

CHEROKEE COUNTY BOARD OF EDUCATION

2017 – 2018

STUDENT HANDBOOK CODE OF CONDUCT

Student Name: _____

Revised June 2017

OUR VISION

The Cherokee County School System strives to provide all students with multiple quality educational opportunities designed to prepare them for success in an ever-changing society.

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INTRODUCTORY INFORMATION

MESSAGE FROM THE SUPERINTENDENT

Welcome to a new school year filled with opportunities to learn, to lead, and to make a difference. The Cherokee County School System seeks to provide every child a rigorous and relevant education to prepare them for an ever changing society. We are constantly striving to research, develop and implement strategies that will enable every student to achieve their potential. My goal is success for every child, every day, in every classroom.

The 2017-18 school year will bring even more focus on the Cherokee County School System as a learning organization that prepares our students for success in the 21st Century. Through strategic planning for curriculum and instruction, we will explore connections between the way students use technology for learning and instructional techniques that engage them in authentic learning.

Though we are focused on learning, we are also very much aware of the need to provide safe and secure schools. We cannot accomplish this objective without the help of our parents and students. This Student Code of Conduct communicates the expectations and procedures that will help us achieve this goal. Parents please carefully read the handbook so you will clearly know what is expected of your children.

Schools are a reflection of their community and in the Cherokee County School System the success of our students comes as a result of the unwavering support of our dedicated teachers, support personnel, administrators, parents, and community members. We are proud of our accomplishments and are encouraged by our prospects for continued growth and success. As we carry out the work of continuous improvement, I am confident we will see even more progress in our students' academic achievement.

Best wishes for a successful school year,

Mitchell Guice
Superintendent

ADMINISTRATION

SUPERINTENDENT OF EDUCATION

Mr. Mitchell Guice.....256-927-3362

SPECIAL EDUCATION/GIFTED/504 SUPERVISOR

Mrs. Tara Blanchard256-927-8049

TECHNOLOGY SUPERVISOR

Mrs. Cassandra Lindsey.....256-779-3101

FEDERAL PROGRAMS/PROFESSIONAL DEVELOPMENT PRE-K/21ST CENTURY SUPERVISOR

Mr. Randy Smith.....256-927-2770

CURRICULUM/ASSESSMENT/TEXTBOOKS SUPERVISOR

Mrs. Marcia Sewell.....256-927-3335

CAREER AND TECHNOLOGY EDUCATION SUPERVISOR ALTERNATIVE SCHOOL/CAREER QUEST/ASAP

Mr. Brett Keasler256-927-5351

ATTENDANCE SUPERVISOR

Mr. Casey Young256-927-5893

CHIEF FINANCIAL OFFICER

Mrs. Robin Cunningham.....256-927-3372

CHILD NUTRITION SUPERVISOR

Mrs. Christina Lee256-927-3397

MAINTENANCE SUPERVISOR

Mr. Dale James256-927-5020

NURSE SUPERVISOR

Mrs. Shelley East256-523-4007

TRANSPORTATION SUPERVISOR

Mr. Harold Pearson.....256-927-2671

CHEROKEE COUNTY BOARD OF EDUCATION MEMBERS

Brian Jennings, President.....2440 County Road 45, Piedmont, AL 36272
Lisa McKissick, Vice President..... 7489 AL Hwy 35, Gaylesville, AL 35973
Suzanne Bishop.....P. O. Box 25, Centre, AL 35960
Kathy Mobbs.....1435 County Road 133, Gaylesville, AL 35973
Corey Colbert..... 7035 AL Hwy 68 E, Gaylesville, AL 35973

The information in this handbook was approved on June 22, 2017 by the Cherokee County Board of Education and constitutes board policy.

It is the official policy of the Cherokee County Board of Education that no person shall, on the grounds of race, color, sex, disability, religion, national origin, age, migrant status, LEP status, homeless status, or immigrant status be subjected to discrimination under any program, activity, or employment and provides equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries concerning Cherokee County School District's compliance with the regulations implementing Title VI, Title IV, The Americans With Disabilities Act or Section 504 is directed to contact:

Mr. Randy Smith or Mrs. Tara Blanchard
130 East Main Street
Centre, Alabama 35960

Mr. Randy Smith and Mrs. Tara Blanchard have been designated by Cherokee County Schools to coordinate the district's efforts to comply with the designated regulations.

*****PLEASE REMEMBER*****

All students and their parents/guardians are required to sign an acknowledgement of the receipt of a copy of the Cherokee County Student Handbook Code of Conduct at the beginning of each school year.

SCHOOL DIRECTORY

Cedar Bluff School..... 3655 Old Highway 9, Cedar Bluff, AL, 35959.....256-779-6211
Mr. Rusty Thrasher Principal
Mr. Jeff Walls Assistant Principal
Mrs. Andreanna Clifton/Mrs. Jessica Walker.....Counselors

Centre Elementary School....725 East Main Street, Centre, AL, 35960..... 256-927-3302
Mr. Wes Neyman Principal
Ms. Kelly Hopper..... Assistant Principal
Mrs. Jan Aloï..... Counselor

Centre Middle School.....1920 East Main Street, Centre, AL 35960..... 256-927-5656
Mrs. Jennifer Mackey Principal
Mrs. Mandi Caldwell Assistant Principal
Mrs. Cathy Davis Counselor

Cherokee County High School....910 Warrior Drive, Centre, AL, 35960.... 256-927-3625
Mr. Seth Neyman Principal
Mr. Stephen Ingram Assistant Principal
Mrs. Priscilla Bartlett Counselor

Career and Technology Center... 600 Bay Springs Rd., Centre, AL 35960... 256-927-5351
Mr. Brett Keasler Principal
Mrs. April Walker..... Counselor

Gaylesville School.....760 Trojan Way, Gaylesville, AL, 35973.....256-422-3401
Mr. Scott Hays Principal
Mrs. Edna Wynn Assistant Principal
Mrs. Allison Kirby Counselor

Sand Rock School.....1950 Sand Rock Avenue, Sand Rock, AL, 35983....256-523-3564
Mr. Ben East Principal
Mr. Andrew Jones..... Assistant Principal
Mr. Brian Mackey..... Assistant Principal
Mrs. Anna Smith/Mrs. Chelsey ThompsonCounselors

Spring Garden School.....P O Box 31, Spring Garden, AL, 36275.....256-447-7045
Mr. Michael Welsh Principal
Mr. Brian Clowdis Assistant Principal
Dr. Christie Lewis/Ms. Tiffany RiegerCounselors

2017-2018 ACADEMIC CALENDAR

The most recent academic calendar can be located on the Cherokee County Board of Education website at www.cherokeek12.org

CHEROKEE MISSION AND GOALS

The Cherokee County Board of Education believes that the mission of the Cherokee County Schools is to provide all students with a quality education that enables them to become lifelong learners, caring individuals, as well as productive and responsible citizens in a diverse and ever changing world. The Cherokee County Board of Education also believes that a strong, effective system of public education is essential for the continuation of the democratic form of government and for the good of the nation's citizens.

To develop, maintain, and continually improve the education program, it is necessary that goals be determined for the system, for each school, for each student, and for each employee. These goals will enable all concerned to evaluate the effectiveness of the program and of their own efforts. The goals of the Cherokee County Board of Education shall include the following:

1. A strong system of public education, compatible with our democratic form of government, shall be maintained.
2. The opportunity of education in the public schools shall be equally available to all student residents in the school district regardless of disability, race, color, creed, sex, or national origin.
3. The instructional program of the district shall provide for individual needs and individual differences that exist in all students.
4. In view of the importance of good citizenship to our democratic government and society, the schools shall develop programs to encourage the growth of good citizenship in every student.
5. The public schools of this system shall develop programs, which promote proper attitudes and practices toward physical fitness, health, and care of the body.
6. Schools shall strive not only to prepare students for further education, but also to equip them with both intellectual and career/technical skills that will aid them in seeking employment.
7. Public schools shall provide the opportunity for understanding and appreciation of our cultural heritage, including areas such as art and music when available.
8. Counseling and guidance services are essential to pupil placement, scheduling of courses and activities, and evaluation of progress.
9. Individuals should be placed in programs of instruction and activities by counseling and guidance procedures, which include conferences among pupils, parents, and teachers.
10. Instruction in all subjects and activities for the school programs should include teaching the values of citizenship, health, communication, and behavioral, moral and cultural development. Instruction should also contribute to the understanding, maintenance and improvement of the American way of life.
11. Clubs, athletics and all other school-sponsored activities are an integral part of the total school program, but are to be considered supplementary to the academic program.
12. The pupil's right to learn is protected. A pupil is not permitted to waste his/her time at school; therefore, reasonable standards of application and behavior are expected. No pupil is permitted to infringe in any way on the rights of other students to learn.
13. Modern teaching techniques, innovations, and technology will be employed consistent with proven theories of learning and teaching.
14. The instructional program of this School District shall provide for individual differences that exist in all students.

ROLES OF PARENTS/GUARDIANS, STUDENTS, SCHOOLS AND SCHOOL PERSONNEL

In order for effective instruction to occur, there must be a cooperative relationship among student, parent and educator. This relationship may be described as follows:

Parents or guardians should

- maintain regular communications with the school authorities concerning their child's progress and conduct
- insure that their child is in daily attendance and promptly report and explain any absence or tardiness to the school
- 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 the school authorities any problem or condition which affects their child or other children of the school
- discuss report cards and work assignments with their child
- maintain current home address, home, work and emergency telephone numbers at the school (including doctor, hospital preferences, and emergency health care form)

Students should

- attend all classes daily and be punctual in attendance
- come to class with appropriate working materials
- be respectful to all individuals and property
- refrain from profane or inflammatory statements
- conduct himself/herself in a safe and responsible manner
- be clean and neat
- be responsible for his/her own work
- abide by the rules and regulations of the school and each classroom teacher

Schools should

- encourage the use of good guidance procedures
- maintain an atmosphere conducive to good behavior
- exhibit an attitude of respect for students
- plan a flexible curriculum to meet the needs of all students
- promote effective training or discipline based upon fair and impartial treatment of all students
- develop a good working relationship among staff and with students
- encourage the school staff, parents or guardians, and students to use the services of community agencies
- promote regular parental communication with the school
- encourage parent participation in affairs of the school
- seek to involve students in the development of a policy
- endeavor to involve the entire community in the improvement of the quality of life

School personnel should

- be in regular attendance and on time
- perform their duties with appropriate materials
- respect other individuals and their property
- refrain from profane or inflammatory statements
- conduct themselves in a reasonable and responsible manner
- be clean and neat
- adhere to the rules and regulations established by the school
- pursue improvements in an orderly and recognized manner
- utilize a variety of informal disciplinary and guidance methods, in addition to formal disciplinary action including:
 1. student program adjustment
 2. referral to appropriate personnel for group or individual counseling with guidance counselors, peer counseling, psychological evaluations, and such other services deemed appropriate
 3. conferences and/or contacts between administrators, parents or guardians, teachers and students
 4. referral to appropriate agencies for specific problems

EMERGENCY SCHOOL CLOSING

The schools of Cherokee County may at times experience situations that can lead to the closing of schools. The conditions can include tornadoes, ice storms, snowstorms, flooding and fires. It may become necessary to make such closing during the school day or to cancel classes entirely prior to the opening of school. The State of Alabama has prepared a guide to help school systems and individual schools to plan for emergency situations.

The superintendent of education, working with the Cherokee County Emergency Management Agency, state troopers, local police and the transportation supervisor must on occasion close schools in the interest of student safety. The decision will always be made based on the best information available at the time.

When the decision to close schools has been made, the superintendent will notify all local radio stations and selected high power stations serving this area. Every attempt will be made to begin the announcement prior to the time that buses begin their routes, which is typically around 6:30 a.m. Parents are urged to listen to the radio when the weather appears or becomes threatening. The School Cast phone notification system will be used when possible. Parents/guardians are responsible for providing the school with a current working phone number and are encouraged to access SchoolCast and update contact information as needed. For specific instructions to access the parent portal of SchoolCast, parents are encouraged to contact their child's school.

Listed below are several things parents/guardians can do to assist in emergency situations:

- When weather conditions appear threatening, tune in to the local radio station. **DO NOT CALL THE SCHOOL, RADIO STATION OR BOARD OF EDUCATION.** None of these will have an answer prior to the radio announcement.
- Please be sure your child knows what to do if school closes early. He/she will need an alternate or emergency closing plan to insure that someone is at home when the bus arrives. If your child is a car rider, he/she must be picked up as quickly as possible after dismissal time.
- Do not depend on a last minute phone call to the school. Phone lines are usually flooded or they may be out due to the emergency. Make emergency plans in advance and discuss them with your child.

Cherokee County Schools are prepared for emergency situations. Practice drills are held to prepare students for responding to crisis situations. The principal and sufficient number of school personnel will remain on duty until all children are safely dismissed. The protection and safety of your child are their top priority. Your cooperation and prior planning will help us all to ensure the greatest possible safety for your child.

FIRE/SEVERE WEATHER/CODE RED SAFETY DRILLS

Fire, severe weather, and code red safety drills are held periodically, and students should follow this procedure:

- Stop all work immediately.
- Remain silent for instructions from the classroom teacher and/or from the principal over the intercom.
- Follow the direction plan given by the teacher and posted in the classroom.
- Move quietly and promptly in a single file out of the classroom or to the designated area.
- Proceed far enough from the building to be safe in the case of fire. Proceed to the designated area in a severe weather or code red safety drill. Remain in the designated area until the "all clear" signal is given. Return to the classroom in the same manner and through the same entrance as departure.
- For all drills, leave all belongings in the classroom, especially book bags. Flying objects can be EXTREMELY dangerous.

VISITORS TO SCHOOL

Parents and guardians are always welcome at the Cherokee County Schools. However, all parents or guardians must check in through the office before visiting any part of the campus. There must be a good reason and prior written approval by the principal or his or her designee for parents or guardians to remain on campus for any length of time. Students from other schools will not be allowed on campus when their school is in session. No classroom visitors with students will be allowed.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In compliance with this law, our schools have been inspected and an accredited engineering firm has developed special "Management Plan" reports. Each Management Plan describes the results of its corresponding school inspection along with recommended response actions in the event of asbestos containing building materials (ACBM's) identification.

A copy of the Management Plan for each school is available for review in the principal's office during normal school hours. If you have any questions regarding this matter, feel free to contact Dale James, AHERA Coordinator, at 256-927-5020.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. House-to-house canvassing is not recommended for any fund-raising activity.
3. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for...", will be monitored by a staff member.
4. The building principal must approve all fund-raising activities.
5. In the interest of promoting student wellness, no foods of minimum nutritional value should be used as a fund-raiser.

RETURNED CHECK POLICY

The maximum NSF fee allowed by the District Attorney's Worthless Check Unit will be charged for all checks returned to the schools for non-payment. A list of individuals who have submitted bad checks during the year will be maintained in order to prevent the receipt of any further checks from those individuals during the school year. If the account is not settled within a timely manner, information will be forwarded to the District Attorney's Worthless Check Unit for collection.

SCHOOL ATTENDANCE/ENROLLMENT

"IT'S THE LAW"

PARENTAL NOTIFICATION OF CIVIL LIABILITIES AND CRIMINAL PENALTIES

In an effort to assure that parents are informed of their school-related responsibilities, the State Board of Education has mandated that parents receive notification, which addresses civil liabilities and criminal penalties for misbehavior by students on school property or against school employees. The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property and/or school sponsored activities or against school employees:

ATTENDANCE AND CONDUCT (ACT 94-782)

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

Amendment to Act 94-782 (effective July 1, 2000) Act. No. 99-705 amends the attendance requirement to read "Each child who is enrolled in a public school shall be subject to the attendance and truancy provisions of the article except that any parent or parents, guardian or guardians who voluntarily enrolls their child in public school, who feels that it is in the best interest of that child shall have the right to withdraw the child at any time prior to the current compulsory attendance age".

DROP-OUT/DRIVER’S LICENSE (ACT 94-820)

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.

IMMUNITY FROM PROSECUTION FOR CORPORAL PUNISHMENT (ACT 95-539)

Teachers following local board of education policies on corporal punishment are immune from prosecution.

DRUG DEALING (ACT 94-783)

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/THREATENED PHYSICAL HARM (ACT 94-784)

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 with the board of education 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 for readmission.

PISTOL POSSESSION/DRIVER’S LICENSE (ACT 94-820)

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.

TEACHER ASSAULT (ACT 94-794)

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

ASSAULT ON EDUCATION EMPLOYEES (ACT 96-533)

Makes assault on education employees a second-degree felony.

VANDALISM (ACT 94-819)

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

DEFACING PUBLIC PROPERTY (ACT 96-425)

Parents are held responsible for the damage of school or other public property by their children.

WEAPONS IN SCHOOLS (ACT 94-817)

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a

switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.)

JUVENILE DELINQUENT'S ATTENDANCE AT ALTERNATIVE SCHOOLS (ACT 96-769)

After completion of the sentence or a term of commitment with the Department of Youth Services, when the juvenile is admitted back into school, the juvenile shall remain in an alternative school until he/she meets the local board of education requirements. A juvenile who is found to be delinquent or tried as an adult in circuit court may be assigned to an alternative school program under certain conditions.

COPYING OF JUVENILE RECORDS (ACT 96-524)

In order to protect the safety and welfare of the school, its students or personnel, juvenile court records may be shared with principals of a school under certain conditions.

MINOR IN POSSESSION OF TOBACCO/TOBACCO PRODUCTS (§ 28-11-13)

Any person under the age of 19 years in possession of tobacco/tobacco products will be issued a citation under the jurisdiction of the district or municipal court and this violation will be administratively adjudicated by the district or municipal court. Based on the Supreme Court's Extended Schedule of Fines, found in Appendix B to Rule 20, Alabama Rules of Judicial Administration, the scheduled fine is \$25.00 but may go to \$50.00 per violation.

PROSECUTION OF PARENTS (§ 12-15-13)

A warrant for contributing or causing the delinquency of a minor may be filed against parents or guardians of students who are truant.

LEGAL CUSTODY

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. Guardianship granted by the Probate Judge is NOT considered legal custody and will NOT be accepted. The school system will afford a natural parent of record the rights that the Family Education Rights and Privacy Act of 1974 Section 99.3 affords him/her unless the court has provided a legally binding document that specifically revokes or extinguishes the parent(s)-of-record's right to have knowledge of and participate in the child's schooling.

When parent(s) of record enrolls a student in school, the principal should be notified of any completed or pending legal action affecting the family. 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 will have the right to presume that the person who enrolls the child in school is the custodial parent and that there are no restrictions on the other parent's rights. The school will not release a student to a non-custodial parent without the custodial parent's written consent.

ENROLLMENT

Students who are new to the Cherokee County School System are required to enroll with their parents or legal guardian. Admission to public schools shall be considered on an individual basis based on the application of the parent/legal 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. To enroll in a Cherokee County School, the following items must be presented to the school principal or his/her designee:

1. Immunization Records
2. Social security card or temporary identification number assigned by district office. If you elect not to provide a SSN, a temporary identification number will be generated and utilized instead. Your child's SSN is being requested for us in conjunction with enrollment in school as provided in Ala. Admin. Code 290-3-1-.02(2)(b)(2). It will be used as a means of identification in the statewide student management system.
3. Domestic or foreign birth certificate in order to verify age. If a valid birth certificate is not presented, an alternate form of documentation such as religious, hospital or physician's certificate, adoption record, previously verified school record or other alternative form of documentation may be used to verify age.
4. Proof of Residence (two utility bills in legal custodial/guardian name)
5. Previous School Records (report card, disciplinary status, etc.)
6. Evidence of Parenthood or Legal Guardianship

7. A valid Driver's License, social security card or a state issued ID of parent(s) or guardian(s) is requested but not required for enrollment.

A properly executed power of attorney will be accepted ONLY in cases deemed as emergencies by the superintendent and/or attendance supervisor. A power of attorney will ONLY be considered for short term, temporary emergency situations; not to exceed one school year. Temporary delegation of parental powers does not relieve the parent or guardian of the primary responsibility for the minor person.

Although the State does not require a child to enroll in school until six years of age, a child who is 5 years old on or before September 1 (2)* shall be entitled to admission to kindergarten, and a child six years of age on or before September 1 (2)* shall be entitled to enroll in first grade. The parent, legal custodian, or guardian of a child who is six years of age may opt out of enrolling their child in school at the age of six years by notifying the local school board of education in writing by completing the required request for waiver form. The request for waiver form is available at each school.

If a child has attended and completed a qualified out-of-state public kindergarten during the past year and is not 6 years old on or before September 1 (2)*, that child can enroll in Grade 1 in the Cherokee County School System. According to that state's entrance code, a child who started Grade 1 in another state, and is not six years old on or before September 1 (2)*, is considered a transfer student and admitted to the Cherokee County School System to continue in Grade 1.

**An opinion of the Attorney General states in effect that under the common law one's age is computed by including the day of birth so that a given age is attained the day before the birthday anniversary.*

Students, 17 years of age and above, who are not currently enrolled in another school and wish to enroll in the Cherokee County School System, must apply for enrollment no later than five days after the first day of the semester.

ADMISSION POLICY FOR HOMELESS, MIGRANT, FOSTER CARE PLACEMENT AND ESL STUDENTS

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act of 2015 and the McKinney-Vento Homeless Education Act of 2001, all homeless, migratory, foster care placed and limited English proficient children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. The enrollment of homeless, migrant, foster and limited English proficient children and youth shall not be denied or delayed due to any of the seven barriers listed under the Enrollment Section. Enrollment under the homeless, migrant, foster care students, ESL status does not relinquish the parent/guardian from seeking to obtain the necessary required entry documents. School staff will work with the parents of students enrolling under this status to obtain the appropriate items during the school year.

RESIDENCY

Resident students are defined as students whose custodial parent(s) or legal guardian(s) live inside the Cherokee County School District. Guardianship or custodial documents must be executed and copies delivered to the school principal prior to the first day of attendance, unless the Superintendent or Attendance Supervisor has granted admission pending an upcoming court date to secure legal custodianship/guardianship. A student must be 19 years old or older to establish a residence without a parent or legal guardian.

It is the responsibility of each parent or guardian to provide proof of residency for his/her student(s). Therefore, the school may require current documentation of residency, which may include at least two of the following documents:

1. Lease, purchase or rental agreement
2. Driver's license
3. Property tax statement
4. Car tag receipt
5. Current copy of 2 utility bills
6. Official notarized residency letter

Submitted documents must be in the name of the custodial parent(s) or legal guardian(s) and the primary residence must be listed for the address. Additional documentation may be required if residency is in question. The burden of proof in establishing residency is the responsibility of the parent/guardian.

The attendance supervisor, accompanied by a uniform police officer, will make a home visit if the school principal receives one of the following complaints:

- Student does not reside with the parent or guardian
- Guardianship documents have not been properly executed
- Parent or guardian does not live within the Cherokee County School District

If the parent/guardian fails to cooperate with the attendance supervisor, the school principal will be informed that confirmation was not possible and a termination of enrollment from school will be required.

NON-RESIDENT STUDENTS

The board exercises the prerogative of denying the admission of any non-resident pupil. Non-resident students may be allowed to enroll within the system if such enrollment is not in conflict with court orders or agreements with other systems. Principals reserve the right to deny admission or terminate enrollment of non-resident students if it is in the best interest of the school. Every non-resident student must provide evidence of parenthood or legal guardianship/custodianship prior to enrollment.

TRANSFER STUDENTS

Student transfers are accepted if:

- Parent/guardian relocates to the Cherokee County School District
- Student has not been expelled from another school (students must complete any outstanding disciplinary actions upon entering the Cherokee County School System)
- DHR Foster Care Placement

Students transferring from home school, church school, or a non-accredited school will be tested according to the Cherokee County Board of Education Policy, concerning enrollment of students from non-accredited schools, to determine grade placement. Any students, in-district or out-of-district, seeking enrollment in the Cherokee County School System from a non-accredited school, such as church school, home school, etc. will only be allowed to enroll within the first three (3) days of each semester.

READMISSION TO SCHOOL

After completion of a sentence or a term of commitment with the Department of Youth Services, boot camp, or any placement that is considered a more restrictive environment than public school, a student must initially complete a stay at the Alternative School before transitioning back into the regular school. The home campus principal and Alternative School principal will determine the length of placement at the Alternative School.

ATTENDANCE AREAS

Students may attend any school in the Cherokee County System either by providing their own transportation or by using established transportation furnished by the board of education. Students may transfer to a school in the Cherokee County School System after the first day of their enrollment in any school (inside or outside the district) **ONLY** if there is a legal change of residency, whereby the student relocates to the new school zone as determined by an existing bus route for that particular school or written permission is granted by the board.

SCHOOL ATTENDANCE POLICY

Since educational growth results from active participation in classroom and other school activities, it is imperative that students be in attendance each school day. Individual study cannot replace regular classroom and other school activities. The board of education is also concerned about helping students develop a high quality work ethic, which

will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the board of education wants to help students develop early in their school careers.

Any student enrolled in the Cherokee County School System is required to be in school each day, regardless of the student's age. All students enrolled in the Cherokee County School System are subject to the regulations of this policy. For a student transferring into the Cherokee County School System, the absences accumulated at the former school(s), during the current school year, will be counted toward the total number of absences for Early Warning purposes.

ABSENCES

Excused Absences: Parents/guardians must provide the appropriate school official a written explanation of the reason for each absence within two days following the student's return to school. The principal or his/her designee may require additional verification of any absence. Students that attend a doctor or dental appointment during school hours must submit to the appropriate school official a written document from the doctor or dentist stating the time spent in the office. The absence(s) will be coded unexcused if such written explanation is not provided within this two school day period. Any absences without a parental or doctor's excuse will be recorded as unexcused.

The principal or his/her designee may excuse an absence for the following reasons:

1. Personal illness
2. Death in the immediate family
3. Inclement weather, which would be dangerous to the life or health of the child as determined by the principal or superintendent
4. Legal quarantine
5. Appearance in court that is no fault of the student
6. Emergency conditions as determined by the principal
7. Prior permission of the principal and consent of the parent or legal guardian

Do not assume that an absence is automatically excused if the parent has consented. The decision to deem an absence as EXCUSED or UNEXCUSED is an administrative decision based on Alabama State Law.

Excessive Excused Absences: Students who accumulate 10 excused absences may be required to meet with the school attendance officer. Additional documentation of absences may be required to be submitted.

Unexcused Absences: Any student who is absent from school for all or any part of the day without a lawful written excuse shall be considered truant and the student and his/her parents or legal guardians shall be subject to the truancy laws of the State. Examples of unexcused absences are as follows:

1. Except in case of an emergency, a student's absence from school to accompany his/her parent or legal guardian on a trip
2. Truancy
3. Absence through parental neglect
4. Poverty
5. Work
6. Suspension from school (will not count toward early warning)
7. Any other reason not included as an excused absence or deemed excused by the principal

A student, 17 years or older, that accumulates more than ten consecutive or fifteen cumulative days of unexcused absences in any one semester may be withdrawn from school.

CHECK-OUTS/CHECK-INS

Students are expected to be in class at all times. In order for a check-out or check-in to school to be excused, the student must present a written doctor's excuse, present a valid written parental note, or obtain prior permission granted by the principal. It is important for the parent to realize that three unexcused check-outs, check-ins or combination of both, per semester, will result in one unexcused absence for Early Warning purposes.

PARENTAL EXCUSES

Parental excuses may be used for full day absences, check-ins, or check-outs. However, no more than five (5) total parental excuses may be used during a semester for students in grades K-6 and no more than three (3) total parental excuses may be used during a semester for students in grades 7-12. Any student who is absent more than two consecutive attendance days MUST have a doctor's excuse.

EARLY WARNING TRUANCY PREVENTION PROGRAM

In addition to other school policies and procedures regarding attendance, The Cherokee County School System, the district attorney and juvenile court have designed an Early Warning Program. The program is designed to implement the requirements of the Code of Alabama § 16-28-03. Truancy is defined as an unexcused absence from school, an unexcused check-out from school or an unexcused check-in to school.

The following procedures for handling truancy (unexcused absences) shall be administered:

FIRST TRUANCY (UNEXCUSED ABSENCE)

- The school shall notify the parent or guardian of the child of the truancy and the date of the truancy.
- The parent or guardian shall be provided a copy of the Alabama Compulsory School Attendance Law and advised of the penalties, which may be applied, and the procedures, which shall be followed, in the event that additional unexcused absences occur.

THIRD TRUANCY (UNEXCUSED ABSENCE)

- The parent or guardian shall attend the Early Warning Truancy Prevention Program provided by the juvenile court system.
- Attendance at the scheduled conference shall be mandatory except where prior arrangements have been made on an emergency basis with the Attendance Supervisor.
- Failure to appear at the Early Warning Truancy Prevention Program may result in the filing of a complaint/petition for truancy against the child and/or parent/guardian.
- A student will be provided only one opportunity to attend the Early Warning Truancy Prevention Program per school year. Any unexcused absences beyond three per school year will result in a petition being filed against the parent/guardian and/or child.
- In the event that a student accumulates three consecutive unexcused absences, the procedures for the first truancy and third truancy will be done simultaneously.

FIFTH TRUANCY (UNEXCUSED ABSENCE)

- A complaint/petition will be filed against the child and/or parent/guardian.
- In the event that a student accumulates five or more consecutive unexcused absences, the procedures for the first, third and fifth truancy will be done simultaneously.

ABSENCES DUE TO SCHOOL SPONSORED/AUTHORIZED ACTIVITIES

Students who participate in school sponsored or school authorized activities and are thereby absent from school or class will not be counted as absent from school for this purpose. Students are expected to make up work missed while at these activities and should be given the same opportunities as those afforded students with excused absences. Absences due to these activities should not be indicated on report cards or cumulative folders, but may be indicated in teacher grade books with proper coding to indicate the absence was due to such activities.

Students who attend but do not participate in school-sponsored or school-authorized activities will be counted as absent and such absence will be considered unexcused unless otherwise excused by the principal.

ILLNESS DURING SCHOOL DAY

Any student who becomes ill during the school day must secure a note from the teacher before reporting to the school nurse. The school nurse will determine if the student is ill enough to go home or should remain in school. If the student needs to go home due to an illness, every effort will be made to contact the parent/guardian or an approved person on the student's check-out list. The school nurse will provide the student with written documentation of the student's need to leave school. This written documentation can ONLY be used as an excuse for the remainder of the school day and must be turned in to the office upon their return to school. Any days absent beyond the day the student is sent home is the responsibility of the parent and must meet the attendance policy requirements.

TARDIES TO CLASS

The principal at each school is responsible for implementing school rules and consequences pertaining to student tardiness to class. A student that is more than 10 minutes late to a class, without a valid written excuse from the principal or his/her designee, will be considered truant and will be referred to the office for disciplinary action. Tardies to class, unless habitual, will be handled through the principal's office for discipline and not referred to the Early Warning Program.

MAKE-UP WORK FOR ABSENCES

Students are permitted to make-up work, tests, and other assignments, activities, etc., when absent for excused reasons. It is expected that under normal circumstances students will make-up work, tests, and other assignments, activities, etc., upon the day of return to school from an absence. However, in circumstances where the student has extended absences he/she should make-up work within five (5) days. This additional time will be at the administrator's discretion. It is the responsibility of the teacher to provide opportunities for the student to make-up work. Teachers have the prerogative to alter assignments, tests, work, activities, etc., as he/she considers necessary to ensure an accurate evaluation of the student's performance after an absence.

An unexcused absence means a student may not make-up his/her missed work. Grades for missed work during an unexcused absence will be coded as a zero.

CREDIT WITHHELD/PROMOTION DENIED FOR EXCESSIVE UNEXCUSED ABSENCES

Due to the importance of attendance to academic achievement, and due to the relationship between attendance and academic achievement, a student may be denied promotion and/or credit when a student accumulates ten (10) or more unexcused absences in any class. The parent/guardian will be notified via certified mail sent to the last known address.

Parents/guardians of a student denied promotion/credit may appeal the decision at the local school level. The appeals process is as follows:

1. The parents/guardians complete a Notice of Appeal of Decision to Deny Promotion/Credit and submit it to the principal within 15 calendar days of the date the letter was postmarked.
2. The principal will complete information requested on the Notice of Appeal and forward it to the Attendance Supervisor within five school days.
3. The Attendance Policy Appeals Committee hears the appeal and renders a decision in writing to the parent and principal within ten school days.

If the committee decides to support the decision to deny promotion/credit, the parents/guardians may appeal the decision to the Cherokee County Board of Education. To request an appeal, the parents/guardians must submit a request in writing to the superintendent, within ten calendar days of the date the letter was postmarked.

ATTENDANCE AWARDS

It is the policy of the Cherokee County Board of Education to award a certificate of **perfect attendance** at the end of each school year to students that have NO absences, check-ins, check-outs, or tardies. An award of **outstanding attendance** will be given to students that have no absences and only excused check-ins, check-outs or tardies.

STUDENT BEHAVIOR CODE OF CONDUCT

All students attending the Cherokee County School System are charged with the responsibility of conducting themselves in a manner appropriate to good citizenship, whether on campus, in the classroom, on the school bus or while attending a school sponsored event. Student conduct shall be founded on the basic idea of respect and consideration for the rights of others. The Code of Conduct shall guarantee due process. Due process means that a person must be given notice that he/she is about to be deprived of life, liberty, or property; that a person be given an opportunity to tell his/her side of the story. But the concept of due process is a flexible one, and its specific definition in a given situation varies with the nature of the threatened deprivation and the other factors involved. In the case of short-term suspensions, the Supreme Court recognized that a student is not being seriously deprived and that the school has the right to maintain an orderly school environment in order to protect other students.

It is the belief of the Cherokee County School System that a uniform Code of Conduct for students is important to the pursuit of academic excellence in order that the students may have meaningful learning experiences. This can only be accomplished in schools where the environment is free from distraction caused by disruptive behavior. Creating such an environment requires the cooperation of the parents/guardians, students, and school employees. It is important that each person connected with the school understands the importance of a consistent set of behavior standards in order that a positive environment can be established and maintained.

CLASSIFICATIONS OF VIOLATIONS AND CONSEQUENCES

It is fundamental that a school system defines behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the Code of Conduct. Violations are grouped into four classes, which range from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or his/her designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at a school related event, or while being transported to or from school or school related events.

Below is a list of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases.

CLASS I VIOLATIONS

- 1.01 Distraction of other students
- 1.02 Intimidation of a student
- 1.03 Unauthorized organizations
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene gestures
- 1.06 Non-conformity to dress code
- 1.07 Disruption on a school bus
- 1.08 Inappropriate public display of affection
- 1.09 Unauthorized absence from class or school for a part of a day
- 1.10 Refusal to complete class assignments
- 1.11 Failure to follow appropriate directives from a local board of education employee
- 1.12 Littering of school property
- 1.13 Disrespect
- 1.14 Any other violation which the principal or his/her designee may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 1.15. Unauthorized possession of and/or improper use of electronic communication and recording devices (see page 31, Electronic Devices Policy)

CLASS I SANCTIONS

- Conference with the student
- Verbal reprimand

- Withdrawal of privilege(s)
- Parent conference(s)
- Temporary removal from class
- Detention
- In-school suspension
- Corporal punishment
- Loss of driving privileges
- Out of school suspension
- Other sanction(s) approved by the local board of education

CLASS II VIOLATIONS

- 2.01 Refusal to follow appropriate directive from a local board of education employee
- 2.02 Vandalism/property damage
- 2.03 Theft of property
- 2.04 Gambling
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Threats/extortion
- 2.07 Trespassing
- 2.08 Direct use of profane language or obscene manifestation (verbal, written, gesture) directed toward another person
- 2.09 Unauthorized absence from school for a day or more
- 2.10 Written or verbal proposition to engage in sexual acts
- 2.11 Inappropriate touching of another person
- 2.12 Use, sale, and/or possession of matches, lighters and/or tobacco products
- 2.13 Dishonesty and cheating
- 2.14 Providing false information to a local board of education employee
- 2.15 Disrespect
- 2.16 Unauthorized use of school or personal property
- 2.17 Any other violation which the principal or his/her designee may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 2.18 Multi-class I violations may constitute Class II sanctions
- 2.19 Unauthorized possession of and/or improper use of electronic communication and recording devices (see page 31, Electronic s Policy)

CLASS II SANCTIONS

- Temporary removal from class
- Detention
- In-school suspension
- Out-of-school suspension
- Alternative education program
- Referral to outside agency
- Expulsion
- Any sanction(s) included in Class I and any other sanction(s) as approved by the local board of education

CLASS III VIOLATIONS

- 3.01 Robbery
- 3.02 Theft of property
- 3.03 Burglary of school property
- 3.04 Criminal mischief
- 3.05 Sexual offense and/or battery
- 3.06 Fighting
- 3.07 Inciting or participating in a major student disorder
- 3.08 Unjustified activation of the alarm system or fire extinguisher
- 3.09 Accessing or changing information in school computer
- 3.10 Possession, sale or use of a knife
- 3.11 Possession, sale or use of over-the-counter drugs
- 3.12 Disrespect
- 3.13 Unauthorized possession of and/or improper use of electronic communication and recording device during school hours (see page 31, Electronic Devices policy)
- 3.14 Intimidation of a student with physical contact
- 3.15 Any other offense which the principal or his/her designee may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.16 Multi-class II violations may constitute Class III sanctions

CLASS III SANCTIONS

- Out-of-school suspension
- Alternative education program

- Referral to outside agency, including the criminal justice system
- Expulsion
- Restitution of property and damages where appropriate
- Any sanction(s) included in Class I and II and other sanction(s) as approved by the local board of education

CLASS IV VIOLATIONS

- 4.01 Bomb/death threat
- 4.02 Assault on another person (student, teacher, staff member, visitor, etc.)
- 4.03 Possession of a deadly weapon
- 4.04 Preparing, possessing, and/or igniting explosive device
- 4.05 Unlawful sale, purchase, furnishing or giving, or possession of illegal drug/drug paraphernalia or alcoholic beverage
- 4.06 Arson
- 4.07 Crimes as defined under the laws of the city, county, State of Alabama, or United States
- 4.08 Unauthorized possession of and/or improper use of electronic communication and recording device during school hours
(see page 31, Electronic Devices policy)

CLASS IV SANCTIONS (all of the following)

- Automatic out-of-school suspension
- Appropriate law enforcement official notified
- Warrant for student’s arrest
- Board hearing or Tribunal hearing

SCHOOL CONDUCT INTERVENTION PROGRAM

The following procedures shall be followed for out-of-school suspensions:

FIRST SUSPENSION

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The superintendent of education shall be notified of the suspension
- The district attorney shall be notified of the suspension.

SECOND SUSPENSION

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The parent, guardian, or person having control or custody of the child shall attend a school conference
- The superintendent of education shall be notified of the suspension
- The district attorney shall be notified of the suspension.

THIRD SUSPENSION

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension and will be required to attend a conference with the principal.
- The Juvenile Probation Office may be contacted to meet with the parents for possible assistance.
- The superintendent of education shall be notified of the suspension
- The district attorney shall be notified of the suspension.
- **With the third out-of-school suspension, a student sixteen years of age or older may be referred to the board of education for a disciplinary hearing.**

FOURTH SUSPENSION

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The superintendent of education shall be notified of the suspension
- The district attorney shall be notified of the suspension and provided information relative to this and previous suspensions.
- If warranted, charges will be filed.

Any student that has accumulated 9 total days of out-of-school suspension will be referred to the board of education on the next offense for a disciplinary hearing.

Generally the fourth suspension shall result in charges being brought against the parent, guardian, or other person having control or custody of the child. Special situations may result in legal proceedings being instituted prior to the fourth suspension.

The Cherokee County Board of Education will adhere to all laws, rules and regulations set forth under the Individual's With Disabilities Education Act and Section 504 of the Rehabilitation Act concerning disciplinary sanctions for students with disabilities.

DISCIPLINARY JURISDICTION

Students enrolled in the schools of Cherokee County are subject to the policies, rules, and regulations of the Cherokee County Board of Education and the school or schools they attend. This authority applies to all school sponsored activities, including but not limited to the following:

- On campus classes during the school day
- Transportation on school buses at any time
- Field trips
- Athletic functions
- Club or organization meetings or activities
- School sponsored social events on or off campus
- Events where the student is representing the system or school
- Automobiles driven, parked or used on school grounds

DISCIPLINARY ACTIONS AND PROCEDURES

The Cherokee County Board of Education grants to the individual principals of the school or their designee, the authority to justly and uniformly apply those disciplinary actions and procedures approved by the board to all students guilty of committing infractions of board approved rules. Students shall be afforded proper due process procedures. The following is a list of disciplinary sanctions that may be used by the school principal or his/her designee:

Parent Observation: A procedure mutually agreed upon by the principal (designee) and parent that will permit a parent to observe their child in a classroom setting for a full day or part of a day to observe the student's conduct.

Notice to Parents: Written notification to parents. The student is responsible for notifying his/her parents of all written communications from the school. Failure to do so may result in additional disciplinary action. Only board disciplinary hearings are mailed to the last known address. All other notices are given to the student to hand deliver to their parent. The notices usually provide a place for the parent's signature and a request that the signed receipt be returned to the school by the student. Documented personal contact or contact by phone is acceptable.

Disciplinary Probation: A period of time specified by the board, principal or his/her designee during which a student is allowed to stay in school, but must correct his/her behavior and attain no further disciplinary infractions.

Saturday Classes: A disciplinary action whereby a student is allowed to stay in regular classes by attending Saturday class for academic and/or work assignments.

Saturday School: A disciplinary action whereby a student is required to attend school on Saturday morning. Community service may be required.

Class Suspension: A disciplinary action whereby a student is removed from a given class for a specific length of time. Must be approved by the principal or his/her designee.

After School Detention: A disciplinary action whereby a student is required to stay in an after-school supervised setting for a specific amount of time. Parent/guardian will be notified. It will be the responsibility of the parent/guardian to provide transportation home from school.

Disciplinary Work Assignments: A disciplinary action through which the student is allowed to remain in school and is assigned supervised work activities by the principal or his/her designee related to the maintenance of the school facilities. Work assignment should not grossly interfere with a student's regular class schedule.

Non-Credit Written Assignments: A disciplinary action through which the student is allowed to remain in school and the regular classroom, but is given additional written classroom assignments in keeping with the infraction. (Essay, report, etc.)

Suspension from School Activities: A disciplinary action whereby a student is removed or suspended from a school activity for a specified period of time or permanently.

Loss of Driving Privileges: The principal or his/her designee has the authority to deny the student of the privilege to drive a vehicle to school due to misconduct in driving on school grounds, skipping school, or excessive unexcused check-ins to school or check-outs from school (3 or more unexcused per term).

Physical Restraint: An action authorized by the board of education whereby any employee of the board may use reasonable physical force to restrain a student from abusing or attempting to abuse other students, teachers, staff

members, administrators, parents, visitors, or himself/herself. This action may be taken when it is necessary to maintain discipline or to enforce school rules. The action shall be as reasonable as the circumstances allow in safeguarding the wellbeing of all parties involved. Law enforcement officials may be summonsed to assist in the enforcement of this action. See Physical Restraint and Seclusion Policy.

In-School Suspension: A disciplinary action by which the student is allowed to stay in school, but is isolated from the regular classroom environment. The student is held responsible for all classroom assignments that will be made by the classroom teacher and work will be graded for academic progress. Classroom teachers will be responsible for assigning the class work.

Out-of-School Suspension: A disciplinary action whereby a student is temporarily removed from the school setting for violation of school rules and regulations. The principal or his/her designee is authorized to suspend students for a maximum of nine days. The board or disciplinary tribunal committee may suspend for a longer period pending and following a hearing before the board or tribunal. Schools must make every effort to contact the parents and notify them of the suspension. A parent conference is required prior to readmitting the student to school. Students are not allowed to make-up class work missed due to an out-of-school suspension. During the duration of the out-of-school suspension, the student is not allowed to be on school grounds or participate in extracurricular activities associated with his/her home school. (see page 26, Nonparticipation in Cherokee County School System Activities)

Restitution: A disciplinary action whereby the student or his/her parent or guardian would have to pay a financial amount to the school or board of education to compensate for damages to property created by the student.

Corporal Punishment: Also known as a paddling. The Cherokee County Board of Education shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution. Corporal punishment may only be administered by the school administrator or teacher and must be in the presence of another certified employee.

Alternative School: A disciplinary action restricted to the authority of the disciplinary tribunal committee, board of education, a student's Individualized Education Plan Committee, or 504 Committee. The student's IEP Committee or 504 Committee may determine that the Alternative School is the student's least restrictive environment. The student is temporarily removed from the school setting for violation of school rules and placed in the alternative school. Alternative school is restricted to actions that are considered damaging, dangerous, abusive or otherwise disruptive to the educational process and the safety and wellbeing of others. Students typically are assigned to the alternative school for a minimum of nine weeks. During the duration of the alternative school placement, the student is not allowed to be on school grounds or participate in extracurricular activities associated with his/her home school.

Nonparticipation in Cherokee County School System Activities)

Expulsion: A disciplinary action restricted to the authority of the board of education whereby a student is removed from the school setting for a specified period of time. Expulsion is normally for the remainder of the semester/term or school year, but may be permanent depending on the severity of the offense. Expulsion is restricted to actions that are considered damaging, dangerous, abusive, or otherwise disruptive to the educational process and the safety and wellbeing of others. Parents are notified and a due process hearing is held before the Cherokee County Board of Education. During the duration of the expulsion, the student is not allowed to be on school grounds or participate in extracurricular activities associated with his/her home school. (see page 26, Nonparticipation in Cherokee County School System Activities)

School Bus Suspension: The principal or his/her designee has the authority to deny the student to ride the bus due to student misconduct on the bus. Parents are notified of the administrator's decision. Only the board of education can permanently suspend a student from the bus.

Physical Restraint and Seclusion

A. Policy Purpose

1. The school system acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.
2. The purpose of this policy is to ensure that physical restraint is administered appropriately and only when needed to protect a student and/or member of the school community from imminent, serious physical harm and to prevent or minimize any harm to a student as a result of the use of physical restraint.
3. The school system places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to students and program staff, as well as facilitates the care, safety, and welfare of our students.

B. Definitions

1. Physical restraint is 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 a student in order to promote safety or to prevent self-injurious behavior, providing physical guidance or prompting to a student 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.
2. Chemical restraint is any medication that is used to control violent physical behavior or to restrict the student's freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.
3. Mechanical restraint is the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.
4. Seclusion is 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. 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 herein, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room.
5. Time-out is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion when:
 - (a) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
 - (b) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
 - (c) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
 - (d) The time-out space is free of objects that unreasonably expose the student or others to harm.

C. Prohibitions

1. The use of physical restraint is prohibited in the school system and its 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. Physical restraint is prohibited when used as a form of discipline or punishment.

All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method 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 is prohibited in the school system and its educational programs.

The use of chemical restraint is prohibited in the school system and its educational programs.

The use of mechanical restraint is prohibited in the school system and its educational programs.

The use of seclusion is prohibited in the school system and its educational programs.

D. Requirements

1. Each local school's principal or his/her designee and each educational program that utilizes physical restraint under this policy will provide staff with guidelines and procedural information regarding physical restraint and will arrange for the appropriate training of those designated staff members that may be called upon to physically restrain a student. This training of designated staff members shall be provided as a part of a program which addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible. Each local school's principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.
2. Each local school's principal or his/her designee and each educational program that utilizes physical restraint will maintain written or electronic documentation on training provided at the local school regarding physical restraint and the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.
3. Each local school's principal or his/her designee and each educational program that utilizes physical restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint as well as reports of any prohibited use of seclusion and chemical, mechanical, or physical restraint at the local school and for gathering/reporting data to the school system's Board of Education and to the Alabama Department of Education annually. The use of physical restraint will be monitored by each local school's principal or his/her designee or program's coordinator on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following any situations in which procedures are not being followed.
4. Each local school's principal or his/her designee and each educational program that utilizes physical restraint shall ensure that following an incident of restraint or seclusion of a student all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided notification of this debriefing session and afforded the opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion unless the debriefing session is delayed, at the request of a student's parent or legal guardian so that the parent or legal guardian may attend.
5. Each local school's principal or his/her designee and each educational program that utilizes physical restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.
6. Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when his/her child is removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.

7. Each student's parent or legal guardian will be provided information regarding the school or program's policies governing the use of physical restraint. This information will be provided to parents at the beginning of each school year or upon the student's enrollment if the student enrolls after school has started. To effectuate this requirement, the school system's website and student handbook/code of conduct will contain the following statement:

As a part of the policies and procedures of the school system, the use of physical restraint is prohibited in the system and its 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. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

E. Clarifications

1. Nothing in this policy shall be construed to interfere with the school system's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed as part of this policy.
2. Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12.
3. Nothing in this policy shall be construed to prohibit the school system's or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.
4. Nothing in this policy shall be construed to prohibit the school system or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.
5. Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.
6. Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees.
7. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights of the school system or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.

NONPARTICIPATION IN CHEROKEE COUNTY SCHOOL SYSTEM ACTIVITIES

Students who are expelled, serving an out-of-school suspension or enrolled in the Alternative School due to disciplinary action by the Cherokee County Board of Education or Discipline Tribunal cannot be on the grounds of any public school campus during the time of their disciplinary action. Students currently expelled, suspended out-of-school or placed in the Alternative School cannot participate in sports, or attend any type of school function such as prom, ballgames, after-school dances, pep rallies, etc.

*Exception: Alternative School students may be granted permission to return to attend IEP meetings or standardized testing sessions. To attend either event the student must have prior permission from both the Alternative School and home campus principal. Alternative School students are to be accompanied by school personnel at all times while on their home school campus. Alternative School students are not to communicate or socialize with other students while on the home campus for IEP meetings or standardized testing. The duration of the student stay on their home campus is limited to the length of time of the meeting or testing session. Attendance at the Alternative School is required on the day of a home campus visit.

DUE PROCESS PROCEDURES

In all disciplinary actions, other than suspension for more than nine days or expulsion, the disciplinary action shall be determined by the principal at the local school or his/her designee, after an informal due process hearing is provided to the student. A principal or his/her designee may request a hearing before the Disciplinary Tribunal Committee (DTC) for a student that has a violation other than a class IV violation or expulsion hearing. After reviewing the facts presented by all parties, the Disciplinary Tribunal Committee has the authority to administer any of the above disciplinary actions and procedures with the exception of expulsion. The DTC will be composed of at least two administrators from within the system that are not involved in the incident and the superintendent or his designee.

Before being punished for violation of board policies or school regulations, a student shall have the right to the following minimum due process procedures:

1. Notice: The student shall be given oral or written notice of the charges against him/her.
2. Explanation: The evidence against the student shall be explained to him/her.
3. Informal Hearing: The student shall be given an opportunity to present his/her own version of the facts concerning the charges.
4. The disciplinary authority (principal or teacher, etc.) may impose appropriate discipline measures immediately following the informal due process hearing stated above.

When a student is facing possible long-term suspension (more than 9 days) or expulsion, the Board shall afford the student the following more formal due process procedures:

- The principal or his/her designee shall inform the student as to the reason/reasons for the proposed action. The student will be permitted to testify on his own behalf and request a reasonable number of witnesses to testify on his behalf. The principal will record or cause to be recorded the names of those testifying and their signed statements.
- If it is still the principal's belief, after hearing the student's defense, that the breach in board policy is serious enough for board action, he/she shall proceed.
- The principal shall present a letter to the superintendent of education requesting a disciplinary hearing before the board. The letter will clearly state the reason(s) for the recommended expulsion. The principal shall forward a copy of the letter to the parents.
- The parents will be notified by certified mail by the superintendent as to the date and time of the scheduled hearing before the board. The student shall remain suspended from school pending the outcome of the hearing. All hearings shall be held at the next regular meeting of the board if circumstances allow.
- The superintendent and/or his designee and members of the board shall be present, representing the board. The principal and/or his/her designee making the charge(s) shall represent the school. The student may appear to speak on his/her own behalf. The student's parents/guardians may also be present. Legal counsel may represent the student, and a reasonable number of witnesses may be called to testify on the student's behalf.

DANGEROUS ACTIVITIES

Any student that has knowledge or suspicion that another student or person outside of the school is planning a dangerous activity (shooting, bombing, suicide, etc.) **must** report this to a teacher, counselor, administrator or law enforcement officer. Failure to do so may result in a disciplinary or legal action.

When threats of a dangerous activity are received at school, the principal or his/her designee will take all steps necessary to protect the welfare of the students. This may include the notification of appropriate law enforcement agencies, threatened staff members and/or students and their parents. All threats of violence will be taken seriously.

Each school has a School Safety Plan, which includes specific plans for evacuation and other procedures necessary to protect students and staff. The principal and school staff are responsible for implementing the local School Safety Plan.

SEARCH AND SEIZURE

The Cherokee County Board of Education recognizes the applications of constitutional law to the area of student property. The board is equally aware that such personal property items as student desks, student lockers and related properties are and remain the property of the Cherokee County Board of Education. The board is charged with the maintenance of such property items and authorized inspections for any maintenance-related reason. Although assigned to particular students, desks, lockers, and other equipment may also be entered and searched by school officials whenever said officials have reasonable belief that some substance or other material is contained therein which is illegal, harmful to the safety of the student or other students, significantly disruptive or dangerous to the overall student welfare.

In order to locate misplaced library books, textbooks and to keep the lockers and desks in a neat and orderly state, the principal or his/her designee may require classes to clean out their lockers/desks periodically. The principal should attempt to provide the student body with at least one-day prior notification of locker/desk clean out days. Any items that violate school rules will be confiscated, and the student may face disciplinary action. Therefore, students must not store items in lockers/desks that violate the Student Code of Conduct

Parking cars on school campus is a privilege. The school retains authority to conduct routine patrols of student parking lots. Principals and his/her designee may search or authorize a search of the property of any student, including vehicles in their respective schools, but only based upon facts supporting reasonable suspicion to believe the student is concealing prohibited material. Automobiles driven to school may be searched with or without the student's permission.

School officials may make reasonable searches of a student if there is reasonable cause to believe that the student is in possession of articles that may endanger him/her or other individuals in the school or that such articles possessed are contrary to law or the regulations of the Cherokee County Board Policy. If a student is searched, it shall be done in private by a school official of the same sex, with a third party (certified employee) present.

Law enforcement agencies are allowed, in cooperation with school administration officials, to make periodic visits to schools to detect the presence of illegal drugs, with such visits unannounced to anyone except the local superintendent and/or principal.

ANTI-HARASSMENT POLICY

Section 1. Harassment, Violence, and Threats of Violence Prohibited

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Section 2. Definitions

- (a) The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts 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 set forth in Section 3(b) below. To constitute harassment, 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.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (c) The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (d) The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
- (e) The term “student” as used in the policy means a student who is enrolled in the Cherokee County School System.

Section 3. Description of Behavior Expected of Students

- (a) 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 harassment, 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 reasonable perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and 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 victim of such conduct:
- The student’s race;
 - The student’s sex;
 - The student’s religion;
 - The student’s national origin; or
 - The student’s disability.

Section 4. 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.

Section 5. Reporting, Investigation, and Complaint Resolution Procedures

(a) Complaints alleging violation of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

(b) Upon receipt of the complaint, the principal or the principal’s designee will, at their sole discretion, 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 an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonable calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

(c) 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 will 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 will be subject to disciplinary sanctions as outlined in the Code of Student conduct.

(d) 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 will inform the student's parent or guardian of the report.

Section 6. 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, including publication on the Cherokee County Board of Education's Web site.

Complaint Form (see page 77)

SEXUAL HARASSMENT

Sexual harassment of students will not be tolerated. Immediate positive steps to stop sexual harassment activity will be taken when it occurs. Neither students nor employees shall engage in conduct constituting sexual harassment. Sexual harassment is defined as any unwelcome and personally offensive conduct (including, but not limited to, advances, request for favors, gestures or words of a sexual nature) which:

1. Unreasonably interferes with the student's work or educational opportunities;
2. Creates an intimidating, hostile or offensive learning environment;
3. Implies that submission to such conduct is made in explicit or implicit term of receiving grades or credit; and/or,
4. Implies that submission to, or rejection of, such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Examples of prohibited conduct include, but are not limited to, offensive or unwelcome sexual advances or propositions; any unwelcome intentional touching of intimate body areas; employees dating students; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her physical attributes; the display of sexually suggestive objectives, pictures, cards or letters; lewd or suggestive comments, sounds or gestures; off-color language; jokes of a sexual nature; leering; or assault.

Victims of sexual harassment should use the same reporting procedures addressed in section 5 of the Anti-Harassment Policy.

COMPLAINTS AND GRIEVANCES

The primary purpose of this procedure is to provide for prompt and equitable resolution of a student's 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 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/her 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, he/she 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/her grievance at Level Two, he/she may request the superintendent or his/her designee to schedule a brief hearing before the board of education at its next regular meeting.

The aggrieved person may select a representative to accompany him/her at each level, may ask such representative to state the facts in written form and may request a written decision at each of the above outline levels. 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

FIREARMS

Other than law enforcement officers, the Cherokee County Board of Education prohibits the possession of a gun (loaded or unloaded) on a school campus. Violation of this policy could result in a fine and/or imprisonment. Students found in possession of a gun will be automatically suspended from school and the appropriate law enforcement agency will be contacted.

It is the policy of the Cherokee County Board of Education to follow State laws, which **require an automatic one-year expulsion** from the date of the offense. See “It’s the Law” in the School Attendance/Enrollment section of this handbook for summary of Acts 94-784, 94-817 and 94-820.

ELECTRONIC DEVICES

Cherokee County Board of Education - Bring Your Own Device (BYOD) Policy

The goal of the BYOD program is to expand opportunities for learning. However, using personally owned devices at school is a privilege, not a right. This privilege may be revoked for the student body as a whole or for students individually at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that the use benefits them academically and helps them develop into good digital citizens.

The Cherokee County Board of Education allows the possession of and/or use of personally owned electronic devices during school for instructional purposes subject to the following rules and conditions:

Rules and Conditions:

1. All other school/district rules and policies also apply, including, but not limited to, the Student Handbook Code of Conduct and Technology Responsible Use Policy (RUP).
2. The administration may place limitations on the number and type of devices used and where, when and how devices may be used.

Where/When/Storage

1. Devices may only be used when explicit directions are given for the device to be used by a teacher or administrator.
2. Students may only use their device when given permission by a teacher or administrator. Students may not use their device to update **personal** social media sites/accounts during school hours. Students are not to use their personal devices for a **personal** call, email, text message, or electronic communication with others, including other students, parents, guardians, friends, and family during the school day. Any **personal** communication during the school day will take place on school telephones in the office. Parents should continue to call the school office for all communication. An exception will apply if the principal deems an emergency situation and allows use.
3. Devices must remain out of sight and be in a silenced state unless a teacher or administrator has given permission for them to be used. Devices may not be used in hallways, during lunch, during breaks, etc. without permission.
4. Coaches/sponsors/drivers will establish the rules concerning student use of devices on field trips, extracurricular activities, athletic events and similar activities.
5. The use of any recording device (camera, microphone, etc.) during school hours is strictly forbidden without instructor or administrator approval. Under no circumstances or at any time whatsoever can a recording device be used in private areas such as locker rooms, dressing areas, offices, etc.
6. Students should not ask teachers or staff to store or keep their device.
7. Administrators should not be asked to retrieve devices left in school lockers during or after normal school hours.

Network/Internet Access/Electrical

1. Students must use the school’s wireless network, not personal data plans, for Internet access at school. BYOD privileges may be revoked for students found to be visiting websites which are blocked by the district’s filter.

2. No guarantee is made that the school's wireless network will be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network.
3. Students should bring devices fully charged to school. Access to electrical outlets for charging should not be expected.
4. Where applicable, devices should have current anti-virus and anti-malware software installed.
5. Operating system updates, application updates, installations, etc. should not be conducted while on the CCBOE network.
6. Devices may be banned from the wireless network if they are found to be disruptive or abusive to the network. The CCBOE may allow or ban any device from the network at any time for any reason.

Theft/Loss /Damage/Troubleshoot/Inspection

1. The school/district will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices. It is recommended that the device locator feature be enabled if possible.
2. The school/district will not be held responsible for any physical damage, data loss, loss of use, loss of service, breakage, loss of functionality, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School/district staff, including technology staff, will not configure, troubleshoot, or repair student devices.
4. School officials may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

Improper use of an electronic device will result in the following penalties:

Improper use of an electronic communication device will result in the following penalties:

- | | |
|----------------------|--|
| First Offense: | Principal or designee issues a written warning of improper use and provides guidelines of proper use. Principal or designee has the authority to administer additional punishment if he/she deems necessary. |
| Second Offense: | Principal or designee retains device for duration of three (3) school days. Principal or designee has the authority to administer additional punishment if he/she deems necessary. |
| Third Offense: | Principal or designee retains device for duration of five (5) school days. Principal or designee has the authority to administer additional punishment if he/she deems necessary. |
| Fourth Offense: | 3 days Out of School Suspension (OSS) and principal or designee retains device for 30 calendar days (If the 30th day falls on a weekend or holiday, the device will be returned the next day that school is in session.) |
| Fifth Offense: | Out of School Suspension (OSS) pending tribunal hearing and principal retains device until tribunal hearing is held |
| Additional Offenses: | Tribunal and/or Board Disciplinary Recommendation |

NOTE: ONLY a parent or legal guardian may regain possession of the device AFTER the student has completed his/her disciplinary sanction. Please note that should a student commit the offense and the disciplinary sanction cannot be completed before the end of the school week, then the device will be kept over the non-school days until the sanctions can be completed.

**Alabama State Department of Education Policy
Use of Digital Device During the Administration of a Secure Test**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

NO FIGHT POLICY

If a student or any other person on school property or attending a school event off campus is involved in a fight or other activity which violates board policy or State law, the principal is authorized to sign the appropriate warrant. If the violator is a student, then all applicable school rules and consequences apply (Alabama Code 16-1-21.1).

Because schools should provide a safe and orderly environment, which is conducive to learning, it is not permissible for school officials to tolerate fighting or other forms of assault to occur inside the confines of a school building, on school grounds or at any school function. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing, reckless endangerment or criminal coercion. Refer to Title 13A of the Code of Alabama 1975.

The following procedures will be adhered to:

1. Fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle shall be classified as a major violation of the Student Code of Conduct.
2. The principal or his/her designee shall investigate the fight and take the appropriate action as identified in the Student Code of Conduct.
3. The principal or his/her designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses.
4. The principal or his/her designee shall secure reliable witnesses for court appearance.
5. The principal or his/her designee may call the police and file a complaint/petition with the juvenile court.
6. A reasonable attempt shall be made to notify a parent/guardian if the student is to be removed from the school by police officers.

TOBACCO USE AND POSSESSION

The board of education recognizes that smoking represents a health and safety hazard, which can have serious consequences for the smoker and non-smoker. In order to encourage role models for the best health practices and to protect the student, employees, visitors and guests of the district from an environment that may be harmful to them, the board hereby prohibits the use or possession of all other tobacco products, including electronic cigarettes, during the regular school day or at any school activity.

The regular school day is defined, as the normal hours schools are open to students for instructional purposes. The regular school day begins for students at the time of arrival on the respective school premises (school-owned property, school buses, parking lots, etc.). A school activity is defined as any activity (play, athletic event, recital, etc.) under the sponsorship and supervision of a school or the school system.

In compliance with the Alabama Administrative Code 290-030-010-06, it is the policy of the Cherokee County School System that all persons are at all times prohibited from using tobacco products while in any building belonging to the Cherokee County School System. The use of tobacco products, including electronic cigarettes, outdoors is prohibited on Cherokee County school property during school hours and during after school activities.

STUDENTS

Students are prohibited from using tobacco products, including electronic cigarettes, while on Cherokee County School property (indoors or outdoors), during and after school hours or at any school-sponsored event, during and after school hours.

SANCTIONS

Disciplinary actions concerning students who violate this policy may include after-school detention, suspension, or assignment to the Alternative School.

ALCOHOL/DRUG POLICY

It is the belief of the Cherokee County Board of Education that the abuse of drugs and alcohol poses the most serious threat currently facing our nation. This body is committed to a three-fold approach to this problem consisting of the following:

- Supporting and assisting the federal, state and local law enforcement agencies in their efforts to stop the abuse of illegal drugs and alcohol at school and in society.
- Educating students, employees and parents to the dangers and risks involved in the use of alcohol and drugs.
- Helping to rehabilitate those students and employees who have a history of drug and/or alcohol abuse.

It is the policy of the Cherokee County Board of Education that any student found to be under the influence or in possession of illicit drugs, including alcoholic beverages, on any campus or during any school activity shall be subject to immediate suspension from school by the school principal. The school principal shall make a report to the superintendent immediately, and if the violation is of a serious nature, the superintendent may make a recommendation to the Cherokee County Board of Education for expulsion from school.

In the event that a student is found to be under the influence of, or in possession of, illicit drugs, the following procedures shall be followed:

1. The student shall be clearly informed by the principal or his/her designee of the offense with which he/she is being charged and of the evidence against him/her.
2. Said student will be given an adequate opportunity to state his/her position regarding the alleged offense.
3. If, in the judgment of the principal or his/her designee, the student did commit the offense in question, said student shall be immediately suspended from school.
4. The principal shall immediately notify the student's parent or legal guardian of the action taken, cause or causes for such action, and further action to be taken.
5. Appropriate law enforcement agencies will be contacted.
6. The student shall then be dismissed from school but ONLY in the company of his/her parent or legal guardian or appropriate law enforcement officer.
8. Within a period of time, not to exceed ten (10) days, the board of education shall hold a hearing in order to render a decision concerning the expulsion of said student.

The board of education hearing relative to expulsion, as well as the preliminary steps concerning said hearing, shall comply with procedural due process criteria. If the board determines that the charges brought against the student are valid; the student may be expelled from Cherokee County Schools. Expulsion is here defined as removal of the name of a student from the attendance rolls of the school. In case of expulsion, the student will not be permitted to attend or participate in any school-sponsored activities (i.e. graduation exercises, prom, extracurricular events, etc.). The superintendent of schools shall notify, in writing, the parent or legal guardian of the student, of the action taken by the board. A student who is expelled may petition the board for reinstatement at some future time. A negative drug test analysis may be required prior to consideration for reinstatement.

DRESS CODE

Educational research indicates that appearance can be a reflection of one's self-esteem and may also have a direct relationship with a person's educational performance; therefore, the School Board expects the student body to exhibit a positive appearance that encourages proper hygiene and optimal performance. Clothing styles that enhance appearance and appropriately cover the body are encouraged. Attempts should be made to avoid extremes in styles that disrupt the educational process. Please read these carefully and make a decision to follow them and contribute to the positive climate of your school. Students displaying extremes in personal appearance that violate the dress code will not be allowed to attend class and will be subject to disciplinary measures.

Principal Discretion

- The principal or his/her designee retains the ultimate discretion in determining if a student's attire is appropriate for the school environment. Any other item that causes undue attention as determined by the

principal or his/her designee may include but are not limited to tattoos, unnatural hair color, unnatural contact lenses, mouth grills, etc.

Shirts

Shirts must adhere to the following:

- Shirts will not be revealing in nature.
- Shirts must be long enough so that no skin shows between the bottom of the shirt and the top of the pants, even when arms are raised above the head.
- Shirts must reach mid thigh when worn over leggings, or exercise pants.
- Strapless tops, halter tops and spaghetti straps are not allowed.
- Shirts/tops must fit so that there are no exposed undergarments.

Pants

Pants must adhere to the following:

- Pants must be worn at the waist.
- Pants must have no rips, holes, tears, or frays that reveal skin above mid-thigh. Permanent patches are allowed in order to cover holes.
- Pants must fit so that there are no exposed undergarments.
- Tight fitting garments, such as spandex type clothing, leggings, jeggings or tights are NOT considered to be pants. If worn they must be covered by a skirt, dress or top that comes to mid-thigh in front and back.

Shorts

Shorts must adhere to the following:

- Shorts must be worn at the waist level.
- Shorts must come to mid-thigh.

Dresses/Skirts

Dresses/Skirts must adhere to the following:

- Length is the top of the knee in front and back.
- Dresses that are spaghetti strapped, halter type, strapless, plunging necklines, or revealing in nature are not allowed.

Hair

- No unnatural hair colors, such as; blue, green, orange, etc. and spike hair – that is considered distracting. Hair should be neat, clean, well groomed and of a length that is not hazardous to the student or an impediment to vision and or learning.

Accessories

- No head coverings may be worn at any time inside the building unless otherwise approved by the principal. Cases with extenuating circumstances are handled by the principal on an individual basis to include religious and medical reasons.
- No visible body piercings other than ears. Clear spacers are allowed. Piercings that are considered to be a distraction to the learning environment or a safety concern will not be allowed.
- Sunglasses may not be worn on campus.
- No towels, shirts, bandanas, or other objects may hang from pants/shorts pockets. Clothing, markings and other items related to gang involvement are not allowed.
- Chains or any type of jewelry that could be deemed unsafe are not allowed.

Shoes

- Shoes must be worn at all times by all students. (Exceptions for pre-approved medical reasons and approved times by teacher/coach.)

Outerwear

- Trench coats and western style dusters may not be worn on campus.

Additional Items

- Career technical classes or shops, physical education classes, sports teams, cheer teams, lab classes, band and choral and similar classes with special requirements may develop additional dress codes to promote safety for all students or to allow for mobility for specific activities.
- Clothing with vulgar or profane graphics or language or that is harassing to other students based on race, religion, gender or disability or that is sexually suggestive is prohibited.
- Clothing advertising or displaying tobacco, alcohol products, weapons, and/or drugs is prohibited.

The School Board shall provide exceptions as to not infringe on sincere religious beliefs or physical disabilities or limitations. School administration reserves the right to remove a student from class and request that the student meet dress code fully before returning to class. Dress code violations will be subject to disciplinary action in accordance with the Student Handbook and Code of Conduct.

VIDEO SURVEILLANCE

In order to provide and maintain a safe and secure environment for students, staff and authorized visitors, the Cherokee County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include building and grounds as well as vehicles owned and/or operated by the board. Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

STUDENT PHOTO AND VIDEO USE

The Cherokee County Board of Education believes the use of photos and videos of students and allowing media photographers and videographers on campus to highlight programs adds significantly to the communication value of district and school publications and web sites. The district believes it is important to share the achievements and recognitions earned by students with the community. The use of photos or videos showing students involved in the classroom and school-related activities help accomplish this goal.

Unless notified in writing of an objection by a parent, photographs and video footage of students and/or names may be used in district-produced materials including printed publications and web sites and may also be used by the media.

If parents want to limit the use of photographs or videos of their student, they should complete a Photo/Video Opt-Out form within 10 days of initial enrollment and submit it to the school principal in person. The form is available through the link below or at the school office. An opt-out request is valid for the current school year and must be renewed at the start of the next school year.

<http://www.cherokeek12.org/techdocs/CCBOE-Photo-Video-Opt-Out-Form.pdf>

METAL DETECTORS

The use of portal type metal detectors, along with handheld wands, may be used to check groups or individual students at the discretion of the principal, superintendent, or their designee.

TRANSPORTATION PROGRAM

TRANSPORTATION POLICY

1. Any child living in Cherokee County must have a secure residence from which to load or unload a school bus. The residence must be on the route of the school they wish to attend. If not, they must provide their own transportation. The Cherokee County School System must approve any stop location for Cherokee County resident students.
2. Any child living outside Cherokee County must have a parent or guardian with a documented home residence on a regular Cherokee County school bus route directed to the school that they wish to

attend, in order to be provided school transportation. The Cherokee County School System must approve any stop location for Cherokee County non-resident students.

BUS RULES

In order that transportation operates in a desirable manner, it is imperative that a set of rules be adopted by the Cherokee County Board of Education. To ensure the safety of students who ride a bus these rules must be obeyed. Each student should know that bus drivers are required to maintain order and discipline on the bus. Video cameras may be used to monitor student behavior.

1. Students must meet buses promptly at scheduled stops and must load according to instructions of the driver.
2. No student may get off the bus until the school is reached without the parent's written request or approval and with the consent of the driver. Should the student get off without permission, the driver must report this to the principal of the school, who must take appropriate action.
3. Students may not sit on any bus while it is parked at school to eat lunch or for any other purpose.
4. Students are considered in school when they board a bus, and all school rules apply at this time. A bus driver must report misbehavior to the principal. **Only the board has the authority to expel a student from riding a bus permanently.**
5. Students must not curse, smoke, drink intoxicants, use any illicit or unauthorized drugs, or use obscene language/gestures or other unacceptable conduct.
6. The principal of the school served by a bus may, at the request of the driver, suspend from riding the bus at his/her discretion for a period he/she thinks fair, but not to exceed 9 days, any student guilty of:
 - Delaying the bus schedule
 - Fighting, smoking, using profanity, refusing to obey school authorities or bus driver while riding the bus
 - Tampering with the bus
 - Refusing to meet bus at designated point
 - Unauthorized leaving of bus when in route from home to school or vice versa
 - Playing, throwing trash, paper, etc., or otherwise distracting the driver's attention, while the bus is in operation
 - Bringing soft drinks and/or bottles and cans on a bus while on its regular route
7. Students shall not unload from the emergency door or open it except in case of an emergency.
8. Students shall not extend any portion of their body through an open window while the bus is in motion.
9. Proper due process procedures will be followed in regard to all transportation disciplinary actions taken.
10. Changes in bus routes must be with the approval of the transportation supervisor.
11. Willful and/or wanton destruction of the bus will result in proper disciplinary action and reasonable restitution for replacement of property.
12. Should any student fail to meet the bus at a designated pickup point for 3 consecutive days, the driver will discontinue that stop until such time as the parent/guardian has notified the driver that the student is able to return to school.
13. Students younger than kindergarten (5 years old) shall not be transported on regular buses.

STUDENT TRANSPORTATION AND MANAGEMENT

In furnishing student transportation to and from schools or for school related activities, the board shall require the following:

1. Drivers of all buses used to transport students to and from schools and in all school related activities will be trained and licensed as required by State law and the State Department of Education regulations.
2. The Cherokee County Board of Education will only operate school buses on roads maintained by state, county or municipal government. These roads must meet minimum highway specifications, have adequate bus turnarounds when needed, and meet approval of the transportation supervisor.

Exceptions to the above policy for a student with disabilities as identified under IDEA or 504 may be considered on a case by case basis.

3. Transportation of students with disabilities:
 - a. Special transportation **MUST** be provided for any student with disabilities whose Individualized Education Program or Section 504 Plan requires it.
 - b. Transportation for a student with disabilities may include travel to and from school, travel between schools, travel in and around school buildings or additional personnel assigned to ensure the safe transportation of the students.

STUDENT DRIVERS

Students who provide their own transportation will be expected to observe the following rules:

- Students driving cars or motorcycles to school must park them in the designated student parking lot.
- All cars should be locked after arriving in the morning
- Each student who drives a car to school must register the car with the principal.
- A “Student Parking Form” must be completed, signed by parent/guardian and student, and returned to the principal.
- Registration must include showing a current Driver’s License and proof of insurance.
- Cars are not to be moved from the parking lot at any time during the school day until the authorized time for student departure from school.
- Students shall not occupy or return to automobiles during the school day between the times of their arrival and departure from the school campus.
- Students may not exceed a speed of 5 miles/hour while driving on campus.

CHILD NUTRITION PROGRAM PROGRAM

A school breakfast and lunch program is provided for the health and convenience of student and staff members. After-school snacks are offered to students attending the 21st Century Grant Programs and At-Risk Supper is available at sites participating in 21st Century and is open to all individuals under the age of 18 at no cost regardless of program participation.

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 State Department of Public Health.

Free or reduced price breakfast and lunches are provided to eligible students.

Forms for applying for free or reduced-price meals are provided for every student and are available in each school office.

SMART SNACK STANDARDS

All foods sold on school campus during the school day must comply with USDA and ALSDE Smart Snack Standards.

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.

SCHOOL BREAKFAST AND LUNCH

School breakfast and lunch is available to **ALL** students at a minimal charge or is provided free or reduced to eligible students at all schools within the system.

OFFER versus SERVE

Offer versus Serve (OVS) allows students to decline a certain number of food items in the meal. The goals of OVS are to minimize plate waste and encourage schools to offer more food choices.

- Breakfast: Students must be offered all four required food items (milk, fruit, grain and other). They are allowed to decline one food item, but are required to take a serving of fruit or fruit juice in order for the meal to be reimbursable.
- Lunch: Students must be offered all five required food items (milk, meat/meat alternate, vegetables, fruit and grain). They are allowed to **decline two food items**. However, reimbursable meals **must contain** a fruit or a vegetable (1/2 cup minimum).

The required food items taken by the student must each be a full serving except for the mandatory at least ½ cup serving of a full fruit or vegetable serving. A student’s decision to decline food items or accept smaller portions will not affect the charge for the lunch. The self-service food service program **IS NOT** an ‘all you can eat buffet!’ Controlled sized utensils provide the proper size portion for each age group. Extra portions will be priced in addition to the regular meal price. Students may not charge extra items. Our schools have implemented “share tables” in accordance with USDA policy and allow unopened items or fruit with a non-edible peel to be placed in a designated area by students who do not want the items so they can be taken at no charge by other students who would like an extra portion in order to decrease food waste.

MEAL PRICING FOR 2017-2018

	Breakfast Prices		Lunch Prices
Students (Paid)	1.00	(Paid)	2.50
(Reduced)	.30	(Reduced)	.40
Staff	1.50		3.25
Visitors	2.00		4.00

POLICY FOR MEAL CHARGES

The USDA does not allow charge balances. Adult employee/visitor meals and a la carte items **cannot** be charged. **Parents and students are required to read and abide by the Charged Meal Policy that is contained within this handbook.**

PREPAID MEAL ACCOUNTS

MySchoolBucks.com is a secure online payment portal between parents and Cherokee 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.

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. Parents should contact the Child Nutrition Office at the Central Office for refund requests.

CHARGED MEAL POLICY

The Board recognizes 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 of 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 and adult meal charges are not allowable under any circumstances. For those times when a paid or reduced price student 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/she will need to have money in hand or in his/her 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/she must bring money to cover the charge 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.
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 or beyond of charged meals, the neglect of the welfare of the student may be referred to the Department of Human Resources by the district CNP administrative office.
6. Parents/Guardians are responsible for debts and should make payment to the school's cafeteria as soon as possible.
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.

NON DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

ACADEMIC REQUIREMENTS/PROGRAMS

COURSE FEES

No fees are required for enrollment in grades 1-6. Parents may elect to contribute or donate for the purchase of additional materials and equipment that would aid the educational program. State law authorizes school systems to establish and collect fees for courses not required for graduation.

TEXTBOOKS

The textbooks used at school are those that are state and locally adopted. Such textbooks are not the property of the student, but must be accounted for by both the student and the school. The student to whom the textbook is issued is responsible for any damage to or loss of the book. At the beginning of the year or term, each student receives the textbooks that he/she will need for his/her particular course. Fees for lost or damaged text books will be paid to the school bookkeeper in the office, and a receipt will be issued to the student. New textbooks will not be issued until these fees are paid.

DEVICES/TECHNOLOGY

Technology is provided to students to aid instruction. Such technology is not the property of the student, but must be accounted for by both the student and the school. If a student damages technology, that student may be liable for those damages. If a student is liable for charges, the student or student's parent/guardian will receive notice of charges. Payments, if needed, will be paid to the school bookkeeper and the student will be provided with a receipt.

CLASS SCHEDULES

Students are not allowed to change their class schedules after the first two (2) days of school unless there are clearly evident extenuating circumstances. Changes shall be made only with the approval of the principal.

All classes must be taken on the school's campus in order to be considered for Carnegie Unit Credits. In extenuating circumstances (district transfers, etc.), students may earn credit(s) through nontraditional means only with the approval of the school principal and the district superintendent.

HOMEWORK

Homework assignments may be assigned to an entire class, small group, or an individual student. The amount and type of homework varies among courses of subjects, the grade level or age of the student, the techniques of instruction being used, and the desires of the teacher. Very limited homework is assigned to students in the first and second grades. The amount of homework increases in the upper grades and assignments may become more academic in nature. When assigned this work, the teacher will help the student to understand what to do and how to do it. It is the practice of the Cherokee County Schools to give homework assignments in the upper grades. It is necessary for a student to complete his/her assignments in order to make satisfactory progress in his/her instructional program. Self-discipline, time management and study skills are components of the total educational experience. It is not possible to indicate an exact amount of time a student should spend each day on homework assignments. Ages and abilities of students vary, as well as motivation and desire. It is reasonable to expect, however, that most students should do some homework daily.

GRADING SYSTEM

The Cherokee County School System uses the following grading system for classes awarded a numerical grade:

- A = 90 -100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 - 59

ACADEMIC REPORTING

- The Cherokee County Board of Education realizes that for students to be successful, a working relationship must be fostered between teachers and parents/guardians. In as much, Cherokee County Schools will make every effort to provide parents/guardians with as much information as possible to ensure student success.
- At the beginning of each grading period, each student will receive a syllabus for each subject. The class syllabus will provide the following:
 1. An overview of content covered
 2. Required major assignments
 3. Systematic grading plan
- Parents are responsible for reviewing and signing documentation stating that all class syllabi have been received and reviewed. Each school will determine the date the documentation should be returned to the school
- All averages, nine weeks, and semester grades shall be based on numerical data kept by the teacher during the grading period.
- Grades will be posted on the report card and distributed at nine-week intervals during the school year. Report cards will be issued to the students by the fourth school day following the end of the nine-week grading period. (See school calendar.)
- Progress reports will be sent to parents/guardians at the midpoint of each grading period. Parents/guardians should carefully review the progress report and schedule a conference with school personnel if they have any concerns.
- Teachers shall notify the principal or his/her designee in writing, at the end of the first and third nine weeks of the school year, of all students that may possibly fail their class. The school will make every effort to notify the parent.
- Principals or their designees shall request conferences with parents or guardians when performance indicates potential failure for the grading period. The purpose of the conference shall be to jointly review the concerns and attempt to prevent student failure.

PROMOTION AND RETENTION

The Promotion/Retention Policy has been prepared to clearly outline the minimum requirements for promotion to the next grade. Parents and students should familiarize themselves with the requirements for promotion, in order to make adequate progress leading to promotional status. To be considered for promotion to the next grade, a student must demonstrate a level of competency and maturity satisfactory to the principal and faculty committee.

Kindergarten to First Grade Promotion – The Cherokee County Board of Education’s goal is for all students to be successful in their academic endeavors. For students to experience continued academic success, a strong foundation for learning is imperative. Research shows that early childhood grades provide the essential foundation. Research also indicates that the kindergarten and first grade years are the preferable years for retention if a child has not mastered the basic fundamental concepts.

If a kindergarten student’s developmental and/or academic progress indicates that the student will be at-risk of not being successful in first grade, a committee consisting of the student’s teacher, counselor, administrator, and other certified early childhood teachers will meet with the parent to discuss relevant issues and options. The parent’s concerns will be taken into account. The committee will notify the parents regarding their decision about the student’s promotion or retention.

First Grade to Second Grade – In order to be promoted from grade one to grade two, a student must pass reading and math. It is strongly recommended that all parents and guardians focus on reading with their child at home on a daily basis.

Second Grade to Third Grade and Third Grade to Fourth Grade – In order for a student to be promoted to the next grade level in grades two through four, they must pass reading and math.

Fourth Grade to Fifth Grade, Fifth Grade to Sixth Grade and Sixth Grade to Seventh Grade – In order for a student to be promoted to the next grade level in grades four through six, they must pass reading, math and language. Students who have a combined Language Arts class, in lieu of separate English and Reading classes, must pass three of the four core subjects (Language Arts, Mathematics, Science and Social Studies). Students who do not pass the minimum requirements will be retained and must repeat the entire grade.

Seventh Grade to Eighth Grade and Eighth Grade to Ninth Grade - Students in grades seven and eight must pass four of the following five subjects in order to be promoted to the next grade level: English, Reading, Mathematics, Science and Social Studies and one elective. Students who have a combined Language Arts class, in lieu of separate English and Reading classes, must pass three of the four core subjects (Language Arts, Mathematics, Science and Social Studies) and two electives. Students who do not pass the minimum requirements will be retained and must repeat the entire grade.

Special Education/504 Students in Grades K-8 – The IEP Team or 504 Committee will assist in determining the promotion/retention status for students identified under Section 504 or IDEA.

Special Education/504 Students in Grade 9-12 – The IEP Team or 504 Committee will implement the Individualized Education Plan or 504 Plan for special education and 504 students in grades 9-12. However, in order for any student to receive an Alabama High School Diploma or an Alabama Occupational Diploma, the student must meet the requirements set forth by the Alabama State Department of Education. Graduation options must be discussed no later than the end of the 8th grade year with all special education and 504 students.

Ninth Grade through Twelfth Grade – The course load for high school students is considered eight (8) credited courses, four (4) per semester, per school year. Some individual courses are scheduled for more than one block a day. No student may earn more than ten credits toward graduation during a regular school year, inclusive of correspondence courses and summer school credits. Beginning with the graduating Class of 2014 students must earn 28 Carnegie Units to graduate. Any fractional credit which a student earns may be combined with any other fractional credit and cumulatively count toward graduation or for promotional purposes. (See Alabama Administrative Code) A student who cannot earn enough units to graduate during the school year will not be placed in the 12th grade. In keeping with the possible accumulation of eight (8) credits per school year, the following number of credits will be required for advancement to the next grade level homeroom:

<u>Homeroom Grade Promotion</u>	<u>Units Required</u>
09 th to 10 th	07
10 th to 11 th	14
11 th to 12 th	20

Remedial classes, class work, or tutoring will be provided to students who have failed any portion of the Alabama High School Graduation Exam. Students must have achieved all required credits toward graduation in order to participate in graduation exercises. In order to receive a regular diploma, they must also pass all parts of the Alabama High School Graduation Exam, per Alabama State Department of Education guidelines. **The student’s Individual Education Plan (IEP) Committee will determine the graduating status of a student, who qualifies under the guidelines of IDEA.**

WEIGHTED GRADES

The Cherokee County Board of Education hereby establishes a system of adding weights to courses hereinafter designated for the sole purpose of determining honor student, valedictorian and salutatorian. Weighted grades are not reflected on progress reports, report cards or transcripts.

Advanced Placement courses and Dual Enrollment courses will be the only courses receiving additional weight in grades. The weight will be given by taking the final grade for the course and multiplying it by a factor of 1.1. This will add an additional 10% to the final grade of the course. It will be required that the student complete the course to receive the added weight. **With the exceptions of Advanced Placement and Dual Enrollment courses**, all other courses cannot receive an overall final grade of greater than 100.

DUAL ENROLLMENT

Certain high school students may enroll in postsecondary institutions in order to earn credits for a high school diploma and/or postsecondary degree at both levels. Dual enrollment is not to facilitate early graduation but is an avenue to gain post secondary credits. This program is open to all students who meet the following requirements:

1. Students must pay the normal tuition required by the postsecondary institution;
2. Have a "B" average in completed high school courses. Students taking career tech dual enrollment courses must have a minimum of a 75 average in completed high school courses;
3. Have written approval from the student's principal and superintendent; and
4. Be in grade 10, 11 or 12 or have an exemption granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent (see Alabama Administrative Code 190-8-9-17 regarding gifted and talented students).

The course offerings will be as follows:

1. Courses shall be at the postsecondary/college level. Postsecondary/college level remedial courses shall not meet the requirements of this program. Not all courses at the postsecondary/college level are aligned with Alabama state standards for high school credit. Students must consult with their high school counselor to ensure courses taken at the postsecondary/college level are properly aligned.
2. **Three** semester credit hours at the postsecondary level will equal one high school credit in the same or related subject. Exceptions are Eng 101 and 102 taken at a postsecondary institution.
3. Courses taken for dual enrollment credit must be taken during the normal school day. This includes whether taking courses online, face to face, and on or off campus of a Cherokee County School.
4. Courses not taken during the normal school day will count as transcribed college credit and not as dual enrollment.
5. Students enrolled in courses offered during the normal school day on or off the school campus must have permission from the student's principal, superintendent and the participating postsecondary institution president.
6. Students must have parental permission for travel off the high school campus. Students may not travel with other students. Parents/guardians and student will be required to complete a Cherokee County Driving permit form.
7. Students attending courses off the high school campus will be released to attend their class and will be given an appointed time to leave. They should not remain on the high school campus without permission from the administration.
8. Courses on a college campus generally do not meet daily. Students that take face to face dual enrollment classes on the college campus will not be permitted to stay on their high school campus during the time their college course normally meets without permission from school administration

Dropped Courses:

1. Colleges give students a much longer period to drop a course.
2. A student that decides to drop a course and which also serves as a core academic class may have to repeat the course to obtain the credit needed for graduation.
3. A student that drops a course is not guaranteed admission into that subject at his/her high school during that semester.
4. A student that drops a course must meet with the counselor and an administrator to establish a plan for the student.

TRANSCRIPTED COLLEGE CREDIT

Students may enroll in postsecondary courses while in high school and earn transcribed college credit. Students will not receive dual enrollment credit for transcribed college credit unless it meets the guidelines for dual enrollment credit.

GRADUATION REQUIREMENTS

1. Eighth grade courses in foreign languages, and computer applications that fulfill the high school equivalent course requirements may be used to satisfy requirements for the course, but **CANNOT** be used to satisfy Carnegie Unit credits.
2. Students must fulfill the minimum course requirements and credits to attain the diploma option of their choice. A school may choose to offer a different sequence of courses that fulfill the requirements established by the SDE.

2013-14 AND THEREAFTER FIRST TIME 9TH GRADERS CHEROKEE COUNTY DIPLOMA OPTIONS

OPTION 1: ALABAMA HIGH SCHOOL DIPLOMA ADVANCED ENDORSEMENT	OPTION 2: ALABAMA HIGH SCHOOL DIPLOMA STANDARD ENDORSEMENT	OPTION 3: ALABAMA HIGH SCHOOL DIPLOMA ESSENTIALS ENDORSEMENT																																																																																					
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Students pursuing post secondary education at a four year institution are strongly encouraged to take 2 credits in the same foreign language

Cherokee County School System Credit Recovery Program

Credit Recovery is defined as a course-specific, skill based extended learning opportunity for students who have previously been unsuccessful in mastering content or skills required in receiving course credit or earning promotion. Cherokee County has developed Credit Recovery program rules, regulations, and processes.

Admission:

A Cherokee County Student is eligible for the Credit Recovery program under the following criteria:

- The student has failed a core subject (English, math, science, social studies) twice and is recommended by an instructor of the subject failed.
- OR
- The student has failed a core subject (English, math, science, social studies) and earned a failing grade not less than 50% in the course and is recommended by an instructor of the subject failed.
- AND
- The student must have a parent or guardian consent to apply for Credit Recovery.
 - The student has completed the application process.
 - The student has been approved for the Credit Recovery program by the school principal.
 - The student's application has been processed and approved by the superintendent of schools or his designee.
 - The student has paid all approved tuition fees associated with the Credit Recovery program.

Removal:

- The student fails to adhere to the Cherokee County Board of Education Code of Conduct policy and procedures.

Instruction:

Students in Credit Recovery programs:

- Shall complete a course skill-specific diagnostic test to determine skill specific goals.
- Shall meet individual skill-specific goals in a flexible time frame as established by identified student need.
- Shall master all individualized skill-specific goals as established by the diagnostic process in order to earn credit.
- Shall earn a minimum of 60 in the Credit Recovery program to receive a Carnegie unit toward graduation.
- Shall not earn more than two credits through Credit Recovery in a regular school term (August – July).

Content and Curriculum:

- Credit Recovery content may be delivered through computer instructional technology.
- Computer based content delivery will utilize Compass or Access Distance Learning Credit Recovery Curriculum
- For Compass course content delivery, teachers will be certificated employees and will be trained users of the Compass program
- For ACCESS credit recovery content delivery, the teacher will be an Alabama certified teacher and the facilitator will be a trained ACCESS facilitator.
- Credit Recovery content shall be aligned with the Alabama Course of Study Curriculum standards approved by the Alabama State Board of Education.
- Local school staff will determine the alignment of course standards to be mastered for Credit Recovery.

Grades

- A student who receives a grade of 59 or below will not receive credit for the Credit Recovery process.
- Grades awarded in Credit Recovery program shall be posted under the name of the original teacher of record.
- Students may not earn a final grade higher than 60

- Grade forgiveness will be used, whereby the original failing grade is replaced by the Credit Recovery grade for computing grade-point averages.
- The failing grade shall remain on the permanent record.
- Weekly progress reports should be communicated to the parents/guardians of students.

Costs:

- If Credit Recovery is completed during the regular school day there is no cost.
If Credit Recovery is completed during after-school hours or during summer school the cost is \$125.00 per credit course.

NCAA Caution:

- National Collegiate Athletic Association (NCAA) does not recognize Credit Recovery for course credit and advise athletes accordingly or prohibit their participation.

VALEDICTORIAN, SALUTATORIAN, HONOR STUDENTS

Honorable recognition at graduation will be made by distinguishing students on the basis of academic averages, beginning with the highest honor of valedictorian followed by salutatorian, and honor students. Class standing is determined at the end of the first term of the senior year and is considered final pending the student's meeting graduation requirements. However, it is possible through diligent work to achieve honor student status at the end of the second term. Students receiving honor status at the end of the second term will only be recognized on the permanent record and at graduation exercises. It is not a requirement for a student to take Advance Placement or Dual Enrollment courses in order to be considered for valedictorian and salutatorian.

1. The valedictorian, salutatorian, and honor students will be determined to the fifth decimal place.
2. Students may not earn more than a 100 average or less than a 0 average during any nine weeks, semester, or school year. Extra credit earned may not exceed the 100 point average; therefore, extra credit must be included in the daily grades rather than added to the grade average. (NOTE: This does not apply to students of the freshman class of 2013-2014 who choose to take Advanced Placement or Dual Enrollment courses.)
3. Although grades will be given for office staff aide, teen involvement, teacher's aide, paper staff, library or guidance aide, these courses are not considered as academic subjects and no credit will be given. Any grade given will not be considered for class rank, valedictorian or salutatorian.
4. Annual staff, if given as a course, will receive credit of one unit; however, the credit will not be entered toward consideration for valedictorian, salutatorian, and honor student.
5. PE/athletics and band can only be entered into the calculations for valedictorian, salutatorian, and honor student.
6. All other credits will be entered toward consideration for valedictorian, salutatorian, and honor student.
7. After the final average has been determined, any student whose numerical average is the same will share the honors.
8. A senior maintaining a 90.00000 grade point average or above will be considered an honor student. This does not include an average of 89.99999 or below.
9. A student transferring from a state accredited school must complete the first term of the senior year to be considered for valedictorian, salutatorian, and honor student. Transfer students will be considered only if their transcript is received by the first day of the second term of the senior year in the school in which the student will graduate.
10. Only grades for students who are seeking an Alabama High School Diploma will be calculated valedictorian, salutatorian, and honor student.

11. Students transferring from a non-accredited school (church school, home school, etc) or have received home tutoring must complete a minimum of their eleventh grade year and the first semester of their twelfth grade year in an accredited public or private school in order to be considered for valedictorian, salutatorian, and honor student status. Grades from the non-accredited school will not be used to calculate GPA for valedictorian, salutatorian, and honor student purposes. Instead, the student must take the final exams in the four core courses upon transferring into the school. The grades attained on the final exams will be used to account for the ninth and tenth grade scores for valedictorian, salutatorian, and honor student.

HONOR STATUS

Honors: Students working toward an Alabama diploma with Advanced, Standard, or Essentials Endorsement who have a grade point average of 90% or higher will be awarded honor student status. The average will not be rounded to achieve the 90%. In other words, an average of 89.999999999% will not be awarded honor status.

SEMESTER AND FINAL EXAMS

End of term final exams will count 15% of a student's grade. End of term final exams are required. However, the board permits individual schools to develop approved plans that will allow students to be exempt from semester/end of term exams based upon good attendance/grades. Under no circumstances shall a student be excused from school on such test days. Appropriate educational activities shall be provided.

FIELD TRIPS

Field trips are important to the educational process serving an instructional purpose. Any time students are taken off campus, rules and regulations must apply to make the trip safe for everyone.

1. Students going on school-sponsored trips are required to ride the bus to and from the appointed destination with all other students, unless they have permission from the principal to ride in the vehicle with their parent(s) or guardian(s).
2. Only parents who serve as official principal appointed chaperones for the trip may ride the bus with the students if space is available. Any chaperone riding the bus will not be permitted to bring additional people including children or siblings on the bus.
3. Any student may be denied the opportunity to go on field trips if his/her behavior warrants such a denial.
4. Students whose parents are serving as chaperones are subject to the same rules as the rest of the class.
5. Students must pay in advance for field trips (non-refundable). These funds are receipted in advance to pay for buses, etc.
6. No special education student will be denied the opportunity to participate in his/her class's field trips on the basis of a disabling condition.

PARENT-TEACHER CONFERENCES

Teachers are available for parent-teacher conferences. Parents should telephone for teacher conference appointments at least one day in advance. If a student is having difficulty or not making an effort to complete required work, parents are encouraged to telephone for a conference. Teachers in grades K-6 should strive to make some type of contact with the parents/guardians of every student at least once per month. Teachers in grades 7-12 should strive to make contact with the parents/guardians of every student at least once each nine-week grading period.

PARENT/TEACHER/STUDENT ORGANIZATION

The Cherokee County Board of Education encourages the establishment of a strong and active organization in each school. This type organization provides parents and teachers opportunities to work together in a constructive program for school improvement. It is recommended that each parent/guardian join, attend meetings, and actively support the local Parent-Teacher-Student Organization.

GIFTED EDUCATION

Gifted students are those students 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/guardians, peers, self or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals, using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the guidance counselor, classroom teacher or board of education.

STUDENTS WITH DISABILITIES

The board of education will abide by all regulations regarding the current Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. The Cherokee County Board of Education accepts referrals for the special education program from parents/guardians and school personnel. Referrals are accepted for any child residing within the jurisdiction of the local education agency, birth through twenty-one, regardless of the severity of their disability. For more information concerning the special education program, contact the special education coordinator or the school guidance counselor.

HOMEBOUND INSTRUCTION

In circumstances where a student must be absent from school because of illness or injury for a period of six weeks or more, homebound instruction may be provided. Consideration for homebound instruction will be extended only to students that reside in the Cherokee County School District. A licensed physician must provide documentation that the student is physically unable to attend school for at least six weeks. It is the parent's responsibility to provide the school counselor with the required medical documentation and request consideration for homebound services.

The purpose of the homebound instruction will be to provide tutorial assistance to the student at an assigned location for three hours per week. The regular program teachers, principal and /or appropriate central office supervisor will make grade determination for assignments completed by the homebound student.

SUMMER SCHOOL

A student may earn credit for work done between terms in a regularly organized summer school sponsored by the Alabama Department of Education or with written approval from the State Superintendent of Education for individual study and credit. When financially feasible, a summer school will be operating each year to provide students an opportunity to make up required courses. It is recommended that parents consider the summer program as a regular part of the offering of the school system. Students may attend state accredited summer school outside the system. There is usually a fee required to attend summer school.

CAREER QUEST PROGRAM

Career Quest is a school-within-a-school model. The goal is for Career Quest to be a true alternative school, serving students with disciplinary problems and those with serious social or academic problems. Students and parents can get guidelines and enrollment information for Career Quest from their school counselor. To be enrolled in the Career Quest program, a student must be at least 16 years of age or in the 10th grade and appear before the Career Quest Admission Committee. The committee will give consideration for enrollment of students that are at risk of not succeeding in the regular classroom setting. Career Quest students may participate in extracurricular activities at their home school.

ALTERNATIVE SCHOOL POLICY

MISSION

To provide an alternative setting for those pupils, 7-12, who have failed to conform to behaviors expected in other education settings in our school system, and to provide those pupils with a possible option to expulsion by the Board of Education.

Policy

Admission to the Alternative School will be offered only by action of the Board of Education as per discipline sanction in student handbook. Alternative school services will initially be offered only to pupils currently enrolled in grades 7-12 of Cherokee County School System.

PARENTAL INVOLVEMENT

Parents/guardians will be involved in the Alternative School process at these specific times:

1. Board hearing /meeting in which Alternative School is recommended.
2. Entrance conference with teacher on pupil's first day at Alternative School.
3. Transportation to and from the Alternative School.

*** For students with disabilities (those with IEPs), the parent/guardian will be involved in the IEP meeting that results from disciplinary action leading to the Alternative School recommendation; then also at the Conduct Manifestation Determination meeting, the Board of Education meeting, and the Entrance Conference.*

PUPIL TRANSPORTATION

Pupil will be transported by parent/guardian to and from the Alternative School site. **NO** pupil-operated vehicles will be allowed nor will pupils be allowed to walk home or to other school. Special transportation (for severely disabled pupils) will be arranged through the IEP committee if such committee deems it necessary.

MEALS

Breakfast and lunch meal will be obtained Centre Elementary and/or Cherokee County High School. The free/reduced school lunch/breakfast policy is available to eligible students. Breakfast and lunch may be purchased or lunch may be bought from home. **NO fast food or carbonated beverages** may be brought into the Alternative School by students or parents. Any juice or milk containers brought from home must be in sealed containers that have not been previously opened.

HOURS OF OPERATION

The doors will open to the Alternative School at **7:15 a.m.** breakfast will be served between the hours **7:30 and 7:40 a.m.** Students should be picked up at 2:00 p.m. A parent or guardian (only those submitted on the permission to pick up list) must come inside and sign the student out. Alternative School personnel will under **NO** circumstances transport students to their home or any other location.

CHECK – OUT POLICY

A parent/guardian or other designated adult must check the student out in the *main office* of the Cherokee County Career & Technology Center. The designated adult cannot be a school employee unless he/she is a *direct relative* (Grandparent, Aunt, Uncle or Older Sibling).

** Exception: in case of an emergency, the principal or the assistant principal may checkout a student without the parent/guardian or designated adult being present.*

ATTENDANCE

Attendance at the Alternative School is extremely important. Days missed at the Alternative School must be made up. Excused absences will be made up on a *one-to-one* basis (for each excused absence, one day will be added to total stay required). Unexcused absences will be made up on a *two-to-one* basis (each unexcused absence, two days will be added to total stay required). Tardies and checkouts are made up in the same manner as excused absences.

Students may have days added to their term at the Alternative School for non-compliance with rules, misconducts, etc.

HOME SCHOOL ACTIVITIES

Students who are attending Alternative School due to disciplinary action by the Cherokee County Board of Education may not go on any school campus in Cherokee County during their term at the Alternative School. They MAY NOT participate in sports, attend club meetings or attend ANY type of school function (such as sporting events, pep rallies, after-school dances etc.). This includes any activities or events, even those at schools in other counties, which a Cherokee County school participates in.

**Exception: student attendance at their home school may be granted for IEP meetings or special testing sessions. The student must have prior permission from both the “A” School and home school principals and be accompanied at all times by school personnel. The duration of the student stay on their home school campus is limited to the length of time the meeting or testing session. Attendance at alternative School on the day of a home school visit is required both before and after the meeting or session.*

COMPUTER USE

Alternative School students will have advanced computer technology available to them for learning opportunities. The student should always take care of the equipment in the classroom and be aware that should they deliberately cause the breakage or failure of any equipment. They and their parents/guardians will *be responsible for the replacement of such equipment or the cost of repair.*

Alternative School students may also have the opportunity to use the Internet to help them accomplish some of their class assignments. *No* student will be allowed to access the Internet until they have a sign copy on file with the “A” School instructor of the Cherokee County School District Student Acceptable Use Policy for Computers and the Cherokee County School District Network.

EARLY RELEASE

After serving a minimum of nine weeks, alternative school students will be eligible for early release from the “A” School. The student must apply for early release with the alternative School Early Release Committee. The student will have a meeting scheduled with the committee to plead his or her case. The committee’s decision will be based on documented student performance in “A” School the committee’s decision will be final, there is no appeals process. Any student that attains early release status and is later found guilty of another infraction by the Board of Education must serve the time remaining on his or her sentence in addition to any additional punishment the board deems appropriate for the current offence. A student is only eligible for early release once a year. When sentencing a student to the Alternative School. The Board of Education reserves the right to deny a student the opportunity to apply for early release.

LATE PICK - UP

The time to pick-up students is from 2:00 to 2:15 p.m. each day. Students who are not picked up by 2:15 p.m. each day will have to serve an additional day in the Alternative School for every 15-minute period or portion thereof they remain at the Alternative School. Please be aware of this rule and pick up all students at the correct time.

RULES FOR ALTERNATIVE SCHOOL

- 1. BE ON TIME, IF YOU ARE LATE IT WILL RESULT IN ANOTHER DAY ADDED TO YOUR STAY AT OUR CAMPUS.**
- 2. EACH ABSENCE, CHECK-IN AND CHECK-OUT WILL BE MADE UP.**
- 3. REMAIN IN YOUR SEAT UNLESS TOLD OTHERWISE.**
- 4. NO TALKING, UNLESS CALLED UPON BY THE TEACHER.**
- 5. RAISE YOUR HAND IF YOU HAVE A QUESTION.**
- 6. NO PROFANITY, OBSCENE OR ABUSIVE LANGUAGE.**
- 7. DO NOT WRITE ON WALLS, DESK, COMPUTERS, WORKSTATIONS OR BOOKS. IF A STUDENT DOES ANYTHING TO INTENTIONALLY HARM ANY OF THE EQUIPMENT, SERIOUS REPERCUSSIONS WILL FOLLOW.**
- 8. NO CHEWING GUM, TOBACCO PRODUCTS, FOOD, CANDY OR DRINKS MAY BE BROUGHT TO THE SCHOOL.**
- 9. ALL ASSIGNMENTS WILL BE FINISHED BEFORE GOING BACK TO HOME SCHOOL.**
- 10. STUDENTS WILL NOT LEAVE THE ROOM UNTIL THE END OF THE DAY. (REST ROOMS ARE LOCATED IN THE ALTERNATIVE SCHOOL CLASSROOM.)**
- 11. STUDENTS MUST SUPPLY THEIR OWN BOOKS, PENCILS, AND PAPER EVERY DAY.**
- 12. EACH STUDENT IS RESPONSIBLE FOR CLEANING HIS OR HER AREA AT THE END OF THE DAY.**
- 13. TALKING IS ALLOWED ONLY DURING THE LUNCH BREAK AND THEN ONLY IN NORMAL CONVERSATIONAL TONES.**
- 14. NO BOOK BAGS OR PURSES ALLOWED.**
- 15. EACH STUDENT WILL HAVE CHORES SUCH AS SWEEPING, CLEANING REST ROOM, MOPPING, ETC.**
- 16. RESPECT FOR FELLOW STUDENTS AND SCHOOL PERSONNEL ARE REQUIRED AT ALL TIMES.**
- 17. ANY VIOLATIONS OF RULES WILL RESULT IN FURTHER DISCIPLINARY ACTION.**

ALTERNATIVE SCHOOL DRESS CODE

- 1. No hats or other head wear at any time.**
- 2. No jewelry of any kind.**
- 3. No shorts (both boys and girls) or short skirts.**
- 4. All attire must meet the Cherokee County School System dress code policy or the student will be sent home upon the teacher and principal's judgment.**

TITLE I PROGRAM

The Title I program for schools designated as either Title I School-wide or Title I Targeted Assisted is an integral part of the total academic program. All schools in the Cherokee County School System have been designated as Title I Schools. The goals of these programs are to improve the academic achievement of the students served and to improve the entire education program. Comprehensive strategies are used to carry out the goals set in each school's Title I School Plan. These plans can be viewed at each school in the school media center. Parents are encouraged to provide input in the planning of the school's plan.

Cherokee County Schools Parent and Family Engagement Plan 2017-2018 Title I, Part A – ESSA

The Cherokee County School System, with Title I being an integral part of our K-12 schools, encourages parental and family engagement. Parents and family are considered vital to the strategic planning process and to its successful implementation. The Cherokee County School System realizes that parents and family are the child's first important teacher and that a parent's and family's continuous engagement is essential for the success of the child. The Cherokee County Parent and Family Engagement Plan is developed to assure an active partnership between school and home. The plan will be reviewed each year at the Federal Programs Advisory Committee meeting. Members of the committee will be encouraged to provide suggestions and methods for improving the plan.

Parents and family are invited each year to review the system Title I Plan and are encouraged to make recommendations and address concerns regarding the plan. Parents and family are included in the planning process at each school when developing the school plan. All K-12 schools conduct a survey at the end of the school year to determine needs of the parents and family. Parents and family are provided methods and materials to help their child succeed.

The Cherokee County School System provides one percent of its Title I, Part A allocation for parent and family engagement. Each school budgets this money for parent and family workshops, newsletters, pamphlets or other items that will improve parental and family engagement.

The Cherokee County School System has developed a parental and family engagement policy that follows the guidelines and meets the requirements of the Every Student Succeeds Act (ESSA). The policy outlines that the school system will collaborate with parents and family ESSA to meet these guidelines giving parents and family the opportunity to participate in their children's education.

Listed below are the goals and activities for parent and family engagement:

Implementation of Parent and Family Engagement

GOAL	ACTIVITIES	PERSON RESPONSIBLE	DESIRED OUTCOMES
Increase the number of parents and family participating in their children's education	Have meetings during hours parents and family are able to attend; Invite parents and family to visit their child's classroom & school; Conduct at least one outreach community activity each year	Federal Programs Coordinator, principal, Title I teachers, classroom teachers	More parents and family visiting the school Strengthen teacher-parent and family relationships Improve student achievement
Involve parents and family in the decision making process	Have parents and family serve on school committees; Provide updates on school activities; Provide school compacts	Federal Programs Coordinator, principal, Title I teachers, classroom teachers	Provide parents and family a voice on school operations Keep parents and family informed
Inform parents and family of student progress	Provide midterm reports; Provide STAR results; Use SCHOOLCAST to provide parents and family with school information	principals and teachers	Parents and family and the school will work together to improve student achievement and success.
Involve parents and family in assessing their children	Hold accountability meetings to explain state accountability results; Share literature concerning assessment with parents and family.	principal, counselor, Title I teachers, classroom teachers	Parents and family and students will understand test results; Teachers will be able to help parents and family work on specific skills; Parents and family will feel at ease with testing results

TITLE I – EVERY STUDENT SUCCEEDS ACT PARENT AND FAMILY ENGAGEMENT POLICY

PLANS AND PROCEDURES

The Cherokee County School System shall:

1. provide opportunities for parents of children receiving services to be involved in:
 - A. the development of the LEA Plan to help low-achieving children meet challenging academic standards and
 - B. the process of school review and improvement with regard to schools identified for school improvement;
2. coordinate technical assistance and other support necessary to assist participating schools in planning and implementing effective parent engagement activities to improve student academic achievement and school performance;
3. provide assistance to parents of children served by the LEA, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, how to monitor a child’s progress, and how to work with educator to improve the achievement of their children;
4. provide materials and training to help parents work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental engagement;
5. educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
6. to the extent feasible and appropriate, coordinate and integrate parent engagement activities with programs such as with Head Start, Reading First, Early Reading First, Even Start, and the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, that encourage and support parents in more fully participating in the education of their children.
7. ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
8. provide such other reasonable support for parental engagement activities;
9. conduct, with the engagement of parents, an annual evaluation of the content and effectiveness of the parental engagement policy in improving the academic quality of the schools served including identifying barriers to greater participation by parents in activities offered by the program, and use the findings of such evaluation to design strategies for more effective parental engagement, and to revise, if necessary, the parental engagement policy;
10. encourage parental engagement in the activities of the schools served;
11. provide opportunities for parents of children receiving services to be involved in the decisions regarding how funds reserved for parental engagement activities are allotted.

HOME-SCHOOL COMPACTS

All students in a Title I School-wide Program and targeted students in a Title I Targeted Assistance Program are required to complete a Home-School Compact each year. The compact will be developed and revised by the school’s Title I Advisory Committee, consisting of the school administrator, teachers and parents.

The compact consists of an agreement for the parents/guardians, the student, the teacher, and the principal. Parents should read the parent section carefully, and then sign the compact. Students should read the student section and discuss its contents with their parents/guardians, then sign the compact. When completed, the compact should be returned to the child’s teacher.

PARENTS' RIGHT-TO-KNOW

Qualifications – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. Parents shall submit such requests in writing to the local school. The school will then forward the request to the Central Office, which will provide a response to the parents, send a copy of the school, and retain a copy. The response will be provided within ten (10) working days after receiving the request from the parent.

PARENT NOTIFICATION FOR LIMITED ENGLISH PROFICIENT/ ENGLISH LANGUAGE LEARNERS

PARENT NOTIFICATION – Each eligible entity using funds provided under this title to provide a language instruction educational program shall, not later than 30 days after the beginning of the school year, inform a parent or guardian of a limited English proficient child identified for participation in, or participating in, such program of:

1. the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
2. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
3. the method of instruction used in the program in which their child is, or will be, participating, and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and use of English and a native language in instruction;
4. how the program in which their child is, or will be, participating will meet the educational needs of the child;
5. how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;
6. the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program if funds under this title are used for children in secondary schools;
7. in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and
8. information pertaining to the parental rights that includes written guidance:
 - A. detaining
 - a. the right that parents have to have their child immediately removed from the supplemental program upon their request; and
 - b. assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.
 - B. assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.

BASIS FOR ADMISSION OR EXCLUSION – A child shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

UNSAFE SCHOOL CHOICE OPTION

Definitions: A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words “transfer option school,” “TOS,” or “TOS school” shall mean a “persistently dangerous school” as those words are used in the **No Child Left Behind Act of 2001*, Public Law 107-110, (**Every Student Succeeds Act of 2015*, Public Law 114-95 replaces NCLB), Title IX, and 9532 (a) and (b). For the purpose of this definition, a “violent criminal offense” shall mean 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 (see 13A-6-1, et. Seq., Ala. Code 1975); and use of a handgun, firearm component, explosive, knife, and other “unknown weapons” as defined by the Student Incident Report (SIR).

A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the LEA. The LEA shall notify the student’s parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. ALL LEA transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the LEA annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his/her designee shall orally notify the Prevention and Support Services Section of the SDE within twenty-four (24) hours of the decision that a violent criminal offense has occurred followed by written confirmation. The SDE will assist the LEA in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:

- Step 1 – Notify parent/guardian of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the LEA if another school is available.
- Step 2 – Complete the transfer for those students who opt to do so within 20 working days.
- Step 3 – Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the LEA’s receipt of status.
- Step 4 – Implement the corrective action plan.

Once a school has been identified as a transfer option school, it can return to safe status by:

1. Completing Steps 1 through 4 above, and
2. Completing two consecutive years with less than one percent (1%) of the student population or five (5) students (whichever is greater) expelled for violent criminal offenses as defined in its policy.

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student’s parents;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 6. Religious practices, affiliations, or beliefs of the student or parents; or
 7. Income, other than as required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use:
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
 3. Instructional material used as part of the education curriculum.

The Cherokee County School System developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The Cherokee County School System will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Cherokee County School System will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
Washington, D.C. 20202-4605

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Cherokee County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cherokee County may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cherokee County School System to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class ring or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), (*Every Student Succeeds Act of 2015* (P.L. 114-95) replaces NCLB), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces). In order to make certain applications available to students and parents, the District

may need to upload specific directory information to a third-party software provider in order to create distinct accounts for students and/or parents. Examples of these include, but are not limited to myschoolcast.com, Google, Compass Learning, Renaissance Learning and various other applications used by the District. In these cases, the District will provide only the minimum amount of directory information necessary for the student or parent to successfully use the application.

If you do not want the Cherokee County School System to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1. Cherokee County has designated the following information as directory information. (Note: an LEA may, but does not have to, include all the information listed below.)

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

RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOL

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or his/her designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to 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 a legitimate education interest, if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the schools in the Cherokee County School System disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Cherokee County School System to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

CAREER TECHNICAL EDUCATION

SAFETY

Safety instruction is a vital part of each program of career technical education. Shop or lab work carries with it an obligation for responsible safety practices. Unsafe behavior (pushing, shoving, running, etc.) will not be tolerated in shops/labs and halls. Extreme caution while using power tools is mandatory. Safety glasses and other safety devices are required to be used for all shop/lab activities. Each instructor will explain safety rules during orientation. A safety unit will be taught and each student must make a score of 100% on related safety test before he/she will be allowed to go to work in any shop/lab.

INSURANCE

Career Technical Educational students are required to have accident insurance. The career technical programs do not provide accident insurance; therefore, the parent or guardian of each individual student is responsible for the cost of treatment of any injury incurred at school. The schools will assist with acquiring insurance information for those students who want it.

Any accident at school must be reported on the day of the accident. A school accident report form must be completed and submitted to the principal. The teacher and principal will keep a copy of the accident form on file. It is the responsibility of the teacher to initiate and complete the accident report form. An insurance release form will be sent to all parents and guardians during the first week of school for completion. This form must be kept on file in the principal's office.

LIVE WORK

"Live Work" is assigned by the instructor and performed by the students as part of the student-training program. Such work can be done either in school or on a job location and includes service, repair, or production jobs of any and all kinds, excluding work performed by cooperative education students.

Live work will be conducted when, in the opinion of the instructor, the training program requires such projects for students to acquire occupational skills leading to employment. Live work will be assigned to individual students by the instructor(s) as part of the student's training program and will conform to standards established by the Alabama State Board of Education. Live work will be scheduled for individuals or groups of students to coincide as nearly as possible with the instructional unit with which the work is associated. Live work shall be accepted in terms of its usefulness and need in the training program rather than for production and/or accommodation.

Administration and control of live work shall reside with the school principal. All live work must be approved by the principal and conducted in accordance with these and other policies issued by the Cherokee County Board of Education as the need arises. The principal shall be responsible for the determination and collection of all charges and maintenance of appropriate records.

All live work will be conducted under the supervision of skilled instructors for cost plus 30%, with cost not to exceed industry pricing. Department live work prices will be posted and discussed with the customer before work is started. The school instructor and the principal must approve all work brought in by students for repair. All students or minors must have a parent or legal guardian to sign and approve any work order exceeding \$50.00 before work is started. Students bringing in live work must first pay all fees owed to the

school before work is started. Students bringing in live work must first pay all fees owed to the school(s) they attend. Live work will not be released until the work order is paid in full.

The person, program, institution, or organization for which live work is done shall:

1. Assume all responsibility and liability for the results of the work being done by students.
2. Bear all actual cost of materials and parts involved.

In exceptional cases, such as the construction of a public building, a reduced charge may be used (cost only instead of cost plus 30%). Funds collected from charges on live work projects shall be used for routine maintenance, repair and replacement of equipment, and for operation and maintenance of shops.

The instructor of the department doing the work must obtain all work orders. All work orders will be paid for in the main office. Under no circumstance will an instructor obtain work orders for any department other than his/her own. The owner or person responsible must sign the work order before the work is to be started.

A copy of the invoice is to be brought to the office as soon as it is received. If the instructor picks up materials, he/she is to have the company write an invoice at that time. The instructor is to bring the original invoice to the office. If the company is to deliver the materials, the instructor should ask them to bring an invoice. If an item is returned for credit, the instructor must also obtain a credit memo to turn in with invoices. Credit memos are to be turned in during the month returned purchases were made.

No project is to leave the school until the work order has been paid. If correct procedures are not followed in processing work orders (for example: no signature on work order, project allowed to leave campus without payment), the instructor will be responsible for payment.

Before work is started the instructor should explain to the customer that the students would perform the work. The customer must be notified when he/she should pick up the completed project. Customers are not to visit the school to check on projects during the time work is being done. The program is an instructional program; if the customer is in a hurry for a project, he/she should get the work done elsewhere. Any projects done for instructors/staff should have a work order.

COOPERATIVE EDUCATION/WORK-BASED LEARNING

In order to meet the State Board of Education's minimum requirements for six hours of daily instruction and allow students to participate in on-the-job training, any eleventh or twelfth grade student desiring to enter training during regular school hours must make application with their school principal. The student may then be allowed to enter training in any recognized occupational field that deals with training in productive skills. Participation in on-the-job cooperative experience is available to eleventh and twelfth grade students. All students must be physically fit for the job, have a good attendance record, have satisfactory grades, and have taken Career Preparedness in order to be enrolled in the program. Students are prohibited from working between the hours of 10 p.m. and 5 a.m. on any night preceding a school day. Businesses should be able to provide a copy of their business license. One credit can be earned provided the student successfully completes a minimum of 140 hours of on-the-job training during a semester. Two credits equal 280 hours. Students on seven (7) period days are required to work a minimum of 140 hours per period per year. Students on block schedule are required to work a minimum of 140 hours per block per semester. However, students will not be allowed to stop working if total hours are acquired before the end of the semester/year. Students have to be actively working and logging hours each week they are enrolled in the program.

Students will record their work hours each week. Posting of false hours can result in students being dropped from program. A student should average 10-15 hours per week per credit with majority of hours worked during the week i.e. school week is Monday-Friday. This includes students involved in extracurricular activities. Work-Based Learning is not for students to just work weekends. The co-op coordinator will discuss any problems the student may be experiencing on the job site as needed. The board of education policy will be followed in handling of all problems that arise at the worksite. Students fired or relieved from their job due to a fault of their own can be removed from cooperative education and be

placed in another class that may not be a career technical education course. In order to change jobs, students must first receive permission from the co-op coordinator and work out a successful two-week notice with the current employer. Excessive absences/tardies from school or work may result in removal from the program and loss of credit. A student suspended from school should not be allowed to attend their Work-Based Learning placement during the suspension. On the second offense he/she may be dropped from the Work-Based Learning program with a loss of all credit. Extracurricular school activities, such as athletics, band, etc., must not interfere with the student's work schedule. If there is conflict, work comes first. If a student is absent from school, they are NOT to report to work that day. Parents or guardians are responsible for providing students with transportation to and from the worksite. Students are to leave the campus immediately following the last scheduled class. If a student needs to remain on campus, permission must be obtained from the Work-Based Learning Coordinator or School Administrator. Work-Based Learning sites may need to produce a business license.

WORK PERMITS

The Child Labor Reform Act of 2009 reforms Alabama child labor enforcement standards, transferring the permitting process from the public school system to the Alabama Department of Labor. Under the new system, permits will no longer be required for each minor employed. However, schools will still issue an "eligibility to work" form certifying that students under 16 have satisfactory grades and attendance in order to be employed.

EQUIPMENT

The Career/Tech Instructor is expected to keep all machines, equipment, tools, and other items needed for effective instruction in good repair. He/she should develop a program of preventive maintenance by periodic checkups and routine maintenance of machines and equipment in order to prolong their use. In addition to routine inventories of equipment and tools, a detailed inventory of all items should be made at the end of each school term. Current copies of this inventory evaluation at the end of the year being filed with the local school principal.

Each Career/Tech Instructor shall:

Make the students aware of the importance of the proper care of tools, equipment, furnishings, and building both at school and in the work situation.

Maintain equipment on a day-to-day basis.

Maintain a current inventory of all equipment.

Report improper heating/cooling, lighting, etc. to insure that the area is conducive to learning.

Maintain a clean and well organized learning area.

Report persons who abuse the facility and/or equipment to the principal.

Secure tools and work areas before leaving the class or shop at any time.

Insure proper ventilation at all times.

Not lend tools or equipment to the public or take these items home for personal use.

HEALTH SERVICES

SCHOOL NURSE

A registered nurse (RN) or licensed practical nurse (LPN) is employed as a school nurse by the board of education to coordinate health services for students in grades kindergarten through twelve. Health screenings, including vision, hearing, and scoliosis are done routinely as required by State regulations. These will also be provided for any student on an individual basis as requested by a parent or teacher. The school nurse serves as a liaison between the school and the community to provide agency referrals, health education, and medical information.

Student/ Parent/Guardian Responsibilities: Inform the school nurse regarding any health condition(s).

MEDICATION

- ALL medications, both prescription and over-the-counter, must be brought to the school nurse's office by the parent or guardian.

- ALL medications, both prescription and over-the-counter, to be given at school require a Parental Authorization Form (located in school nurse's office) to be completed by the parent and/or guardian. Prescription medicines will require forms to be completed both by the physician and parent/guardian. Any change in medication will require a new form to be completed.
- NO over-the-counter medications will be maintained or provided by school personnel. Non-prescription medicines will be given only to those students whose parents/guardians provide the medication *and* the appropriate Parental Authorization Form(s).
- ALL medications must be provided in original containers with (in the case of prescription medication) completed pharmacy labels and/or (in the case of over-the-counter) manufacturer's labels and an additional label with a child's name and dosage/time instructions. No medication samples will be accepted at school.
- ALL medications will be kept in a central, secure location at school and given only by designated personnel that received training by the school nurse, except where arrangements are expressly authorized under the policy for "Self-Administration of Medication."
- Medications stored in envelopes, Ziploc bags, etc. will not be administered.
- NO verbal orders for medications (prescription and over-the-counter) will be accepted over the phone from anyone except from the child's physician.
- Parents should check with their child's physician regarding the need for medications to be given during school hours. For example, medications prescribed for three times daily often can be given before school, after school, and at bedtime.
- Students may not have medication in their possession, except with a physician's order on file in the school nurse's office for certain diagnosis. Students who violate these rules will be in violation of the Alcohol/Illegal Drug Use Policy.
- The school nurse reserves the right to deny administering medication to any student.

IMMUNIZATION REQUIREMENTS

As required by Alabama law, proof must be presented that each student has been immunized against diphtheria, Pertussis (whooping cough) tetanus, poliomyelitis, measles (Rubella and Rubeola), and mumps before enrolling in a Cherokee County School, with the following exceptions:

1. Immunization will not be required in the case of a child whose health, in the opinion of a reputable physician, would be endangered.
2. Immunization will not be required when religious exemption form is obtained from an agency of the State Health Department.

It is the duty of the parent or guardians of the child to have such immunization performed and to present to the school authorities the proper certification of immunization or exemption. It is also the parents' duty to ensure that state required immunizations are kept current.

STUDENT ACCIDENT INSURANCE

Student insurance at a reasonable rate is available on an optional basis. Three types of coverage are offered: school day coverage, full coverage, and athletic coverage. Participation in some programs requires that the student purchase insurance coverage or sign a waiver indicating that he/she has adequate coverage. Because of their low cost, this type insurance coverage should only be considered as supplemental.

PREGNANT STUDENTS

For her own health and wellbeing, a student who becomes pregnant must notify the principal/counselor immediately upon knowledge of the condition. The name of the student's physician should be filed with the principal along with a statement verifying that the student's health will not be impaired by school attendance. It is expected that students will return to school within a reasonable time frame after the birth of the child (typically six weeks). The principal and counselor must approve any absences beyond the six-week period. The decision will be based on a physician's recommendation.

****Students are not allowed to bring their babies to school.**

LICE POLICY

The student will not be allowed to return to school until the student has been cleared to return by the school nurse or the school nurse designee. The Cherokee County Board of Education adheres to the recommended guidelines for the control of head lice in schools and has adopted the following procedures for head lice.

First Case of Lice

- On the first day lice are found, a letter will be sent home with the child informing the parent of the lice condition and the process for correction. Any classes missed on this day will be excused.

Second Case of Lice

- On the first day lice are found, a letter will be sent home with the child informing the parent of the lice condition and the process for correction. Any classes missed on this day will be excused.

Third Case of Lice

- When lice are found, a letter will be sent home with the child informing the parent of the lice condition and the process for correction. Any classes that are missed during this time will be unexcused.

THE PROCESS OF GETTING THE STUDENT BACK IN SCHOOL IS AS FOLLOWS:

1. **The child must be brought to the school by the parent or guardian.**
2. Before the child can return to school, the child's head must be shampooed and lice-free.
3. Upon re-entering school, the child must report to the main office for verification that all lice are removed.
4. The school nurse will verify that the child is lice-free.
5. The school nurse will admit the student to the school.
6. The student will not be re-admitted to school until the child is lice free.

Meningococcal Disease

What is meningococcal disease?

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

What are the symptoms?

Symptoms of meningococcal disease are similar to influenza (flu) and may include:

- Sudden onset of a high fever
- Increased sensitivity to light o Headache
- Rash
- Stiff neck
- Confusion
- Nausea
- Vomiting
- Severe aches and pain in the muscles, joints, chest or belly

How does meningococcal disease spread?

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

Where can I find more information?

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

Meningococcal Vaccine

Who should get meningococcal vaccine?

- Adolescents 11 through 18 years of age are routinely recommended for two doses of meningococcal conjugate vaccine (MCV4).
- Preteens should get the first dose of MCV4 at their 11–12 years of age check-up and a booster dose of MCV4 is recommended at 16 years of age.
- Teenagers who missed a dose and are heading off to college as a freshman living in a residence hall. Ask your doctor about getting the vaccine now.
- Teenagers with HIV should get three doses of MCV4.
- People 55 years of age and older should get Meningococcal polysaccharide vaccine (MPSV4).
- Both vaccines prevent 4 types of bacterial meningococcal disease.

Who should be vaccinated because they are at increased risk?

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

What are the vaccine side effects and risks?

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

Where can I find more information?

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

ASBESTOS INSPECTIONS OF OUR SCHOOLS

On July 8, 2010 the superintendent of education forwarded a letter to all parents, teachers and employees of the Cherokee County Board of Education. The letter read:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This law requires all local education agencies throughout the country, public and private, to inspect their buildings for asbestos containing building materials (ACBM's) and to take appropriate response actions if necessary to control the release of asbestos fibers into the environment.

In compliance with this law, our schools have been inspected and special "Management Plan" reports have been developed by an accredited engineering firm. Each Management Plan describes the results of its corresponding school inspection along with recommended response actions in the event of ACBM identification.

A copy of the Management Plan for your school is available for your review in the Principal's Office during normal office hours. If you have any questions regarding this matter, feel free to contact Donnie Duff, AHERA Coordinator, at 927-5020.

* Dale James is the current AHERA Coordinator and can be contacted at 256-927-5020

EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ELIGIBILITY

Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements during the last two semesters in attendance and summer school, if applicable. Eligibility restoration must be determined no later than five (5) school days after the beginning of the next semester. The Cherokee County Board of Education will abide with all current rules and regulation set forth by the AHSAA regarding extra-curricular eligibility and activities. Students should be in attendance at school on the day of any extra-curricular activity in order to participate. Exceptions may be granted by the principal in cases of extreme hardship, such as the death of a family member, etc. Attendance to and/or participation in an extra-curricular activity (including sporting events, prom, banquets, etc.) are considered privileges and not guaranteed rights. The school principal or his/her designee has the right to deny anyone permission to attend or participate in these activities.

ATHLETIC ACADEMIC RULES

(Alabama High School Athletic Association's Academic Guidelines)

Requirements:

1. Students entering the 10th, 11th, and 12th grades must have passed during the last two terms in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
 - Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science and social studies are core curriculum courses.)
 - Any student that accumulates more than four units 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.
2. Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
3. Students entering the 7th grade for the first time are eligible.

****Consult school counselors, principals, or coaches for detailed Alabama High School Athletic Association guidelines.**

AHSAA FINES

Any athlete, parent, student, or visitor that exhibits a behavior during an athletic event that results in a monetary fine being charged to the school, will be responsible for reimbursing the school for all financial charges.

CLUBS AND ACTIVITIES

There are many clubs with a wide range of activities related to the overall school program. These may be supplemental to the instructional program and encourage scholarship or they may be related to hobbies and recreation. Each student is encouraged to participate actively in this phase of the school program. The principal must approve any club sponsored by the school. All clubs are open to any student meeting the necessary membership requirements, regardless of race, sex, creed, national origin, or disabling condition. Most clubs and organizations require a membership fee.

SCHOOL TRIPS

The board of education recognizes that trips to various contests for instructional purposes provide desirable learning experiences. All such trips sponsored by the school must be carefully planned in advance and must be approved by the principal before plans are made. The superintendent is authorized to approve trips for individuals and groups representing the system in science fairs, athletic tournaments, district and state musical contest or other acceptable and worthwhile contests or conferences. Any school class or department thereof during school hours will not sponsor trips for social and entertainment purposes. The school must reimburse the board of education for all extracurricular trips when buses are used. Participation of students in school trips will only be permitted with written permission of parents.

TECHNOLOGY PROGRAM

STUDENT TECHNOLOGY RESPONSIBLE USE POLICY

Purpose

The Cherokee County Board of Education (“CCBOE”) provides all students with access to technology resources for educational purposes. Students are expected to follow the rules set forth in this responsible use policy, the Cherokee County Board of Education Student Handbook (“student handbook”) and the law in the use of the technology resources available.

Definitions

The term “technology” in this document, is intended as a broad interpretation referring to, but not limited to computers, hardware, software, network devices, peripherals, the Internet, e-mail, websites, online class management systems and other online environments.

The term “network” refers to the collection of electronic devices including, but not limited to, computers, printers, scanners, cameras, copiers, connectivity, and other electronic and connectivity devices that may or may not have access to the Internet, networked resources, electronic mail and other devices available through the local network and the Network.

Student Access and Permission

All students will have access to the Internet and other technology resources through their classroom, library, or other school computers. This includes access to, but is not limited to, online curriculum, web-hosted software, email, textbook resources and assessments. The District has the right to place restrictions on the material accessed or posted through the system. Access to the CCBOE Computer Network (“network”) may be revoked as stated in the student handbook. In addition, the policies, rules, and regulations also apply to personally-owned technology resources brought on to school property.

The Internet will be filtered as required by the Children’s Internet Protection Act (CIPA) and student activity on the network will be monitored for student safety and responsible use. Instruction will be provided to meet the requirements of the Technology Course of Study, which includes Internet Safety. The Children’s Online Privacy Protection Act (COPPA) refers to the online collection of information from children under the age of 13. Many third party websites can be a valuable asset to the educational environment and may state in their terms of use the requirement of parental consent for students under the age of 13. Additionally, some third party websites require parental review of their terms and consent of use with a child under the age of 18. A listing of current and potential resources used will be made available on the district website for parents to review.

Students should only use technology resources under the direct supervision of their teacher. In addition, students will need the specific permission of their teacher in order to publish information to the district, school, or class webpages, blogs, wikis, third party sites or other social media sites. When doing so, students are expected to adhere to applicable design requirements, online safety practices, and general rules of good conduct. Specific permission is also required in order to take technology resources off school grounds. A permission form, including specific instructions and conditions, will need to be signed.

Search and Seizure

There is no expectation of privacy in the contents of personal files and use on the CCBOE system. Routine maintenance and monitoring of the network may lead to discovery that students have violated this policy, the student code of conduct, or the law. An individual search will be conducted if there is suspicion that a student has violated this policy or the law.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the network. In the event there is a claim that a student has violated this policy or the code of conduct in the use of the network, the due process policy as outlined in the code of conduct will be followed. Additional restrictions may be placed on the use of the Internet and/or computers and/or other resources of the network as a disciplinary measure.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free, without defect, or always available. The District will not be responsible for any damage students may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Adoption of Procedures and Guidelines

Management of technology resources will be directly related to the procedures developed by the Superintendent and the Technology Office. The Superintendent and the Technology Coordinator are authorized to develop additional rules and procedures regarding the daily use and management of technology resources to ensure proper use through such documentation as the “Technology Standard Operational Procedures” document. This document will be available on the district website for review.

Unacceptable Uses of Technology

Personal Safety:

- Students will not post or expose personal private information about themselves or others such as social security number, birthday, pin number, password, etc.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to their teacher or other school district employee any message and/or material received and/or see that is inappropriate or makes them feel uncomfortable.

Illegal Activities:

- Students will not attempt to gain unauthorized access to the network or to any other computer system through the network or go beyond their authorized access. This includes attempting to log in through another person’s account or access another person’s files.

- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Students will not use technology resources to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

System Security:

- Students are responsible for their individual actions while accessing the network and should take all reasonable precautions to prevent abuse and misuse of the system for activities other than of an educational nature.
- Students will immediately notify the District Technology Coordinator if a security problem has been discovered. Students are not authorized to “look for” or “test” security problems. This action may be construed as an illegal attempt to gain access.
- Students will avoid the spreading of computer viruses through e-mail or the downloading of files from the Internet by following the guidelines established for these activities established by the Technology Office.
- Students will not develop or install malicious software (on or off campus) designed to infiltrate computers, damage hardware or software, spy on others, or compromise security measures.
- If students have an account of any type that is issued through the District, students will not share password or account information with anyone and will protect their account from unauthorized use.
- Students will not attempt to circumvent, bypass, disable, exploit, workaround, break, or render ineffective in any manner whatsoever the security, protection, and/or filtering measures of the network. Any such attempt, whether successful or not, will result in disciplinary action as outlined in the student code of conduct.

Inappropriate Language:

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause damage or a danger of disruption to network use and/or services and/or access.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

Harassment:

- Students will not bully or harass another person as defined by the anti-harassment policy in the student handbook. Online harassment, otherwise known as “**cyber bullying**,” is acting in a manner that distresses or annoys another person.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.

Inappropriate Access to Material

- Students will not use the network to access material that is profane or obscene (pornography), that advocates illegal acts, which advocates violence or discrimination towards other people (hate literature), is illegal, or has no educational value.
- If inappropriate information is mistakenly accessed, students should immediately notify their teacher or other school official of the time and nature of the site accessed. This will protect students against a claim that they have intentionally violated this policy.
- Parents should instruct their child if there is additional material that they think would be inappropriate to access. The district fully expects that students will follow their parent's instructions concerning this matter.
- Students will not use the network for purposes that are personal in nature and are not related to their education and/or specific school assignments.

Respect for Privacy:

- Students will not attempt to read, delete, copy, forward, or modify e-mail or electronic files of others.
- Students will not repost a message that was sent privately without permission of the person who sent the message.
- Students will not post private information about another person.

- Students will not send and/or access electronic information anonymously.
- Students will not falsely pose as an employee of the Board of Education on any website, online forum, social networking site, or other online venue.
- Students will not post an image or the intellectual property of others without their permission.

Respecting Resource Limits

- Students will use the system only for educational purposes.
- Students will not download any file unless under the direct supervision of a teacher.
- Students will not store unauthorized material on computers and/or the network. Students will only store materials authorized by their classroom teacher. Students will remove materials promptly to ensure storage space is not over utilized and/or abused. There is no guarantee of the availability of storage and/or the ability to save and/or retrieve information.
- Students will not mishandle the equipment of the network and will take reasonable precautions to safeguard it from abuse and misuse.
- Students will not attempt to install, copy, delete, setup, remove, monitor or modify in any way software from any computer or system on the network without permission from the Technology Office.
- Students will not attempt to use or gain access to software that is not specifically allowed for educational purposes. Students will report such software discovered to their teacher immediately and provide information on where the software is located.
- Students will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Individual subscriptions to mailing lists, news groups, forums, chat rooms, and other similar discussion type forums are not authorized for students.

Plagiarism and Copyright Infringement

- Students will not plagiarize works including written, graphical, or pictorial data that is found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to you.
- Students will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains language (such as Creative Commons licensing – some rights reserved or is protected by copyright – all rights reserved) that specifies appropriate use of that work, the expressed requirements should be followed. If students are unsure whether or not they can use a work, students should request permission from the copyright owner.

Parental Request for Limited Access

If you or your parent and/or guardian wish for you to have limited access to the Internet, email, network access and/or do not consent generally to the third party site use or COPPA requirements, your parent and/or guardian **must submit in person the form located on the Technology web page of the district web site or available in the school office directly to the school principal**

<http://www.cherokeek12.org>. This will not prevent students from viewing Internet sites or other technology resources presented by school personnel or by other students as part of a lesson, or from using web-hosted software applications used by the school such as, but not limited to, CompassLearning Odyssey, Renaissance Place (AR, STAR), Google Apps, online textbook resources and assessments. In the event of written notification for limited access by a parent and/or guardian, school personnel will take appropriate steps to limit the student from using technology resources independently. Teachers will provide alternate non-technology based assignments on the same content. Additionally, teachers will be required to obtain individual parental permission for any third party sites used.

Acknowledgement/Agreement Form

The Cherokee County Board of Education has established the Student Technology Responsible Use Policy for the safety and protection of all students. Violations of this policy statement are subject to the Cherokee County Board of Education code of conduct.

By signing the Student Handbook Acknowledgement Form, students and parents affirm that they understand and agree to follow the rules and guidelines set forth in the Student Technology Responsible Use Policy. Additionally, students and parents affirm that they understand and agree to give the Cherokee County Board of Education permission to use third party sites with their child for educational purposes and to provide identifying information about their child where necessary for use of the site unless a Limited Access Form is submitted in person to the school principal by the parent within 10 days of initial student enrollment. Identifying information may include items such as first name, last name, email address and username.

SCHOOL CAST

SchoolCast is a rapid alert notification system that enables Cherokee County Schools to reach students, parents, faculty, and staff within moments through a variety of popular communication methods. In 2015, the Federal Communications Commission (FCC) updated its rules to prohibit calls made using automatic telephone dialing equipment or a prerecorded message to any telephone number assigned to a cell phone or any service for which the called party is charged for the call without prior consent. (Reference: 47 U.S. Code § 227)

Therefore, by signing the Acknowledgement page of this Student Handbook, you give Cherokee County Schools permission to call and/or text your landline and/or cell phone numbers with information utilizing the SchoolCast rapid alert notification system. If you wish to opt out of this service, please contact your local school.

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STUDENT INFORMATION SHEET

PLEASE PRINT

Must be completed by Parent/Legal Guardian

PLEASE PRINT

DATE	SCHOOL	GRADE
LAST NAME	FIRST NAME	MIDDLE NAME
DATE OF BIRTH	HOME PHONE	CELL PHONE
PHYSICAL ADDRESS	CITY	ZIP CODE
MAILING ADDRESS	CITY	ZIP CODE

STUDENT LIVES WITH-CIRCLE ONE:
 PARENTS MOTHER FATHER GUARDIAN: RELATION _____

PARENT GUARDIAN ONE

LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS		
EMAIL ADDRESS		CELL PHONE
EMPLOYER	WORK PHONE	

PARENT GUARDIAN TWO

LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS		
EMAIL ADDRESS		CELL PHONE
EMPLOYER	WORK PHONE	

EMERGENCY CONTACT: (PLEASE LIST NUMBERS OTHER THAN YOUR OWN)

EMERGENCY # 1	EMERGENCY # 2
CONTACT _____	CONTACT _____
RELATION _____	RELATION _____
PHONE _____	PHONE _____

THESE PEOPLE HAVE PERMISSION TO CHECK MY CHILD OUT OF SCHOOL (In accordance to school system check-out procedures)

NAME/PHONE NUMBER	NAME/PHONE NUMBER
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

 Parent/Guardian Signature

**Anti-Harassment
Complaint Form**

Date _____

This complaint is being filed against _____ for the following harassment charges.

This complaint is being filed to report a suicide threat made by _____. Below are the details of this threat.

Student, Parent, or Guardian Signature

_____ School Official's Signature
_____ Date received

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The Cherokee County Board of Education Accountability Reports may be viewed at www.cherokeek12.org or www.alsde.edu .

If you do not have access to the internet or need assistance in interpreting the results please contact your school principal.

