 60% | | 30% | 10% | |
| | Test | | Classwork | Writing | |
| | Example: | | Example: Labs, Other | Example: | |
| SOCIAL STUDIES Categories | | | | | |
| Grades 7th | 70% | | 20% | 10% | |
| | Test | | Writing | Other | |
| | Example: Weekly, Unit Labs, Projects, Quizzes, etc. | | Example: Writing Grade (Rubric) Additional Writing | Example: Teacher Choice | |
| SOCIAL STUDIES and SCIENCE Categories | | | | | |
| Grades 8th | 70% | | 20% | 10% | |
| | Test | | Writing | Other | |
| | Example: Weekly, Unit Labs, Projects, Quizzes, etc. | | Example: Writing Grade (Rubric) Additional Writing | Example: Teacher Choice | |

Cleburne County Schools Grades 9-12

| | | |
|--|--|---------------------------|
| Grades 9th – 12th CCHS & RHS Includes Business Marketing and Health Sciences | Advanced Academic Endorsement (Honors) | |
| | 70% | 30% |
| | Test | Other Course work |
| | Weekly, Unit, Major projects, labs, quizzes, etc. (Minimum of 4 grades in this category every nine weeks) | Writing assignments, etc. |
| | | |
| Grades 9th – 12th CCHS & RHS Includes AG and FACS | All Other Diploma Options | |
| | 60% | 40% |
| | Test | Other Course Work |
| | Weekly, Unit Major projects, labs, quizzes, etc. (Minimum of 4 grades in this category every nine weeks.) | Writing assignments, etc. |
| | | |
| Grades 10th-12th CCCTS Auto Body, Auto Mechanics, Welding, Cosmetology, Electrical, and Carpentry | 90% | 10% |
| | Lab performance, test, quizzes, and soft skill requirements | Semester Exams |

PROMOTION

Students are promoted based on the academic proficiency established during the school year as described in the Promotion and Retention Standards printed below, OR through exhibiting mastery/proficiency in other measures as recognized by the Superintendent and Board of Education.

Elementary and High Schools

To facilitate the communication between parent/teacher, which is essential to the education process, teachers shall issue:

- Mid-nine-week report to include averages in all subjects to all students regardless of grade status.

- Report cards at the end of each nine-week period.

Attendance information shall be included in both reports. Parents are responsible for reviewing these reports and monitoring their child's progress.

Promotion and Retention Standards For Grades 1-6

To Be Promoted: (Based on the Scoring Rubric)
Students in **Grade 1 & Grade 2** must pass math and reading with:

- A yearly average of **70** is required to pass math.
- A yearly average of **70** is required to pass reading.
- A yearly average of **70** is required to pass all other subjects.

Scoring Rubric

| | |
|----------|---------------------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| F | 69 and below |

- Students in **Grades 3 – 6** must pass math and reading with:
- A yearly average of **60** is required to pass math.
 - A yearly average of **60** is required to pass reading.
 - A yearly average of **60** is required to pass all other subjects.

Students must not fail more than two subjects (retention results if students have three yearly failures in subject other than math and reading). Students must attain the above listed grade average on **GRADE LEVEL WORK**.

Promotion and Retention Standards For Grades 7 & 8 and High School

To be promoted to the next grade level a student must pass five out of seven classes which must include Math, Reading/Language Arts, AND one other class (Science or Social Studies). Any failed core class for students 9-12 will be repeated through Credit Recovery.

To be on track for timely graduation a student should earn:

6 Credits by Grade 10

12 Credits by Grade 11

17 Credits by Grade 12

CREDIT RECOVERY PROGRAM

Cleburne County School System will implement a credit recovery program based on the Alabama Credit Recovery guidelines. This program will target students with academic attendance deficits. Students who do not meet the requirements listed below will be required to repeat the course in its entirety.

Instruction and Curriculum

- a. Credit Recovery curriculum will be aligned with the Alabama Course of Study
- b. Credit Recovery may be delivered through instructional technology or may be delivered through a certified teacher at the discretion of the school system.

The student must have made a 40 or higher average in the class to be eligible to participate in Summer School, and the student will receive a grade of no more than 70 upon satisfactory completion of the course. The grade received for credit recovery will not replace the grade earned in the classroom. Any student wishing an opportunity to replace a grade must retake the course in the classroom setting with a Cleburne County teacher. Both the original grade and the credit recovery grade will appear on the student's transcripts. Cleburne County's grading formula can be found in this handbook.

Students pursuing the Alabama High School Diploma with Advanced Academic Endorsement may not gain credit for academic classes through credit recovery such as summer school. If a student fails an AP or Honors class, the student is ineligible for the endorsement but may continue to take AP or honors classes.

Credit recovery is NOT recognized by the National Collegiate Athletic Association (NCAA). A student athlete wishing to participate in the NCAA clearinghouse will need to complete the full course and not participate in credit recovery.

Summer School classes are offered to students in 8 – 12 grade. A student who does not pass coursework in a logical and sequential order should be strongly encouraged to attend an approved summer school to earn the required Carnegie unit(s) necessary for orderly progression through the courses required for graduation. Class dates are TBD. Students will only be allowed to receive credit for **TWO** courses. Students will be required to stay in the program until completion to receive credit for the work done. Summer school credit recovery will be offered in English/Literature, Social Studies, Science and Mathematics **There is a fee of \$150 for each course taken during Summer School (partial and full courses included).** The Cleburne County Student Code of conduct rules and regulations will apply to all students attending summer school with the following exceptions:

- **There will be a NO TOLERANCE DISCIPLINE POLICY.** One discipline referral will result in removal of the student from classes and no refunds will be extended.
- Students cannot be absent for more than one day during the time period of recovering their credit/credits.
- **NO LOITERING-ONCE STUDENTS LEAVE THE BUILDING THEY MUST LEAVE THE PARKING LOT.**

Acceleration opportunities are available for students in Grades 9-12 during the calendar year.

HOMEBOUND SERVICES

A student with an injury or illness that requires absence from school for an extended period (more than four weeks) may request homebound services. An application to request homebound services may be obtained from the school counselor. Receipt of these services which include online classes is contingent upon continued physician documentation of need. A schedule will be set between homebound teacher and parent. Homebound services will be re-evaluated periodically.

EARLY DISMISSAL

12th grade students who are satisfying graduation requirements and are in line for graduation shall be allowed to leave school early daily if they qualify for one of the following:

***Dual Enrollment *Job Training Agreement *Orientation to Work Option *Hardship**

DUAL ENROLLMENT / DUAL CREDIT

A student must meet dual enrollment institution requirements for dual enrollment entry and the following Cleburne County minimum academic and school-wide criteria:

- A. Student must have a "B" average in completed high school courses.
- B. Student must have a minimum 80/"B" average in previous corresponding subject if available.
(Example: Student must have a minimum 80/"B" average in grades 9 and 10 English to take dual enrollment English in grade 11.)
- C. To take dual enrollment classes without previous corresponding subjects (i.e. electives, students must have a "B" average in completed high school courses).
- D. Student must be in grade 10, 11, or 12.
- E. Student must be in good standing i.e. no truancy issues; discipline record (class II or III), fees owed, etc.
- F. Upon recommendation of department head or guidance counselor, student must receive written approval to pursue dual credit enrollment from the high school principal.
- G. 1) Student must be enrolled in courses offered at a Cleburne County school and apply credit earned through dual enrollment toward graduation as specified in the approved high school curriculum guide (no remedial courses).
2) Elective courses may be taken to enhance an academic or technical course requirement at the high school and may serve as elective credit. However, elective courses cannot substitute for a required course. For example: Creative Writing may be taken as an elective but cannot substitute for required English. Elective courses may apply toward a Technical Endorsement. As with all post-secondary courses, technical elective courses must be approved by the Principal prior to post-secondary registration.
3) All accelerated students who have completed academic core course requirements may be approved to take additional course work in a specific academic or technical discipline.
- H. Any failing grade will disqualify the student from future dual enrollment consideration, and grade "D" or below will place the student on academic probation meaning that students are not allowed to take dual enrollment classes during the probation semester.
- I. For colleges or universities that report only letter grades the following scale will be used for points averages:

A = 95 points B = 85 points C = 75 points D = 65 points

A student approved for dual enrollment credit must satisfy and provide the following:

- A. Enrollment criteria for colleges, junior colleges, and technical schools.
- B. The student is responsible for all costs incurred including but not limited to tuition, books, fees, transportation, meals, etc.
- C. Parent must sign a waiver of liability for Cleburne County Schools and provide transportation to and from off-campus courses. Cleburne County Schools' staff and faculty will work with students to arrange their class schedules to accommodate dual enrollment. However, students will be required to sign in and sign out and meet all deadlines. It must also be noted students will not be allowed to skip course sequence for that dual enrollment.

ADVANCED PLACEMENT COURSES

Advanced placement courses are designed for academically superior students who qualify based upon test scores, grades, teacher recommendations and satisfactory completion of the application process. Students must fulfill two of the three established criteria to be eligible: 1) teacher recommendation 2) maintain a B average in given content, 3) Placement test and/or 18 composite score on ACT. College credit may be earned on the national examination at the discretion of the student's chosen college. A mandatory fee of \$25 is due by May 1. The approximate cost for the exam will be \$54 - \$91 dollars.

VALEDICTORIAN/SALUTATORIAN/ HONOR GRADUATES

Students who are eligible to be honor Graduates, Valedictorian, or Salutatorian shall have been enrolled in the Advanced Academic Endorsement classes. Those classes are honors-level English, Math, History, Science and foreign language credits (parts 1 and 2 of the same foreign language must

be used) totaling at least 18 credits of the 24 required. If a dual enrollment or Advanced Placement (AP) class is not included in core classes, then the student must take one core dual enrollment or AP class in addition to honors core classes. Averages for core classes taken at the high schools will not be replaced by outside dual enrollment averages, and no more than 8 dual enrollment classes may be used as core credit. In schools where Advanced Placement classes are offered 10 points shall be added to the AP class average, and *10 points shall be added to the dual enrollment class average. However, no bonus points will allow any 9-week average, semester average, or final average to exceed 110 points.

Student averages will be calculated at the end of the first semester of the students' senior year. Students must earn an average of at least 90.00 to be recognized as an honor graduate and will wear gold cords or stoles at graduation. Students will be given a copy of their transcripts and grade calculation method at the end of the first semester of their senior year, but class rankings will not be released until after the end of the 3rd nine weeks.

Cleburne County School System High School Diploma Options

| Requirements | Alabama High School Diploma (Standard) | | Alabama High School Diploma with Career Technical Endorsement | | Alabama High School Diploma with Advanced Academic Endorsement | | Alabama High School Diploma with Advanced Academic Endorsement & Career Technical Endorsement | |
|---|--|--|---|--|---|--|---|--|
| | CCHS and RHS | | CCHS and RHS | | CCHS | RHS | CCHS | RHS |
| English Language Arts | 4 | | 4 | | 4 Honors Courses Including 1 AP Language & 1 AP Literature or substitute with approved dual-enrollment courses | 4 Honors Courses** | 4 Honors Courses Including 1 AP Language & 1 AP Literature or substitute with approved dual-enrollment courses | 4 Honors Courses** |
| Mathematics | 4 | | 4 | | 4 Honors Courses | 4 Honors Courses** | 4 Honors Courses | 4 Honors Courses** |
| Science | 4 | | 4 | | 4 Honors Courses (1 AP Science - Biology, Physics or Chemistry—or substitute with approved dual-enrollment courses) | 4 Honors Courses** | 4 Honors Courses (1 AP Science - Biology, Physics or Chemistry—or substitute with approved dual-enrollment courses) | 4 Honors Courses** |
| Social Studies | 4 | | 4 | | 4 Honors Courses | 4 Honors Courses** | 4 Honors Courses | 4 Honors Courses** |
| Beginning Kinesiology | 1 | | 1 | | 1 | 1 | 1 | 1 |
| Health Education | 0.5 | | 0.5 | | 0.5 | 0.5 | 0.5 | 0.5 |
| Career Preparedness | 1 | | 1 | | 1 | 1 | 1 | 1 |
| Career Technical Education/ Foreign Language/Arts Education | 3 | | 3 Career Technical credits in the same field of study | | 3, but must include 2 Foreign Language credits | 3, but must include 2 Foreign Language credits | 5 including - 3 Career Technical credits in the same field of study AND 2 Foreign Language credits | 5 including 3 Career Technical credits in the same field of study AND 2 Foreign Language credits |
| Electives | 2.5 | | 2.5 | | 2.5 | 2.5 | 0.5 | 0.5 |
| Total Credit Requirement | 24 | | 24 | | 24 | 24 | 24 | 24 |

****RHS—Advanced Academic Endorsement and Advanced Academic & Career Technical Endorsement students must pass 1 AP course or pass 1 central office approved dual-enrollment class in a core subject (English Language Arts, Mathematics, Science, or Social Studies).**

PARENT CONFERENCES

Parental involvement and support are extremely important; therefore, parent –teacher conferences are most important in maintaining and improving the learning atmosphere. Parents should maintain regular communication with school authorities concerning their child's progress and conduct. Parents wanting to confer with teachers or administrators are asked to call the school and arrange an appointment. A listing of email addresses can be found on each school's web-site for an additional way to communicate. Parents should not come to talk with a teacher during his/her class time. The recommended times for a conference are before school, after school, or during a teacher's planning period. No exceptions will be made.

PARENT PORTAL

If you received a parent portal login last year, your password will be reset and **new login information will be sent with the first nine-week mid-term progress reports.** You will be able to access your child's grades, attendance, discipline, as well as other important information.

GUIDANCE AND COUNSELING*

Cleburne County Schools have certified guidance counselors. The guidance/counseling programs provide classroom, small group and individual instruction in peer relationships, character development, study skills and career awareness. Guidance counselors may also assist students and families with issues that may limit or interfere with learning as well as with post-secondary opportunities and educational enrichment activities. Parent education materials, referral information for social service agencies, scholarship applications and many other valuable resources are available from school guidance counselors. Cleburne County Schools have a close working relationship with area mental health professionals. Mental Health Counselors provide services for qualified students at each school.

***Information regarding College & Career Readiness can be found at www.cleburneschools.net**

MENTAL HEALTH SERVICES

Cleburne County Annual Notification Regarding School Provided or Sponsored Mental Health Services

The school system provides or sponsors the following mental health services:

1. **Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
2. **Small group guidance** - includes small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
3. **Mentoring** - If the school provides a school mentoring program, a mentor may work with students in school on topics such as friendships, healthy relationships, anger management, and anxiety. Parent or legal guardian's permission will be obtained before the student is allowed to join a mentoring program.
4. **Assessments or Surveys** - includes questionnaires provided to students related to social behaviors, feelings, etc. Parent or legal guardian's permission will be obtained if said assessment/survey asks questions pertaining to that specific child's personal mental health.
5. **Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
6. **School-Based Individual Counseling** - on-going counseling services by school professionals or private practitioners in the school setting. Parent or legal guardian's permission will be obtained before services are provided.

Review of Materials

You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's principal.

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

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

If your child is under fourteen, they will participate in mental health services that include instructional activities designed to educate students regarding topics related to mental health that are contained in the Cleburne county's approved curriculum or otherwise required to be taught by law (e.g., Erin's Law; Jason Flatt Act).

"Mental health services" included for the purposes of this policy include services, treatment, surveys, or assessments related to the child's personal mental health. For a student under the age of fourteen to participate in these mental health services, written permission by the student's parent or legal guardian is required annually. The written permission must be specific as to any treatment and not broad in nature. In order for a student to participate in these activities, the parent or legal guardian will be contacted by school officials to obtain written (opt-in) permission. The school official may also provide the parent or legal guardian with information regarding outside agency mental health service providers. A parent or guardian may rescind permission for a student to participate in such services at any time by providing written notice to the school principal. The parent shall have the authority to make final decisions regarding any such recommended counseling for any student under the age of 14.

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

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

FIELD TRIPS

A field trip is an off-campus instructional event involving a large group of students during the school day. Field trips serve an instructional purpose and are important to the educational process. Any time students are taken off campus, rules and regulations must apply to make the trip safe for everyone. Please remember that class trips are for the students and their class. The school principal will decide depending on the trip whether parents will be allowed to participate.

- 1) Students going on school-sponsored trips are expected to ride the bus to and from the appointed destination with all other students.
- 2) In some circumstances, with the permission of the school administrator, a parent/guardian or a person designated by the parent/guardian may sign or check-out the student to use alternate transportation.
- 3) Parents serving as chaperones may accompany students on the outing. Other children are not allowed.
- 4) If space is a problem, parents must provide their own transportation.

5) Students whose parents are serving as chaperones are subject to the same rules as the rest of the class.

(Cleburne County Schools is tobacco free and tobacco substitute free. Parents are expected to follow these same rules.)

6) Students must pay in advance for field trips. These funds are requested in advance to pay for admission, buses, etc.

7) Overnight or out of state field trips must be approved by the Cleburne County Board of Education.

TEXTBOOKS

Textbooks issued to Cleburne County students are the property of the State of Alabama and the school system. Students have responsibility for the proper care of textbooks. Proper textbook use and care include the following practices:

- Keeping the book clean inside and out.
- Refraining from marking the book.
- Avoiding tearing, turning down or damaging pages.
- Refraining from placing the book where it may become soiled or damaged by the weather.
- Using care when applying or removing book covers

The student and parents/guardians are responsible for any loss, abuse, or damage in excess of that which would result from normal use. Costs for replacement of lost textbooks and/or charges for damage to textbooks will be based on current replacement cost and must be remitted to the school. Misuse of textbooks includes, but is not limited to, the following:

- One or more pages of content missing
- Water damage—cover/pages swollen or molded
- Marked with any kind of pen, pencil, crayon, ink, etc., on the inside or on the outside
- Defaced or marred by cuts, smears, etc.

Extracurricular Activity Eligibility

NO PASS - NO PLAY

Parents/students should be aware of the standards adopted by the Cleburne County Board of Education. Students must pass six subjects including Math, English, Science, and Social Studies in order to be eligible to participate in any extracurricular activities (including but not limited to athletics, band, cheerleading, show choir, scholar's bowl, academic teams, vocational teams, etc.) the following year. Students who are ineligible at the beginning of a school year could regain eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school.

Extracurricular Academic Eligibility Requirements are as follows:

1. Students entering the 10th and 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie credits with a minimum composite numerical average of 70 in those six credits.
2. Physical education may count as only one (1) credit per year.
3. No more than two (2) Carnegie credits may be earned during summer school. If a credit(s) or subject(s) is repeated in summer school, the higher numerical grade for the credit(s) or subject(s) may be used to compute the composite grade average.
4. Four core curriculum courses must be included in those credits passed and averaged. (English, mathematics, science, and social studies are core curriculum courses). Any combinations of these courses are accepted.
5. Students who are ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The regained eligibility may be determined any time after the end of the first semester, but all course requirements used to determine the eligibility must be completed no later than the fifth day of the second semester.
6. Each eligible student entering grades 10-12 must have a minimum composite numerical average of 70 and a minimum of six (6) Carnegie credits from the preceding year, including summer school schoolwork repeated in computing the 70 average.
7. Each eligible student involved in athletics must meet the requirements by the Alabama High School Athletic Association.
8. Any student that accumulated more than four credits of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.

Student Dress Code and Manners

The Board has the responsibility to maintain an appropriate atmosphere conducive to learning. Dress and manners should be consistent with the traditions of the school and community. The primary guide in determining what is not appropriate is the extent to which such dress or grooming attracts undue attention in the classroom or schools. If the principal determines that the student's dress or grooming is unacceptable, adequate time shall be allowed for the student to make proper adjustments. However, when a student continues to ignore the required changes, he/she shall be subject to disciplinary action.

All students will follow the dress guidelines as written below during school hours and any outside school sponsored activities/events.

1. Students must be neatly dressed and well-groomed while at school. Hair below the eyebrow should be worn in a way that the student's eyes are visible. Hair pullbacks may be used to keep hair above the eyebrows.
2. Shoes must be worn at all times by all students. Open-toed shoes are permitted. Shoes must be tied and have straps fastened at all times.
3. Any student worn article of clothing or manner of hairstyle, or make-up (includes face painting) determined by the principals to be disruptive to the learning environment or hazardous to the health and safety shall not be allowed.
4. Facial piercings to the septum, eyebrows, tongue, or any other body part, with the exception of the ear(s) or a single nose stud in the nostril(s), shall not be permitted. All piercings should be worn in moderation and should not draw attention to one's self in a manner that may be disruptive to the educational process. Any exceptions will be at the administrators' discretion.
5. Ear gauges, ear spikes, industrial piercings/expansion bars are not permitted.
6. Students in grades K through twelve will not be permitted to wear halter-tops, spaghetti strap or razor back tank tops, midriff tops, strapless tops, open backed, cleavage revealing tops, transparent clothing (**undergarments may not be seen**), clothing with suggestive words or phrases, controversial writings, drawings, and decals. This includes but is not limited to alcoholic beverages, drugs, tobacco products, firearms, gang related, or any obscene or suggestive statements, hand written messages, and/or illustrations, portrayal of controversial and/or extremist groups, or which could otherwise create a hostile and/or offensive learning environment. Cut-off garments are not permitted and undergarments must be worn. Clothing worn backward or in any unconventional manner is not allowed. Male students cannot wear tank tops, tank top style t-shirts as an outer garment, muscle shirts, or similar shirts. Female shirt straps must be no less than credit card in width. Any exceptions will be at administrator's discretion.
7. On any high school campus, lower-body garments (such as shorts, skirts, etc.) may not be shorter than the length of a dollar bill from the top of the knee. Pajama pants and lounging pants are not allowed. Leggings, yoga pants and tights may be worn with a top meeting the length requirement of fingertip length when hands are placed by our side.
8. "Slacking" will not be permitted. Pants must cover the pelvic girdle (hip bones). Form fitting garments and any type of underwear are not permitted as outerwear. No oversized and/or undersized pants and shirts are allowed.
9. Students will not be permitted to wear hats, caps, sunglasses, picks, or other head coverings including hoods attached to shirts/jackets, etc. Inside any school building. Covering of the head and face are not allowed other than at times of mask requirements as suggested by the Center of Disease Control.
10. Metal chains, themed/decorative contacts, wrist bands, spiked apparel or accessories are prohibited.
11. Garments are not allowed to have holes, rips, frays, or tears above the knee that shows skin or undergarments.
12. Vocational shop, physical education, and lab classes may develop additional dress codes to promote safety for all students or to allow for mobility for specific activities.
13. Pull behind bags with wheels are not permissible. Gym bags may be used for clothing only. (Not used as a book bag) Athletic/gym bags must be placed in the designated area upon arriving to school. Only standard sized bookbags will be allowed.
14. Trench coats and/or other long coats are prohibited. This refers to any garment that might conceal an illegal object. Coats that extend to the waist or just below the waist are permitted.
15. No glass water bottles are allowed at school.
16. Dress code for all grades should be followed based upon the school site configuration (i.e. K-6, K-4, 5-12, 8-12).

17. In grades third through sixth, lower body garments (such as shorts, skirts, etc.) must be fingertip length when standing.

Please review your particular schools' additional dress code procedures.

DRESS CODE VIOLATION GUIDELINES: It is the obligation of the students to maintain their appearance in a manner that reflects well of themselves and the school. It is their responsibility, as well as that of their parents, to see that they are properly dressed and well-groomed. Violations of the dress code will follow these guidelines:

1st Offense – Warning and remedy the violation

2nd Offense – The remainder of the day in ISS

3rd Offense – One day ISS

4th Offense – 2 days ISS

5th Offense – 3 days ISS

6th Offense and above will be considered Defiance of School Rules and the student will be suspended from schools as a minimum punishment.

ANY student who does not comply with these guidelines must be referred by school employees to the school administration.

CODE OF DISCIPLINE

CLASS I OFFENSE

1. Behavior disruptive to the orderly education process
2. Disruptive organization
3. Verbal confrontations, tussles, or other minor confrontations
4. Gambling
5. Tardiness – repeated tardiness for school or class
 - *Class Tardiness includes checking in late to class or leaving early from class
 - *School Tardiness includes checking in late to school or leaving early from school
(Excessive tardies in Grades 8-12 may result in a Class II Offense)
6. Use of profane or obscene language and gestures
7. Nonconformity to dress code
8. Minor disruption on the school bus
9. Intentionally providing false information to a school board employee
10. Inappropriate public display of affection
11. Use of chewing gum or consuming/possessing energy drinks
12. Any student willfully involved in cheating shall be given a grade of 0 (Zero) in assignment involved. Cheating also applies to students who plagiarize and students who allow plagiarism of their work. Additionally, disciplinary action will be taken.
13. Irresponsible or inappropriate use of technology including, but not limited to, not notifying school personnel when encountering inappropriate materials on Internet, posting of electronic chain letters or other prohibited materials, sharing network password, revealing personal information through e-mail, using the computer and/or Internet for private financial or commercial gain, and using the Internet in a fashion inconsistent with directions from teachers and other staff and generally accepted Internet etiquette (netiquette).
14. Possession/use of electronic communication devices including cell phones or any bluetooth device. School personnel will confiscate any device used inappropriately during normal school hours. The use of electronic devices is only permitted for educational purposes at the discretion of the teacher. Use of electronic sound, video, and game and/or bluetooth devices during the school day for non-educational purposes.
In every case, parents will be required to come to school to pick up phones. Phones will only be released to parents or guardians.
 - 1st Offense – 1 day of ISS
 - 2nd Offense – 2 days of ISS
 - 3rd Offense – 3 days of ISS
 - 4th Offense and above will be considered Defiance of School Rules and the student will be suspended from school as a minimum punishment.
15. Repeatedly coming to class unprepared including but not limited to required materials.
16. Any other violation, which the administrator may reasonably deem to fall within this category.

DISCIPLINARY ACTION for CLASS I

First Offense: In school conference and parent contact when warranted, and/or up to one day In-School Suspension (ISS), bus suspension ½ day – 1 day as per discretion of the Administrator.

Subsequent offenses: Corporal punishment, in school suspension (ISS), extra assignments, appropriate alternative placement, or suspension (out of school) for 1-3 days.

Note: Age and severity of offense gives administrators the leeway to use subsequent offense punishment for first offense violations. Repeated offenses give administrators the leeway to use Class II disciplinary action.

CODE OF DISCIPLINE

CLASS II OFFENSE

1. Stealing of property
2. Possession of stolen property with the knowledge that it is stolen
3. Truancy/Unauthorized absence, leaving school grounds without permission
4. Disobedience, defiance, or disrespect of school board employee – any verbal reaction or refusal to comply with a reasonable request or directive
5. Inciting/Encouraging other students to create a disturbance or engage in inappropriate behavior
6. Tampering with emergency equipment
7. Disruptive demonstrations
8. Disorderly conduct including the use of abusive or obscene language/gestures, making unreasonable noises or other disruptions at assemblies, meetings, or other public gatherings.
9. Fighting that involves mutual participation and risk of physical injury. IN determining severity of punishment, administrators will consider age and will determine if student was: the aggressor, a willing participant, or using unreasonable force while acting in self-defense.
10. Trespassing – including students under suspension or expulsion
11. Possession or use of tobacco or any tobacco substitute
12. Possession of a weapon. In considering severity of punishment, administrators will consider age and intent of possession.
13. Criminal mischief or vandalism of public property. Parents are also responsible for cost of repair.
14. Verbal or physical threat or intimidation
15. Non-forcible sex offenses including sexual contact, acts of gratification, indecent exposure, or other obscene incidents that corrupt public morals
16. Sexual harassment – To create or allow to exist in an atmosphere of sexual harassment, defined as deliberate, repeated
17. Any unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment.
18. Harassment/discriminatory treatment – speech or written expression tending to insult or stigmatize others on the basis of their sex, race, color, disability, religion, sexual orientation, ethnic group, or national origin. Written expressions may include symbols or drawings.
19. Inappropriate use of technology including: installing or downloading unauthorized materials; viewing, sending, or displaying lewd, disrespectful, threatening, or inflammatory material; and invading the privacy of others by tampering or interfering with e-mail.
20. Use, view, or sell of pornographic items, materials, or information
21. Violation of school medication guidelines
22. Possession or use of alcohol at school or any school sponsored event. Use includes using alcohol before arrival to school or school sponsored event.
23. Any other violation that the administrator may reasonably deem to fall within this category.

DISCIPLINARY ACTION for CLASS II

First Offense: Corporal punishment, in school suspension (ISS), suspension (out of school) for 1-3 days, or appropriate alternative placement (if available).

Subsequent offense: Corporal punishment, suspension for 4-10 days, or appropriate alternative placement.

Note: Age and severity of offense gives administrator the leeway to use subsequent offense punishment for first offense violations. Age, severity of offense, and repeated offenses give administrators the leeway to use Class III discipline actions including the involvement of legal authorities and recommendation for expulsion.

CODE OF DISCIPLINE

CLASS III OFFENSE

1. Simple assault – the intentional unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the doing of some act, which creates a well-informed fear in such other person that, such violence is imminent
2. Battery – the actual unlawful and intentional touching or striking of a person or the intentional causing of bodily harm to a person
3. Drugs – unauthorized possession, transfer, use or sale of drugs/vapes and electronic cigarettes or drug paraphernalia (use includes using before arrival to school or school sponsored event)
4. Arson
5. Firearm possession
6. Possession of a weapon with the intent to go armed as determined by the Board of Education
7. Kidnapping
8. Motor vehicle theft (includes attempted theft)
9. Larceny/Theft/Possession of stolen property (major offense)
10. Burglary (breaking and entering)
11. Assault (Includes an attack with a weapon or one that causes serious bodily harm)
12. Robbery
13. Sexual Batter (including rape)
14. Homicide
15. Possession/sharing explicit photos of another student during the school day
16. Bomb threats – Bomb threats made by telephone or e-mail are federal felony offenses. Under federal law, a defendant can face a maximum penalty of 10 years in prison. Legal agencies will be contacted when schools receive bomb threats
17. Any other violation that the administrator may reasonably deem to fall within this category

DISCIPLINARY ACTION for CLASS III

Commission of a Class III offense may necessitate the involvement of appropriate legal agencies. The principal may send the student to alternative school and/or suspend the student and recommend him/her for expulsion. Due process will be followed.

For the purpose of this section, the term "weapon" means a firearm as such term is defined in Section 921 of Title 18. The possession of a firearm on the school campus results in a 180-day suspension of that individual's driver's license. The possession of a weapon on a school campus is a Class A Misdemeanor and the intent to use a weapon is a Class C Felony. The school principal must notify law enforcement officials when a student is charged with possession of drugs or a weapon. The possession of drugs or a weapon results in automatic suspension and a hearing before the Board of Education. The possession of a deadly weapon or dangerous instrument on school property will result in the expulsion of the student for one calendar year. Law enforcement officials will make periodic unannounced visits to all schools for the purpose of detecting the presence of illegal drugs.

All searches of school property should be unannounced to anyone except the local superintendent and building principal. Parents or guardians are responsible for all damages to school property by their children. The assault upon a school board employee is a Class C Felony.

Disciplinary Procedures for Students with Disability that Violate the Code of Conduct

General Provisions for IDEA and 504 Students

The principal may remove/suspend a student with a disability under IDEA or Section 504 who violates the code of student conduct from his/her current placement for not more than 10 school days in the same school year without providing educational services. If the principal seeks to order a "change of placement" of a student with a disability that would exceed 10 school days in the school year, the student's IEP or 504 Team must be convened to determine whether the student's conduct was a manifestation of the student's disability. If the Team determines that the behavior was NOT related to the student's disability and that the behavior was not a direct result of the district's failure to implement the student's IEP or 504 Plan, the student may be subjected to the same disciplinary procedures applicable to nondisabled students. For IDEA students, the Team will decide what services the student will receive during the exclusionary period to ensure that the student has the opportunity to continue to participate and progress in the general curriculum and provide the parents with Notice of Intent and a copy of their Parent Rights. Where the Team determines that the student's behavior was a manifestation of disability, the student may not be subjected to further suspension/expulsion or other disciplinary removal. For IDEA students, if a parent disagrees with a disciplinary placement decision or manifestation determination, the parent may request an expedited due process hearing. During any due process hearing, the student's placement will be in the setting determined by the student's IEP Team. For 504 students, a parent may challenge a disciplinary decision via a 504 impartial hearing, an informal grievance, or by filing a Complaint with the Office for Civil Rights.

Special Circumstances for Immediate 45-Day Removal of IDEA Students

For IDEA students, the principal may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior was a manifestation of the student's disability, if the student:

- 1. Carries or possesses a weapon at school, on school premises or to or at a school function;**
- 2. Knowingly possesses, distributes or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or**
- 3. Has inflicted serious bodily injury upon another person while at school or on school premises or at a school function.**

In these cases, the student may remain in the interim alternative educational setting for up to 45 school days. During that 45-day period and within 10 days of the incident, the student's IEP Team must meet to address the manifestation determination issue and determine whether the student's placement should be changed via the IEP process to another environment or whether the student should return to the placement where the incident occurred. If the Team decides to change the student's placement, Notice of Intent is provided to the parents and, after a reasonable period of time from the date of the Notice, the placement may be changed if the parent does not request a due process hearing to challenge the proposed change of placement.

CORPORAL PUNISHMENT

Parents may request no corporal punishment be used on their child by sending a letter at the beginning of every school year to the principal. It is the parent's responsibility to make sure that the letter is delivered to the principal.

The above State of Alabama mandated policies affecting students with disabilities must comply with Federal/State and Special Education laws, regulations and court rulings.

USE OF LAW ENFORCEMENT AGENCIES

In accordance with Alabama Administrative Code 290-030-010-06, the Cleburne County Board of Education approves each school the right to allow law enforcement agencies to make periodic, unannounced visits for the purpose of detecting illegal drugs. This policy includes the use of police dogs trained for the purpose of detecting illegal drugs. These police dogs are not to be in contact with students. If illegal drugs are detected on any student or in the automobile of any student, the principal shall follow the student Code of Conduct and Alabama Administrative Codes and involve law enforcement officials. All searches of school property should be unannounced to anyone except the local superintendent and building principal.

SURVEILLANCE CAMERAS

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Cleburne County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

Student/Parent Complaint and Grievance Policy

The primary purpose of this procedure is to provide for prompt and equitable resolution of student/parent complaints and grievances.

LEVEL ONE – The resolution of a grievance through free and informal communication as close as possible to the point of origin is encouraged. A student/parent with a grievance may first take it to his immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

LEVEL TWO – In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, he/she may file an appeal in writing with the superintendent or his/her designee. Within ten (10) days from receipt of the grievance, the superintendent or designee shall request a conference with the aggrieved or render a written decision.

LEVEL THREE – In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he may request the superintendent or designee to schedule a brief hearing before the Board of Education.

The aggrieved person may select a representative to accompany him at each level, may ask such representatives to state the facts in written form, and may request a written decision at each level outlined above. The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified must be observed by students and school officials. For the discussion and consideration of a grievance, time and place will be selected which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

In case of a McKinney-Vento dispute, the Homeless Liaison would assist the parent/guardian or unaccompanied youth with the dispute process. If the dispute is not rectified in the LEA, the student/parents have the right to appeal to the ALSDE accompanied by the Homeless Liaison.

Civil Liabilities and Penalties

The following summaries of laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. Local boards of education are required to provide notice to parents, guardians, and students.

Child Abuse and Neglect Reporting (§26-14-1)

Certain persons and institutions are required by law to report known or suspected child abuse or neglect under a penalty of a misdemeanor, fine or sentence. Those who are required by law to report are: hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, or any other person called upon to render aid of medical assistance to a known or suspected victim of child abuse or neglect. Besides those persons who are required by law to report child abuse and neglect, any person may make such report, if such person has reasonable cause to suspect that a child is being abused or neglected.

Drop-Out/Driver's License (§16-25-40) 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, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

Drug Dealing (§6-5-72)

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (§16-1-24.1)

The school principal 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 principal 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. 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 of readmission.

Pistol Possession/Driver's License (§16-28-40)

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.

Sexual Harassment (§26-14-3)

A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, the school counselor, principal, or the Superintendent. Any student who suspects that another student is being sexually harassed shall immediately report the information to a teacher, school counselor, principal, or the Superintendent.

**Local Boards of Education are Required to Publish the
Following Act and Section**

Seclusion and Restraint for ALL Students, Alabama Administrative Code §290-3-1-.02(1) (f)

1. Definitions

- (iii). Physical Restraint – Direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety or prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.
- (iv). Physical Restraint that restricts the flow of air to the student's lungs – Any method (face-down, face-up, or on your side) of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs. Use of this type of restraint is prohibited in Alabama public schools and educational programs.

- (v). Seclusion – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined in paragraph (1.) (vi) of this rule, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room. Use of seclusion is prohibited in Alabama public schools and educational programs.

2. Requirements

- (i) The use of seclusion is prohibited in Alabama public schools and educational programs.
- (v). The use of physical restraint is prohibited in Alabama public schools and educational programs **except** in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Notwithstanding the foregoing, physical restraint is prohibited in Alabama public schools and educational programs when used as a form of discipline or punishment.
- (vi). All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or is in severe distress.

Definitions and Rules Relating to Formal Disciplinary Action

All students shall be afforded an opportunity for due process in all matters pertaining to disciplinary matters.

In-School Suspension (ISS)

In-school suspension is a structured disciplinary action where a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. Students will be given credit for all school work. The principal or his/her designated person(s) has the authority to assign students to in-school suspension for a reasonable and specified period of time.

Suspension (OSS)

Suspension is defined as the temporary removal of a student from school for a violation of school policies, rules, regulations, or for interfering with the orderly operation of the school. A disciplinary hearing becomes necessary after 10 days per year for students with an IEP or 504 plan. In the event a proposed suspension results in cumulative suspensions exceeding (10) full days per year for special education students, an appropriate disciplinary hearing will be held. Only the Superintendent or his or her designee, principal, or assistant administrator shall have the authority to suspend students.

- A. Days absent from school because of suspension are unexcused. No credit for daily work is permitted when a student is absent as a result of suspension.
- B. At the discretion of the principal, credit for major tests, nine-week tests, midterm exams, and final exams may be given to students who have been suspended during exam periods.
- C. Any single suspension shall not exceed ten school days without an administrative hearing by the Superintendent or his designee. Any suspension of 10 or more days is considered long-term suspension.
- D. The Superintendent or designee will be notified of all suspensions.
- E. The Superintendent or his designee may suspend the student until action is taken by the Board.
- F. Students suspended for any portion of the school day are not allowed to participate in or attend any school related activities until reinstated by the school administrator.

Opportunity (Alternative) School Placement

The Cleburne County Board of Education operates the Opportunity (Alternative) Educational Program to which students may be referred depending on the circumstances and conduct involved instead of receiving long term suspension or expulsion. There is no guarantee or commitment on the part of the Cleburne

County Board of Education or its employees that all high school curriculum can be duplicated while a student is in attendance at the Opportunity (Alternative) School. Students will receive instruction in their core courses only. Students may be expected to complete work at home as well. Elective coursework cannot be made up at the Opportunity (Alternative) School. Hours of Operation are 3:30-6:30 M, T, TH and 3:30-5:30 W.

Students who commit a Class III violation, as defined by the **Code of Conduct**, or who repeatedly commit Class II violations such that they frequently disrupt the education of others may be referred to the Opportunity/Alternative School Program by the school administrators. If assigned days exceed **25**, it **must** be approved by the Superintendent. Additionally, students that presently have criminal charges pending may be placed at the Opportunity (Alternative) School until those charges have been adjudicated.

The Opportunity/Alternative School is located on Cleburne County Career Technical School. Opportunity/Alternative School placements are used in the place of special circumstances, a long-term suspension, and/or expulsion. Students who are assigned to Opportunity/Alternative School for discipline purposes may not attend any school related function while enrolled. This includes but is not limited to all extracurricular activities including sport games and competitions, school dances, field trips, group class activities, graduation ceremonies, and other school activities. Students are expected to follow all guidelines and procedures established at the school.

Transportation to the Opportunity (Alternative) School is not provided at the expense of the Board. Students are not allowed to drive to the Opportunity (Alternative) School if attending due to suspension or expulsion. Parents must arrange transportation for their child. Upon a student's completion of his/her alternative school assignment and return back to the home school, the local school administrator will conduct a transition conference to support a successful new start.

Expulsion

Expulsion is denial of school attendance and may be recommended by the principal for the remainder of the school year or for a time period determined on a case-by-case basis. Upon the receipt of the principal's recommendation, the Superintendent may schedule an administrative hearing with the Board of Education, unless waived by custodial parent or guardian. However, in the event a hearing is required, the custodial parent or guardian will be notified by registered mail prior to action by the Cleburne County Board of Education.

SUPERVISION OF LOW RISK JUVENILE SEX OFFENDERS

(Annalyn's Law)

Pursuant to Annalyn's Law, the Superintendent shall be notified by local law enforcement when a low risk juvenile sex offender is enrolled or attending school within the board's jurisdiction for the purpose of appropriate supervision during the school day and during school activities.

Section 1. Definitions

In this policy, these terms shall have the following meanings:

- (a) "Plan" refers to the "individualized student safety plan" developed following the Student's adjudication and/or enrollment in the school to serve as a behavior contract between the Student and the School.
- (b) "School" refers to "all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the Student's current school of record.
- (c) "Student" refers to "the low risk juvenile sex offender" designated by a juvenile court judge as having a low risk of re-offense.
- (d) "Teachers and staff with supervision over the student" or "Supervision team" refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student's assigned teachers and/or coaches, the Student's counselor and if applicable, the Student's bus driver, during the subject school year and who will be privy to information regarding the Student's status. Teachers and staff with only passing and/or general contact with the Student shall not be privy to information regarding the Student's status.

(e) "Victim" refers to the victim, if known by and attending the same school as the Student, of the offense for which the Student was adjudicated delinquent.

Section 2. Notification

(a) Current Students

In the event a currently enrolled Student is adjudicated delinquent and designated "low risk" by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

(b) Newly Enrolled Students

In the event a Student seeks to enroll in the district as a new student, and that Student has been previously designated as a low risk juvenile sex offender, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

(c) Students That Change Schools Within the District

In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable. Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original Plan and the transferring Student's status and circumstances. Regardless, the principal of the prior school must provide the Student's records and Safety Plan to the principal of the new school as soon as practicable. The new principal should review the Plan and meet with the Student, the Student's parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the Student's circumstances.

(d) School Staff Changes

In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student's status and Plan.

The Student, his parent or guardian, and other members of the Supervision Team should be notified of changes to the Supervision Team within a reasonable timeframe.

Section 3. Plan Development and Maintenance

Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan. This meeting should take place within 10 school days or as soon as practicable. In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction.

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team.

The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

Section 4. Supervision

The Student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan.

Members of the Supervision Team should report any suspected violations of the Plan to the principal or designee. The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discrete and unobtrusive.

Section 5. Students with Disabilities

Discipline of Students with Disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and implementing regulations. Actions or anticipated actions regarding a change of placement due to disciplinary infractions involving drugs, weapons, or behavior that has substantially injured or endangered the safety of the student or others for students who are covered by IDEA or Section 504 must ensure procedural guidelines. The student's IEP or plan must be followed. For further information regarding Discipline of Students with Disabilities, contact our local School Administrator or the Cleburne County Board of Education at 256-463-5624 or by mail at Cleburne County Schools, 141 Davenport Drive, Heflin, AL 36264.

Section 6. Violations of the Plan

In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to board policy and/or reassessment of the Plan's conditions.

Section 7. Challenges to the Plan

In the event the Student and/or his parent or guardian object to conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designee to consider whether adjustment of the Plan or response modification is warranted. The Superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable School disciplinary policies and procedures and the Student will be afforded process due thereunder.

Section 8. Confidentiality

Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by the members of the Supervision Team. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

Section 9. Retaliation

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the Student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

Section 10. Procedures

The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

Legal Reference: Ala. Act No. 2018-528, Ala. Code § 16-1-51.1 (1975)

Unsafe School Transfer

Parents are hereby notified of the right to transfer their children to another county school in the event their child becomes a victim of a violent criminal offense at school or school sponsored activity. Students will also be eligible for transfer if their school is labeled as a Transfer Option School (TOS) by the State Department of Education due to being declared "persistently dangerous" as result of the expulsion of five students or 1% of the student population for three consecutive school years.

A violent criminal offense shall pertain to homicide, robbery, assault in the first and/or second degree, sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR).

Jamari Terrell Williams Student Bullying Prevention Act

A. Bullying, Intimidation, Violence, and Threats of Violence Prohibited

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

B. Definitions – In this policy, these terms shall have the following meanings:

1. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

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

2. "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

3. "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

4. "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

5. "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

6. "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

7. "Student" as used in this policy means a person who is enrolled in the Cleburne County School System.

C. Description of Behavior Expected of Students –

1. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

2. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race • Sex • Religion • National origin • Disability

D. Consequences for Violations – A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

E. Reporting, Investigation, and Complaint Resolution Procedures – Complaints alleging violations of this policy may be made on a Board-approved complaint form available on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system. [OPTIONAL PROVISION: A person reporting a violation who is not satisfied with the outcome of the investigation may appeal the decision in writing to the Superintendent or designee.]

Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

F. Promulgation of Policy and Related Procedures, Rules, and Forms – This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

G. Construction of Policy – This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on bullying, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow bullying, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of bullying, violence, threats of violence or intimidation not specifically listed herein. Students who engage in bullying, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

Reference: Ala. Code §16-28B-1, et seq. (1975)

Suicide Awareness and Prevention

A. Program Authorized – To the extent that the Legislature appropriates funds or the Board provides funds from other sources, the Superintendent is authorized to develop a program to implement the following statutory requirements of the Jason Flatt Act in an effort to prevent student suicide:

1. Foster individual, family, and group counseling services related to suicide prevention.
2. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
3. Foster training for school personnel who are responsible for counseling and supervising students.
4. Increase student awareness of the relationship between drug and alcohol use and suicide.
5. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
6. Inform students of available community suicide prevention services.
7. Promote cooperative efforts between school personnel and community suicide prevention program personnel.
8. Foster school-based or community-based, or both, alternative programs outside of the classroom.
9. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
10. Engage in any other program or activity which the Board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
11. Provide training for school employees and volunteers who have significant contact with students on the Board policies to prevent harassment, intimidation, and threats of violence.
12. Develop a process for discussing local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence with students.
13. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by the school system. Students may be required to participate in curricular activities developed to implement the statutory requirements of the Jason Flatt Act and are encouraged to participate in any other activities or strategies developed by the Board for that purpose.

B. Promulgation of Policy and Related Procedures, Rules, and Forms – This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes.

[Reference: Ala. Code §16-28B-8 (1975)]

Jurisdiction of the School Board

Cleburne County students are subject to the rules of the Cleburne County Board of Education during the school day, while in attendance at school-related activities, and while being transported to and from school or school related activities. Jurisdictional control over student behavior may be extended beyond school campus whenever the conduct of the student is deemed to have detrimental effect on the health, safety, and welfare of the school community. Administrators and teachers have jurisdiction to implement the disciplinary procedures of the Code of Conduct on any campus in the school system even though the student(s) may not be enrolled at the school in which the violation(s) occurs.

Safety, Health, and Wellness

All Cleburne County schools have current, approved school safety plans. Every effort will be made to keep students safe, secure and healthy while attending school. Students, employees, parents and visitors are to follow posted safety regulations, school rules, and federal and state law.

OVER THE COUNTER SUNSCREEN — Act 2017-278

Any student in a public school shall possess and apply over-the-counter sunscreen at school and at school-based events. The Act requires any student, parent, or guardian requesting a school board employee to apply sunscreen to a student will be required to sign the Notice of Receipt on page 50 of this handbook.

SCHOOL NURSES

School nurses try to help children stay in school so they can learn. We do, however, follow Public Health Department guidelines to prevent the transmission of communicable diseases and conditions. Any student with fever greater than 100 degrees within the last 24 hours, vomiting/diarrhea within the last 24 hours, head (live) lice or an undiagnosed rash will be sent home. This is for the protection of your child and other students. Visit the SCHOOL NURSE section on our website, www.cleburneschools.net for health guidelines.

FEVER POLICY/VOMITING AND DIARRHEA

Any student with a temperature of greater than 100 degrees and/or vomiting/diarrhea will be considered too ill to be in a school environment. Any student who has suffered an illness accompanied with fever should be fever free for 24 hours without the aid of fever reducing medication before returning to school. The student should be free of vomiting/diarrhea for 24 hours before returning to school.

MEDICATION AT SCHOOL

In many cases it is not necessary to take medication during school hours. Check with your child's physician to determine whether an at-school dose of a particular medication is required. If, under exceptional circumstances, a child is required to take oral medication during school hours, and the parents/guardians cannot be at school to administer the medication, only the school nurse or medication assistant shall administer the medication in compliance with the following regulations.

- 1) All medication (prescription or non-prescription) to be given at school requires written authorization of the parent and/or guardian AND physician/healthcare provider. Medication consent forms are available from the school and found on www.cleburneschools.net website. Each medication given and each change in medication requires a new form.
- 2) School personnel are not allowed to keep bulk medications or take phone requests from parents/guardians. Only medication brought to school by the parents/guardians can be given
- 3) All medication must be brought to school in original containers with a complete pharmacy label and/or manufacturer's label and an additional label with the child's name and dosage instructions. The medication form for over-the-counter medicine must be specific as to what the medicine is for—headache, menstrual cramps, arm pain, etc.
- 4) Each prescription medication must have a form signed by the physician and must be brought to school by a parent/guardian and given to the school nurse or medication assistant. The physician signed form must accompany the prescription medication. Any medicine brought to school without the form signed by the physician will not be given until the form is received.
- 5) If a child has a medical condition that requires medication to be administered under emergency conditions, such as asthma, allergies, diabetes, high blood pressure, etc., the parents/guardians must provide the medication (Benadryl, Epi-Pen, Glucagon, etc.,) along with a Medication Consent Form signed by the physician.

- 6) OTC (Over-the-Counter) medications will be given for a maximum of ten (10) consecutive school days. Continued consecutive administration of OTC medications after ten (10) days will require a prescription from a legal prescriber, and the medication must be supplied by the parent/guardian. Switching to another variation of the OTC medication for treatment of the same symptom will not extend the ten (10) day limit.

OTC medications will be administered at the School Nurses' discretion. OTC medication will be carefully given per manufacturer's directions, including age or weight-based dosing.

Unused medications (prescription or OTC) will be destroyed if not collected by the parent/guardian:

- 1) Within one week after**
 - a. Expiration of the prescription; or**
 - b. Discontinuation of the medication.**
- 2) By the end of the last day of school prior to summer vacation.**

The above regulations cover all prescription and non-prescription drugs, including but not limited to, Tylenol, Aspirin, Neosporin, etc. A copy of this regulation is provided to the parents/guardians upon request for administration of the medication in school.

Self-administration of chronic medications is allowed under the following guidelines-

- 1) Medication must be a prescription. No over-the-counter medications can be self-administered.
- 2) Medication forms must be provided yearly with parent and physician authorization.
- 3) The school nurse must approve self-administration of medication.
- 4) If at any time a student is not felt to be capable of self-administration, and/or following school policy for use, self-administration of medication will not be allowed.

School nurses, or other school staff, are not permitted to administer any alternative medication that could be considered a drug, including "natural remedies," herbs, vitamins, dietary supplements, homeopathic medications, or medications from other countries without the following:

- 1) A written order from a health care provider authorized to prescribe in the state of Alabama. The written order must come on the authorized medication form required by the State of Alabama.
- 2) Verification that the product and requested dosage is safe for the student (considering the age, body weight & condition.)
- 3) Reasonable information about the therapeutic and untoward effects and interactions.

COMMUNICABLE DISEASES AND CONDITIONS

The Superintendent has the authority to exclude from school in the Cleburne County School System for a period of time as may be prescribed by the local health department or physician, any student or staff member with a communicable disease or parasite known to be spread by any form of casual contact.

In all cases, a statement of clearance from the Department of Health, a physician, or school nurse shall be required before the student or staff may re-enter school or return to work. All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information. Before any medical information is shared with anyone in the school setting, a Need to Know review shall be made which includes the parents/guardians, student (if over 18), employee and his/her representative.

All school employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible.

Parents or guardians of students who object to the disclosure of any or all of the items specified as directory information shall place written objections on file with the school at the time of the student's enrollment or any time thereafter. The principal of the school is the authorized custodian for the student records and is responsible for their confidentiality. Specific requests to exercise the rights and guarantees afforded parents and students by this law shall be directed to the principal of the school where the child is enrolled.

HEAD LICE PROCEDURES

The procedures below shall be followed when a student is found to have head lice:

1. If live head lice are discovered:

- a. The student will be sent home immediately for treatment and will not be allowed to return to school until all live lice are removed.
- b. The parent/legal guardian/custodian of a student sent home for treatment must accompany the student back to school for re-admittance along with proof of treatment.
Proof of treatment consists of the product container/box along with a dated sales receipt.
- c. The School Nurse or designee will inspect the student's hair upon return to school. If no live lice are present; the School Nurse will write a pass to the teacher allowing re-admittance to class.

2. If a student is found to have nits:

- a. The student will be allowed to stay the remainder of the school day
 - b. The parent/guardian must accompany the student back to school for re-admittance along with proof of treatment.
 - c. The School Nurse will inspect the student's hair. If necessary, the School Nurse will educate the parent/guardian regarding removal of nits.
3. A student will be excused with a parent/nurse excuse for up to 3 days for treatment for a maximum of 2 separate occurrences per semester.
4. If a student has frequent reoccurrence of lice infestation, the School Nurse shall confer with the Principal and, if necessary, the Attendance Officer for further action.

INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. The bacteria that causes meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. 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. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord. Symptoms of the meningococcal disease include the following:

- Fever
- Headache
- Stiff Neck
- Red Rash
- Drowsiness
- Nausea and Vomiting

MCV4, or the meningococcal vaccine, is recommended for all children 11-18 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 to live in a dormitory. Please consult your physician or local health department for more information or go to www.adph.org/immunization.

SAFETY DRILLS

Schools routinely conduct drills to ensure student safety in the event of fires, severe weather, intruders, or other emergency conditions. School safety plans and student handbooks at each school are developed according to current safety requirements and with advice of emergency preparedness officials. Teachers have the directions for fire, tornado, and lock-down drills posted in the classroom near the exit door(s). Procedures are reviewed with students on the first day of class.

Fire Drill: The signal for a fire drill is defined in each local school handbook. Alabama Code 36-19-10 requires schools to have drills. Fire codes require that doors and exits remain unlocked from the inside and clear of obstruction during the school day. Procedures for fire drills are as follows:

- ▲ Follow instructions of the teacher and/or principal concerning the fire drill.
- ▲ Move quickly, without running.
- ▲ Do not talk at any time.
- ▲ After exiting the building, walk to the designated area for roll call.
- ▲ Remain quiet and listen for further instructions.

Severe Weather/Tornado Drill: The signal for a tornado drill will be defined in each local school handbook. Student procedures for severe weather/tornado drills include the following:

- ▲ Follow instructions of the teacher and/or principal concerning the tornado drill.
- ▲ Carry a book to shield the head.
- ▲ Proceed to the designated area for roll call.
- ▲ Remain quiet and listen for further instructions.

Lock-Down Drill (possible intruder): The signal for a lock-down drill will be defined in each local school handbook. Student procedures for lock-down drills and situations include the following:

- ▲ Classroom door(s) will be locked from the inside.
- ▲ Window shades/blinds will be closed.
- ▲ Move away from windows and doors.
- ▲ Remain quiet and listen for further instructions.

SCHOOL OPENING – CLOSING

Schools post official opening and closing times for school facilities. School personnel are on duty during school arrivals and dismissals and at school-sponsored activities to supervise students. Notifications of emergency closings, delayed openings or other emergency changes to school hours are provided through the media and school communication plans.

The time set for the official opening and closing of the schools of the Cleburne County School System are 7 AM until 3 PM. Between these times and throughout the school day, school personnel will be on duty and available to supervise care for students. However, school system personnel are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above except during school sponsored activities.

Parents/guardians are encouraged to cooperate with school officials to ensure that students do not arrive at school too early and are picked up promptly and safely after school and after school-sponsored events. In situations where parents/guardians repeatedly drop students off too early or fail to pick up their child(ren) promptly following after-school, extra-curricular activities within the specified time frame, the school principal and appropriate personnel shall develop and publish incremental procedures to elicit parent cooperation and compliance, up to and including the instigation of neglect charges against the parent/guardian and notification of law enforcement and/or the Department of Human Services.

SCHOOL DAY INSURANCE

Parents are responsible for all medical bills incurred due to accidents involving their children at school. The Cleburne County Board of Education does not provide insurance coverage for school day accidents. A supplemental school day insurance policy is available for parents to purchase at their discretion the first two weeks of school. This policy will not cover major medical expenses so it is recommended that parents have other health insurance to cover their children at school.

VISITORS

For the protection of our students, employees and guests, all visitors, including parents, are required to go to the school office immediately and obtain an office badge upon entering the building and to report their presence and business.

Disruptive Visitors

Visitors with a legitimate reason for being on school property may enter and remain on school campuses and Board facilities in accordance with limitations and requirements that are designed to preserve security and maintain an orderly educational environment. Visitors are required to observe appropriate decorum at all times and to respect administrative requirements and restrictions regarding their activities and interaction with faculty, staff, and students while on Board property. School officials are authorized to revoke permission to be on school property to noncompliant visitors; to limit, condition, or prohibit their future access to school property as deemed necessary to ensure safety and order; and to enlist the assistance of law enforcement agencies if and as necessary to accomplish these objectives.

TITLE IX

A. Prohibition

In accordance with Title IX (20 U.S.C. §1681, et seq.), the Board strictly prohibits discrimination on the basis of sex or gender in its programs or activities, including sexual harassment, as defined by law and Board policy. Sexual harassment complaints should be filed and reviewed under the Board's student sexual harassment policy. All other complaints under Title IX will be filed and reviewed according to the Board's general complaint and grievance procedures.

B. Title IX Coordinator

The Superintendent is authorized and directed to designate a Title IX Coordinator, whose duties will include but not be limited to receiving and responding to Title IX inquiries and complaints.

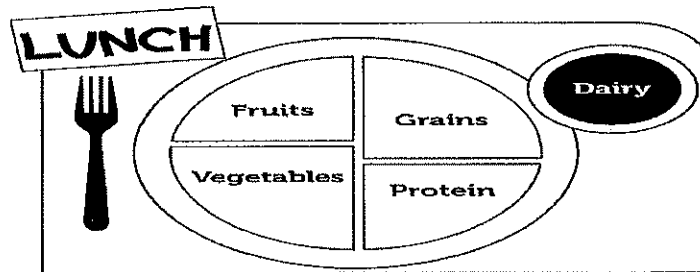
C. The CCBOE has appointed the **principal at each school** as the first point-of-contact for persons who have questions or concerns with Title IX issues. If such a concern arises and the local school principal does not provide a sufficient response to the concern, aggrieved persons may utilize the board's formal grievance policy, found in this book on pg. 36, in order to pursue a solution to their problem.

Food Safety

All baked items to be served to students during the school day must be store-bought in original containers or purchased from a licensed baker (business). These containers must contain a list of ingredients and nutritional values that are on the packaging or supplied by that specific business per state mandate.

CHILD NUTRITION PROGRAM

A school breakfast and lunch program is provided for the health and convenience of student and staff members. The food is wholesome, properly prepared, and served in sanitary surroundings at a minimal cost. Both the breakfast and lunch programs are self-supporting, with federal subsidies and surplus food commodities; no local tax money is used for their operation. Lunchrooms are regularly inspected and meet the sanitation requirements of the Alabama State Department of Public Health.



APPLICATION FOR FREE AND REDUCED MEALS

For School Year 2023-2024, Cleburne County Schools will participate in the Community Eligibility Provision (CEP). The Community Eligibility Provision allows for meals at no cost for all students based on overall economic status. It eliminates the need for free or reduced meal applications. There is nothing for parents and guardians to do! No applications or additional information is required; however, if you think you may qualify for Summer EBT cards, an income form will need to be completed. Income forms can be accessed through the Linq Connect portal on the Cleburne County Schools website. If you have questions about the income form, please call Amie Brinkley, CNP Bookkeeper, @ 256.463.5624, ext. 5910.

CEP is a key provision of the Healthy, Hunger Free Kids Act of 2010, which allows schools and school districts in low-income areas to eliminate school meal applications and serve breakfast and lunch at no charge to all enrolled students. CEP gives food service professionals more time to focus on preparing nutritious meals that their students will enjoy and gives students more time to eat those meals by cutting down on time spent in the lunch line. More importantly, by offering all students a nutritious breakfast and lunch at no cost, CEP helps ensure more students come to class well-nourished and ready to learn.

Children need healthy meals to learn. Cleburne County Schools offers healthy meals every school day. Breakfast and lunch meals will follow the United States Department of Agriculture (USDA) guidelines for healthy school meals, so please encourage students to participate. "In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

LUNCHROOM BEHAVIOR

Lunchroom behavior is monitored by teachers responsible for bringing classes to the lunchroom. Loud or abusive talk or other loud noise, throwing of food, destruction of equipment, etc. will not be tolerated. Every student is responsible for his/her own tray and must not leave it on the table, nor leave accompanying food or paper on the table; garbage containers are nearby.

***Students [and staff] are not allowed to bring bottled or canned carbonated drinks or commercial or fast food meals in to the lunchroom during lunch or breakfast unless these items are contained in a thermos bottle and/or plain wrapper.** If the foodservice manager observes such, he/she must report it to the school principal who will discard the food, furnish a meal, and notify the parent.

STUDENT ID CARDS

Barcode scanners will be used at all lunchrooms. Each student will receive a Student ID card with a barcode. Students need to bring their Student ID cards with them to breakfast and lunch. If students lose their ID cards, they will be charged a \$2.50 replacement fee.

OFFER VERSUS SERVE

Offer versus Serve (OVS) is a provision in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) that allows student to decline some of the food offered. The goals of OVS are to reduce food waste in the school meals programs while permitting students to decline foods they do not intend to eat.

A student's decision to decline food items will not affect the charge for the lunch. Extra portions will be priced in addition to the regular meal price. Students may not charge extra or a la carte items.

Condiments (ex. Mayonnaise, mustard, ketchup) are required to be included in the nutrient analysis of the menus. Some condiments are provided as part of the menu when appropriate but quantities are limited. Additional condiments, not included in the menu, may be available for an additional charge.

SCHOOL BREAKFAST REQUIREMENTS and OFFER VERSUS SERVE

School breakfast is available to **ALL** students at a minimal charge or is provided free or reduced to eligible students. The breakfast meal pattern, as established by the US Department of Agriculture, requires that the following three food components in at least the minimum required amounts be offered. The components at breakfast are:

Grains (with optional meats/meat alternate allowed) Juice/Fruit/Vegetable Milk

Under the Offer versus Serve Program, a student must be offered at least four food items from within the three food components and must select at least three of the four food items offered, one of which must be ½ cup of fruit or vegetables.

SCHOOL LUNCH REQUIREMENTS and OFFER VERSUS SERVE

The school lunch meal pattern, as established by the US Department of Agriculture, requires that the following five food components in at least the minimum required amounts be offered. The components at lunch are:

Meats/Meat Alternates Grains Fruits Vegetables Milk

Under Offer versus Serve, a student must take at least three of the five components in the required serving sizes. One selection must be at least ½ cup from either the fruit or vegetable component.

The USDA meal pattern gives minimum number of servings and portion sizes for various age groups for each of the required food components and subgroups. The USDA meal pattern establishes weekly minimum and maximum calorie ranges per age group, provides sodium and saturated fat targets, and specifies offering only items with zero grams of Trans Fat per serving as indicated on nutrition labels.

PREPAID MEAL ACCOUNTS

The **Linq Connect** portal is a secure online payment portal between parents and Cleburne County Schools that allows parents to put funds into their children's school meal account in real time and view student meal activity. Payments are made instantaneously to the Point of Sale terminal. It is free to register, view transaction and meal history and receive email notifications of low balances. *If money is added to the student's account, the parent pays a small transaction fee.

NON SUFFICIENT FUNDS/RETURNED CHECKS

The face value of a check returned for insufficient funds is considered a bad debt. Bad debts are not an allowable expense for any state, federal or public local funds. A First Notice letter will be sent to the writer of the returned check. An insufficient fund check fee of fifteen dollars (\$15.00) will be charged to the check writer if the total amount of the check plus fee is paid within seven (7) days of the date of the first notice sent. If the Insufficient fund check is not paid in full within seven days, then a certified letter will be sent notifying the writer that the insufficient fund check charge has increased to thirty dollars (\$30.00) and the entire amount must be paid in full within ten (10) days of receipt of the letter or the matter will be forwarded to the District Attorney's Worthless Check Unit. If the certified letter is returned, no waiting period is required. An individual that issues two returned checks will be placed on a risk list and not allowed to make payments by personal check for the remainder of the school year.

| BREAKFAST AND LUNCH PRICES 2023-2024** | | | | | |
|---|---------|------------|----------------|---------|--------|
| Breakfast | Reduced | Full Price | Lunch | Reduced | Full |
| Student (K-12) | \$0.30 | \$1.75 | Student (K-12) | \$0.40 | \$2.75 |
| Faculty/Staff | | \$3.00 | Faculty/Staff | | \$4.50 |
| Visiting Adult | | \$3.50 | Visiting Adult | | \$5.00 |
| Visiting Child | | \$3.00 | Visiting Child | | \$4.50 |

Upon a student's withdrawal from the district, it is the responsibility of parents or guardians to request a refund of monies still held in the student's prepaid meal account or pay any monies owed to the Child Nutrition Program. Parents should contact the Child Nutrition Program at the Central Office for refund requests. Failure to request a refund as a withdrawing student or graduating senior will result in your student's money being transferred to the Principal's account.

CHARGED MEAL POLICY

The Cleburne County Board of Education understands that the USDA Child Nutrition Program does not allow bad debt costs. Bad debt can be described as bad checks, uncollected charged meals, etc. that happen within the operation the National School Breakfast and National School Lunch Programs. However, from time to time, a student may not have money in his prepaid account or money in hand to pay for a meal. It is the intention of the board to see that students are fed each day. The board recognizes that it is the responsibility of parents/guardians to ensure that paid/reduced price meal students have money to cover the cost of meals each day. **A la carte sales and adult meal charges are not allowable under any circumstances.**

For those times when a student, whether full or reduced priced, is at the register with a meal in hand and with no money to pay for the meal, lunchroom staff should adhere to the following procedures:

1. Allow a student to charge the breakfast and lunch meal for one day. Tell the student that he will need to have money in hand or in his account to come through the line the next day. Send a note home with the student saying that the student charged a meal(s) and that he must bring money to cover the charged meal and the next cafeteria meal.
2. If the student comes through the line for a second day of charged meals, parents/guardians should be contacted by the cafeteria manager/bookkeeper.
3. Should the student come through the line for a third day of charged meals, parents/guardians should be contacted by the school administration.
4. Should the student come through the line for a fourth day of charged meals, parents/guardian should be contacted by the district CNP administrative office.
5. Should the student come through the line for a fifth day of charged meals, the parent's/guardian's neglect of their student's welfare will be referred to the Department of Human Resources by the district CNP Administrative Office.
6. Parents/Guardians are responsible for bad debts and should make payment to the school's cafeteria as soon as possible and no later than the last day of the school year.
7. Should there be uncollected student charges after the last day of school, these charges must be cleared using funds provided by each individual school site on or before June 30. School Administrators will then assume the responsibility for collection of the debt at their discretion.

The USDA does not allow charge balances. Adult employee/visitor meals and a la carte items cannot be charged.

****Parents/Guardians will not have to add money to your students' meal account unless they want to purchase additional entrees or a la carte items.**

INTERNET SAFETY AND INTERNET USE AGREEMENT

The educational goal of CCBOE is to provide teachers and students technology resources to promote educational excellence by facilitating resource sharing, innovation, and communication. Using these resources is a privilege, not a right. Appropriate use regulations are provided herein to insure you are aware of the responsibilities you are about to acquire.

Education, Responsibility, and Monitoring of Internet Access:

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Filtering, as required by the Child Internet Protection Act will be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to others. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minor, minimized only for bona fide research or other lawful purposes. It shall be the responsibility of staff members of the CCBOE schools to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying and technology protection measures shall be the responsibility of the CCBOE technology department. CCBOE school staff will provide age-appropriate training for students who use CCBOE Internet facilities. The training provided will be designed to promote CCBOE's commitment to the following:

All Students Must:

- Follow teacher rules and guidelines.
- Obtain teacher permission and supervision in order to use computer equipment.
- Obtain teacher permission to use collaboration and communication tools.
- Maintain computer security.
- Ensure that passwords are chosen wisely and kept secret.
- Respect all equipment and software.
- Respect and obey copyright laws.
- Take proper care of the device when using it.
- Remove and put back device in a careful manner, noting where charging cables and cords belong.
- Learn the basic skills of computer usage, including accessing the Internet and creating folders.
- Notify the teacher immediately if something malfunctions or if the device was misused by the previous user.

Students May Not:

- Share passwords or access another user's account.
- Attempt to circumvent the CCBOE filters.
- Invade, violate, or compromise another user's privacy.
- Change or delete another user's files.
- Post anonymous messages or pose as someone else.
- Play computer games that have not been approved for educational purposes
- Plagiarize materials.
- Use computers for illegal or immoral activity.
- Print excessively or unnecessarily.
- Install, change, or delete software.
- Tamper with hardware or software.
- Deface, move, or steal equipment.

- Spread computer viruses.
- Access, produce, or distribute material that is considered damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing, or otherwise illegal or contrary to school policy.
- Conduct or solicit business or privately advertise using the CCBOE network.

Rights, Expectations, and Disciplinary Actions

Your right to free speech and access to information applies to your use of the Internet. The district may restrict access to materials for valid educational reasons. Users of CCBOE technologies and Internet connections have no right to expect privacy with respect to such usage. The CCBOE reserves the right to monitor, inspect, copy, review, and store at any time, without prior notice, all usage of its computers and computer systems, including all internet and electronic communications and transmission of materials and information. Students who violate the Internet Safety Policy will face disciplinary action in accordance with the student code of conduct. Actions and conduct online should mirror those in face-to-face interactions. As such, the misbehavior online will be treated with the same consequences that apply to face-to-face interactions. The consequences may include, but are not limited to computer account suspension or termination, administrative detention, suspension, dismissal, and/or expulsion. Users and their parents/guardians may be asked to compensate the school system for any fees incurred by the school relating to, or arising out of any breach of the Acceptable Use Policy.

Limitations of Liability

Cleburne County Schools makes no guarantee that the functions or the services provided by or through CCBOE's network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. Students are responsible for making a back-up copy of crucial files. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network as the result of intentional misuse.

Electronic Communication Devices

The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus, except as provided for herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, smart phones, pocket pagers, email devices, tablets, or any other electronic communication devices including the use of cellular phones to make voice calls, email, to take photos, to film videos and to send or receive text messages. Students are permitted to keep personal wireless devices only in lockers, the school office, or other locations approved by the principal or his designee. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The principal or his designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Principals or their designees will also have the authority to further restrict or deny the use of personal wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other school rules.

RIGHTS AND RESPONSIBILITIES

PRIVACY RIGHTS: PARENTS, STUDENTS AND STUDENT RECORDS

The Cleburne County Board of Education has adopted a policy guaranteeing the privacy rights of students and parents, in regard to student records, as required by the General Education Act and Telephone Consumer Protection Act, as amended. Parents and students of the Cleburne County School System are hereby notified of their rights as pertaining to the privacy and release of student records. Privacy rights include the right:

- To inspect and review educational records of their children.
- To seek corrections, through an established process, of items in the record which are believed to be inaccurate and/or missing.
- To file a complaint with the appropriate state or federal officials when the district violates laws or regulations relative to student records.
- To exercise control over other people's access to the records, except for information that is designated as directory information.

The Cleburne County School System maintains a number of different student records. The records maintained contain the following categories of information: attendance, scholastic programs and information, group test results, individual assessment data, health data, discipline records, emergency contact information, biographical data, screening data, directory information, data for placement in special programs, records pertaining to student attitudes and behavior, preschool screening records and census count of disabled students. Emergency contact information will be used to contact parents with various legitimate informational and emergency purposes only. Information shared with third party vendors are used only for setup purposes for educational and institutional programs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

- 1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. 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 principal 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 record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Cleburne County Board of Education to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Cleburne County Board of Education decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of his/her 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 Cleburne County Board of Education 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 Board has contracted to perform a special task (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 legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) The right to file a complaint with the US Department of Education concerning alleged failures by the Cleburne County Board of Education to comply with the requirements of FERPA. The Office that administers FERPA is:

**Family Policy Compliance Office
US Department of Education 600 Independence Avenue SW
Washington, DC 20202-4605**

Parents or eligible students may choose to file a complaint with the Cleburne County Board of Education concerning alleged failure to comply with the requirements of FERPA. The contact information is:

**Coordinator of Federal Programs
Attn: Kevin Boyd
141 Davenport Drive
Heflin, AL 36264**

DIRECTORY INFORMATION

Directory information is defined as the information relating only to a student's or parent's name, address, electronic mail address, telephone number, dates of attendance, grade levels completed, class placement, birth date, place of birth, participation in officially recognized activities and sports, height and weight (for students in sports only), diploma type, honors and awards received, most recent education agency or institution attended and other similar information.

Directory information also includes the student's comments and observations as well as photographs, recordings, films, and video tapes of the student or in which the student is included, or is a part, for school publications or productions (includes all media, including websites, as well as live performances or presentations), and/or governmental agencies, publications or purposes, and/or the public media.

DATA GOVERNANCE

Protecting our students' and staffs' privacy is an important priority and Cleburne County Schools are committed to maintaining strong and meaningful privacy and security protections. The privacy and security of this information is a significant responsibility and we value the trust of our students, parents and staff.

The Cleburne County Schools Data Governance document includes information regarding Data Governance Committee, the actual Cleburne County Schools Data and Information Governance and Use Policy, applicable Appendices, and Supplemental Resources. The policy formally outlines how operational and instructional activity shall be carried out to ensure Cleburne County Schools' data is accurate, accessible, consistent, and protected. The document establishes who is responsible for information under various circumstances and specifies what procedures shall be used to manage and protect it.

The Data Governance Policy can be found online at:

http://www.cleburneschools.net/UserFiles/Servers/Server_262431/File/Technology%20Documentation/Cleburne CountyDataGovernance.pdf

FREE SPEECH AND EXPRESSION

Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the Constitution of the United States; therefore, in a democratic society one of the basic purposes of education is to prepare students for responsible self-expression. Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

STUDENT RIGHTS

- To maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material prohibited by law or board policy
- To attend school in an educational environment in which personal property is respected.
- To be informed of laws and the local board of education and individual school rules and policies regarding the right to learn
- To be provided a safe school environment free of illegal drugs, alcohol, or weapons
- To be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn

To be provided with the opportunity to express concerns regarding the operation of the school.

PARENTS, STUDENTS, SCHOOL, AND SCHOOL PERSONNEL RESPONSIBILITIES

In order for effective teaching and learning to take place, there must be a cooperative relationship among students, parents and/or guardians, and educators. This relationship may be described as:

Parents and Guardians who:

- Keep in regular communication with the school concerning their child's progress and conduct.
- Insure that their child is in daily attendance and report and explain an absence or tardiness to school officials in writing within three days of the absence.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, neat, and clean.
- Bring to the attention of school authorities any problem or condition which affects their child or other children.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work, and emergency telephone numbers and addresses at the school, including doctor, hospital preferences, and an emergency health care form.
- Attend scheduled parent-teacher conferences.

Students who:

- Attend all classes daily and are punctual in attendance.
- Come prepared for class with necessary materials and are respectful to others and of all property.
- Refrain from profane or inflammatory statements.
- Act in a safe and responsible manner.
- Are clean, neat, and appropriately dressed. Show a positive, cooperative attitude toward school. Abide by the rules and regulations set forth by the school and Board.

Schools that:

- Encourage the use of good guidance procedures. Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a curriculum to meet the needs of all students.
- Promote effective discipline based upon fair and impartial treatment of all students.
- Welcome and encourage participation by parents and guardians in the school affairs.
- Encourage the school staff, parents and guardians, and students to use the services of community agencies.
- Encourage parents and guardians to keep in regular communication with the school and to seek ways to involve students, parents, and community members in the educational process.

School Personnel who:

- Are regular in attendance and punctual.
- Are prepared to perform their duties with appropriate materials and lesson plans.
- Are respectful to all individuals and of all property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Are clean, neat, and appropriately dressed.
- Abide by the rules and regulations set forth by the school and Board.
- Seek changes in an orderly and recognized manner.
- Strive whenever appropriate to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal disciplinary action including:
 - Students' program adjustment.
 - Referral to guidance personnel for group or individual counseling with counselors, peer counseling, psychological evaluations and other services deemed appropriate.
 - Conferences and/or contacts between administrators, parents and guardians, teachers, and students.
 - Referral to special education or appropriate agencies for special problems.
 - Continuous improvement of professional knowledge and skills.
 - Positive, cooperative attitudes toward parents and guardians, students, co-workers, and the total school program.

2023 CCHS Tiger Football Schedule

| | | |
|--------------|---------------------------|------|
| August 25 | Clay-Central *Jamboree | Away |
| September 1 | Northside | Away |
| September 8 | Talladega | Away |
| September 15 | OPEN | |
| September 22 | Munford | Home |
| September 29 | Reeltown *Homecoming | Home |
| October 6 | Jacksonville | Away |
| October 13 | White Plains | Home |
| October 20 | Handley | Away |
| October 27 | Anniston *Senior Night | Home |
| November 3 | Wellborn | Away |

**RANBURNE HIGH SCHOOL
FOOTBALL
2023 SCHEDULE**

| | | |
|------------------|----------------------------------|-------------|
| AUGUST 18 | JAMBOREE @ OHATCHEE | |
| AUGUST 25 | WHITE PLAINS | HOME |
| SEPT. 1 | WADLEY | AWAY |
| SEPT. 8 | FAYETTEVILLE (HOMECOMING) | HOME |
| SEPT. 15 | B.B. COMER | HOME |
| SEPT. 22 | WOODLAND | AWAY |
| SEPT. 29 | OPEN | |
| OCT. 6 | VINCENT | AWAY |
| OCT. 13 | ISABELLA | AWAY |
| OCT. 20 | THORSBY | HOME |
| OCT. 27 | COOSA CENTRAL | AWAY |
| NOV. 3 | RANDOLPH CO. (SR. NIGHT) | HOME |

***** ALL GAMES BEGIN AT 7:00 CST**

JR. HIGH SCHEDULE

| | | | | |
|------------------|---------------|-----------------------|-------------|-------------|
| AUGUST 26 | (SAT) | CLEBURNE CO. | AWAY | 6:00 |
| AUGUST 28 | (MON) | MUNFORD | AWAY | 5:00 |
| SEPT. 5 | (TUES) | RCHS | AWAY | 6:00 |
| SEPT. 12 | (TUES) | RCHS | HOME | 6:00 |
| SEPT. 19 | (TUES) | HORSESHOE BEND | AWAY | 6:00 |
| OCT. 2 | (MON) | CLEBURNE CO. | HOME | 6:00 |
| OCT. 9 | (MON) | WOODLAND | HOME | 6:00 |

Cleburne County Schools 2023-2024

Code of Student Conduct Notice of Receipt

Student Name: _____ Grade: _____

School: _____ Homeroom Teacher: _____

It is the intent of the Cleburne County Board of Education that each student and his/her parent/guardian receive a copy of the Cleburne County Board of Education Code of Student Conduct. The faculty within each school is charged by the Cleburne County Board of Education to review the Code of Student Conduct with the student body. By signing this form, you are verifying receipt of the Cleburne County Code of Student Conduct.

Code of Student Conduct - I acknowledge that I have received a copy of the Cleburne County Code of Student Conduct that has been adopted by the Cleburne County Board of Education.

Bus Safety/Student Transportation - I acknowledge that I have received information concerning bus safety and student transportation. Refer to **pages 14-15**.

Special Education - I acknowledge that I have received information concerning the availability of Special Education Services for students enrolled in Cleburne County Schools. Refer to **pages 15-17**.

Mental Health Services - I acknowledge that I have received information about the Mental Health Services Annual Notification. Refer to **pages 26-27**.

Textbooks - I acknowledge that I have received information concerning the care of state-owned textbooks. Refer to **page 28**.

Over-the-Counter Sunscreen - I acknowledge that over-the-counter sunscreen may be applied by a school board employee. Refer to **page 45**.

Child Nutrition Program (CNP) - I acknowledge that I have received the information regarding the Child Nutrition Program's Charged Lunch Policy. Refer to **pages 50-52**.

Internet Use - I understand that if I object to my child using the Internet and/or e-mail, I shall place written Objections on file with the school at the time of the student's enrollment or any time thereafter. Refer to **pages 53-54**.

FERPA - I acknowledge that I have received information regarding the Family Education Rights Privacy Act. Refer to **pages 55-56**.

Directory Information - I understand that if I object to the disclosure of any or all of the items specified as directory information, I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter. Directory Information is explained on **page 56**.

Data Governance - I acknowledge that I have received information regarding the Data Governance Policy and Use of Student Data. Refer to **pages 56-57**.

My signature acknowledges receipt of Cleburne County Code of Student Conduct and individual school sections, which includes Bus Safety/Transportation, Special Education Information, Mental Health Services, Textbook Rules and Regulations, Over-the-Counter Sunscreen, CNP, Internet Use, FERPA, Release of Directory Information, and Data Governance.

Student Signature _____ Date _____

Parent/Guardian Name (Printed) _____

Parent/Guardian Signature _____ Date _____

**PLEASE COMPLETE FORM AND RETURN TO SCHOOL
CLEBURNE COUNTY SCHOOLS**

Telephone Consumer Protection Act

I AUTHORIZE THAT **CLEBURNE COUNTY SCHOOLS** HAS MY CONSENT TO CONTACT ME REGARDING ANY MATTER RELATED TO STUDENT ENROLLMENT AND/OR EXTRACURRICULAR ACTIVITIES, SCHEDULE CHANGES, STUDENT ATTENDANCE NOTICES, AND ANY OTHER INFORMATION DEEMED IMPORTANT BY THE SCHOOL AT THE CURRENT OR ANY FUTURE NUMBER THAT I PROVIDE FOR MY CELLULAR PHONE OR OTHER WIRELESS DEVICE USING AUTOMATED TELEPHONE DIALING EQUIPMENT OR ARTIFICIAL OR PRE-RECORDED VOICE OR TEXT MESSAGES.

I UNDERSTAND THAT I DO NOT HAVE TO AGREE TO RECEIVE AUTODIALED CALLS OR AUTOMATED TEXT MESSAGES TO APPLY OR ENROLL BUT THAT IF I DON'T, I MAY FAIL TO RECEIVE VALUABLE INFORMATION.

| Phone Type: | Phone Number: | Permission to receive text messages | |
|--------------------------------------|---------------|-------------------------------------|-----------------------------|
| <input type="checkbox"/> Cell/Mobile | _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Cell/Mobile | _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Cell/Mobile | _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Cell/Mobile | _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Cell/Mobile | _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Student Name: _____

Printed Name: _____

Signature: _____ Date: _____

**ALABAMA STATE DEPARTMENT OF EDUCATION
SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION**

School Year _____ - _____

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 ☐

Emergency Drug required during Bus Transportation

Yes ☐ No ☐

Cake Icing Gel **ONLY** for Diabetic Student during Bus Transportation

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.

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: () _____ - _____

Revised 2019