

CHEROKEE COUNTY BOARD OF EDUCATION

2011 - 2012

STUDENT HANDBOOK CODE OF CONDUCT

Student Name: _____

Revised July 2011

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.

Table of Contents

INTRODUCTORY INFORMATION..... **3**
Message from Superintendent..... 3
Administration 4
Non-Discrimination Policy 5
Cherokee County School System Directory..... 6
School Calendar..... 7
Mission and Goals 8
Roles of the School, School Personnel, Home and Students..... 9
Emergency School Closing..... 10
Fire and Severe Weather Alarms 10
Visitors to School 10
Asbestos Hazard Emergency Response Act (AHERA) 11
Student Fund Raising..... 11
Returned Check Policy 11
SCHOOL ATTENDANCE/ENROLLMENT **11**
It’s the Law!..... 11
Legal Custody..... 13
Enrollment 13
Admission Policy for Homeless, Migratory, Limited English Proficient Students 14
Residency..... 14
Non-resident Students..... 15
Transfer Students 15
Readmission to School..... 15
Attendance Areas..... 15
School Attendance Policy 15
Absences 16
Check-in/Check-out Policy 16
Parental Excuses 16
Early Warning Truancy Program 16
Absences Due to School Sponsored Authorized Activities..... 17
Illness During School Day 17
Tardies to Class..... 18
Make-up Work..... 18
Credits Withheld/Promotion Denied for Excessive Unexcused Absences..... 18
Attendance Awards..... 18
STUDENT BEHAVIOR **19**
Code of Student Conduct 19
Classifications of Violations and Consequences..... 19
School Conduct Intervention Program..... 21
Disciplinary Jurisdiction 22
Disciplinary Actions & Procedures..... 22
Nonparticipation in Cherokee County School System Activities..... 23
Due Process Procedure 24
Dangerous Activities..... 24
Search and Seizure..... 25
Anti-Harassment Policy..... 25
Sexual Harassment..... 27
Grievance Procedure..... 27
Firearms 28
Electronic Devices 28
ALSDE Policy on Use of Digital Device During Secure Test 28
No Fight Policy..... 28
Tobacco Policy 29
Alcohol/Drug Policy..... 29
Dress Code/Book Bag Policy..... 30
Video Surveillance..... 31
Metal Detectors..... 31
STUDENT TRANSPORTATION **31**
Transportation Policy..... 31
Bus Rules..... 31
Student Transportation and Management 32
Student Drivers 33
CHILD NUTRITION **33**
Program 33
Lunchroom Behavior 33
School Breakfast Requirements 33
School Lunch Requirements 34

Offer versus Serve	34
Meal Pricing	34
Policy for Lunch Charge.....	34
Prepaid Meal Accounts.....	34
<u>ACADEMIC REQUIREMENTS/PROGRAMS</u>	35
Course Fees.....	35
Textbooks	35
Class Schedules	35
Homework	35
Grading System	35
Academic Reporting	36
Promotion/Retention.....	36
Weighted Grades	37
Dual Enrollment.....	38
Graduation Requirements	38
Diploma Options.....	39
Valedictorian/Salutatorian/Honor Students/Class Rank.....	41
Semester and Final Exams	41
Field Trips.....	42
Parent/Teacher Conferences	42
Parent/Teacher/Student Organization	42
Gifted Education.....	42
Students With Disabilities	42
Homebound Instruction	43
Summer School.....	43
Indian Education.....	43
Career Quest Program.....	43
<u>TITLE I PROGRAM</u>	43
Parent Involvement Policy	44
No Child Left Behind Parental Involvement Policy	47
Home-School Compacts	47
Parents' Right –To-Know	47
School Improvement.....	48
Parent Notification for LEP/ESL	48
Unsafe School Option.....	49
Rights Under PPRA	49
Family Education Rights And Privacy Act	50
Rights Under FERPA.....	51
<u>CAREER TECHNICAL EDUCATION</u>	52
Safety.....	52
Insurance.....	52
Live Work.....	52
Cooperative on the Job Training.....	53
Withdrawals/Transfers	53
Work Permits	53
Equipment.....	53
<u>HEALTH SERVICES</u>	54
School Nurse.....	54
Medication Policy	54
Immunization Requirements	55
Important Information on Meningococcal Disease and Vaccine	55
Student Accident Insurance	55
Pregnant Students	55
Lice Policy.....	56
Asbestos Inspections Of Our Schools	57
<u>EXTRACURRICULAR ACTIVITIES</u>	58
Extracurricular Eligibility	58
Athletic Academic Rules	58
AAHSA Fines.....	58
Clubs and Activities.....	58
School Trips.....	58
<u>TECHNOLOGY PROGRAM</u>	59
Responsible Use Policy	59
<u>ACKNOWLEDGEMENTS</u>	63
Student Information Form.....	65
Anti-Harassment Complaint Form.....	67
County Test Scores	69
Accountability Statement.....	69

INTRODUCTORY INFORMATION

MESSAGE FROM THE SUPERINTENDENT

On behalf of the Cherokee County Board of Education, I would like to welcome you to the new school year.

Our goal is to provide all of our students with the opportunity to obtain a quality education. It is up to all of us – student, parents, school employees, teachers, and administration – to work together to see that this goal is accomplished. In order to maintain a fair and consistent system, the Cherokee County Board of Education has adopted this handbook that serves as a guide to the rules, regulations, and policies for all students to follow.

It is imperative that all persons connected with the education process understand the importance of a consistent set of behavior standards and policies. This will assist us in establishing and maintaining an environment that is conducive to learning. Creating such an environment requires the cooperation of the students, parents/guardians, employees of the system and the board of education.

Please take the time to review this Code of Conduct. By adhering to the rules and regulations contained within, we believe that students will display appropriate behavior which will guide their decision making as they mature and become quality citizens. We also believe that enforcing our Code of Conduct will assist us as we strive to provide safe learning environments in which our students can be educated and nurtured during these formative years.

Best wishes for a successful and rewarding school year. Let me know if I can be of any assistance to you.

Brian Johnson
Superintendent
Cherokee County Schools

ADMINISTRATION

	SUPERINTENDENT OF EDUCATION	
Mr. Brian Johnson		256-927-3362
	ATTENDANCE/SPECIAL EDUCATION/504/ CURRICULUM/TESTING SUPERVISOR	
Dr. Trina Wood		256-927-5893
	TECHNOLOGY SUPERVISOR	
Dr. Jimmy Myrick.....		256-779-3101
	FEDERAL PROGRAMS/TEXTBOOKS SUPERVISOR	
Mrs. Jayne Davis		256-927-2770
	CHILD NUTRITION SUPERVISOR	
Dr. Ann Dykes.....		256-927-3397
	CAREER TECHNICAL EDUCATION COORDINATOR ALTERNATIVE SCHOOL/CAREER QUEST	
Mr. Mitchell Guice.....		256-927-5351
	NURSE SUPERVISOR	
Mrs. Teresa Thompson.....		256-927-3014
	CHIEF FINANCIAL OFFICER	
Mrs. Robin Cunningham		256-927-3372
	MAINTENANCE SUPERVISOR	
Mr. Donnie Duff		256-927-5020
	TRANSPORTATION SUPERVISOR	
Mr. Harold Pearson		256-927-2671

CHEROKEE COUNTY BOARD OF EDUCATION MEMBERS

Don Stowe, Chairperson.....600 County Road 119, Centre, AL 35960
Lynn Rochester, Vice Chairperson.....6265 County Road 5, Leesburg, AL 35983
Mark Gossett.....120 County Road 119, Centre, AL 35960
Dewandee Neyman.....507 County Road 47, Fort Payne, AL 35967
Lisa McKissick.....7489 Alabama Highway 35, Gaylesville, AL 35973

The information in this handbook was approved on July 5, 2011 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.

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

Mrs. Jayne Davis or Dr. Trina Wood
130 East Main Street
Centre, Alabama 35960

Mrs. Jayne Davis and Dr. Trina Wood 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. Bobby Mintz.....Principal
Mr. Kevin Porter.....Assistant Principal
Mrs. Andreanna Clifton/Mrs. Somer Nowak.....Counselors

Centre Elementary School.....725 East Main Street, Centre, AL, 35959.....256-927-3302
Mr. Dewayne Pierce.....Principal
Mrs. Jan Aloï.....Counselor

Centre Middle School.....1920 East Main Street, Centre, AL 35960.....256-927-5656
Ms. Renee Miller Williams.....Principal
Mrs. Marcia Sewell.....Assistant Principal
Mrs. Cathy Davis.....Counselor

Cherokee County High School.....910 Warrior Drive, Centre, AL, 35960.....256-927-3625
Mr. Doug Davis.....Principal
Mr. Seth Neyman.....Assistant Principal
Mrs. Penny Grimes.....Counselor

Gaylesville School.....760 Trojan Way, Gaylesville, AL, 35973.....256-422-3401
Mr. Paul McWhorter.....Principal
Mr. Scott Hayes.....Assistant Principal
Mrs. April Walker.....Counselor

Sand Rock School.....1950 Sand Rock Avenue, Sand Rock, AL, 35983.....256-523-3564
Mr. Ben East.....Principal
Mr. Randy Smith.....Assistant Principal
Mr. Brian Mackey.....Assistant Principal
Mrs. Tammy Feming/LynnCurry.....Counselors

Spring Garden School.....P O Box 31, Spring Garden, AL, 36275.....256-447-7045
Mr. Mike Welsh.....Principal
Mr. Wes Neyman.....Assistant Principal
Mrs. Christie Lewis/Mrs. Somer Nowak.....Counselors

JULY 2011						
S	M	T	W	Th	F	S
					1	2
3	[4]	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 4 Independence Day
- 11 AHSGE Week

JANUARY 2012						
S	M	T	W	Th	F	S
1	2]	(3)	4	5	6	7
8	9	10	11	12	13	14
15	[16]	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 3 In-Service
- 4 Students Return
- 10 DIBELS (1/10-1/24)
- 16 Lee/King Holiday
- 17 STAR (1/17-1/30)
- 25 5th Month (20 Days)

AUGUST 2011						
S	M	T	W	Th	F	S
	1	2	(3)	(4)	(5)	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 3 In-Service
- 4 In-Service/
In-Service 3-6 pm
- 5 Institute
- 8 1st Student Day
- 22 DIBELS (8/8-9/2)
- 29 STAR (8/29-9/9)

FEBRUARY 2012						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	[20]	21	22	23	24	25
26	27	28	29			

- 20 Presidents Day/
Weather Day
- 21 ACCESS for ELLs
(2-3 days thru Mar 30)
- 23 6th Month (20 Days)

SEPTEMBER 2011						
S	M	T	W	Th	F	S
				1	2	3
4	[5]	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 2 1st Month (20 Days)
- 5 Labor Day
- 19 AHSGE Week

MARCH 2012						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	[26	27	28	29	30]	31

- 5 AL Alt. Assessment
(1Day thru Mar. 23)
- 19 AHSGE Week
- 20 ½ In-Service 3-6 p.m./
Parent Conferences
- 21 End of 3rd Nine Weeks
- 22 7th Month (20 Days)
- 26 Spring Break Week

OCTOBER 2011						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	[10	11	12]	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3 2nd Month (20 Days)
- 20TH Day after Labor Day
- 5 End of 1st Nine Weeks
- 10 Fall Break
- 11 Fall Break
- 12 Fall Break
- 18 ½ In-Service 3-6 p.m./
Parent Conferences
- 20 EXPLORE

APRIL 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	[6]	7
8	[9]	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 6 Weather Day
- 9 Weather Day
- 10 ARMT (4 days thru
April 20)
- 23 STAR (4/23-5/3)
- 30 8th Month (20 Days)

NOVEMBER 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	[11]	12
13	14	15	16	17	18	19
20	[21	22	23	24	25]	26
27	28	29	30			

- 3 3rd Month (20 Days)
- 11 Veterans Day
- 21 Thanksgiving Week

MAY 2012						
S	M	T	W	Th	F	S
		1	2	3	[4]	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	[28]	29	30	(31)		

- 2 DIBELS
- 4 Weather Day
- 28 Memorial Day
- 29 Graduation:
CB, G, SR, & SG/
½ In-Service 3-6 p.m.
- 30 Graduation:
CCHS
9th Month (20 Days)
- 31 In-Service

DECEMBER 2011						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	[19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 AHSGE Week
- 9 4th Month (20 Days)
- DIBELS (12/9-1/24)
- 16 End of 1st Semester
- 19 End of 2nd Nine Weeks
- Christmas Holidays -
thru Jan. 2

JUNE 2012						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

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 AND SEVERE WEATHER ALARMS

The signal for the fire alarm is a LONG BLAST (at least 6 seconds). The signal for a severe weather alarm is a SERIES OF SHORT RINGS. Fire and severe weather 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.
- Proceed far enough from the building to be safe in the case of fire. Proceed to the designated area in a severe weather 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 severe weather drills, leave all belongings in the classroom, especially bookbags. 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 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 Donnie Duff, 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 anytime 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
3. Birth Certificate
4. Proof of Residence
5. Previous School Records (report card, disciplinary status, etc.)
6. Evidence of Parenthood or Legal Guardianship
7. A valid Driver's License of custodial parent(s) or guardian(s); if a valid Driver's License is not available, must present a valid social security card of parent(s) or guardian(s)

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 seven 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.

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, AND ESL STUDENTS

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001 and the McKinney-Vento Homeless Education Act of 2001, all homeless, migratory 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 and limited English proficient children and youth shall not be denied or delayed due to any of the five barriers listed above under the Enrollment Section. Enrollment under the homeless, migrant, 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

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)

Students transferring from homeschool, 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, homeschool, 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 (**three unexcused check-outs, check-ins, or a combination of both, per semester, equals one unexcused absence for Early Warning purposes**).

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.

SECOND 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 two per school year will result in a petition being filed against the parent/guardian and/or child.
- In the event that a student accumulates two consecutive unexcused absences, the procedures for the first truancy and second truancy will be done simultaneously.

THIRD TRUANCY (UNEXCUSED ABSENCE)

- A complaint/petition will be filed against the child and/or parent/guardian.
- In the event that a student accumulates three or more consecutive unexcused absences, the procedures for the first, second and third 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 Possession of and/or use of electronic communication and recording devices (see page 26, Electronic Communication and Recording Device 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 Possession of and/or use of electronic communication and recording devices (see page 26, Electronic Communication and Recording Device 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 Possession of and/or use of electronic communication and recording device during school hours (see page 26, Electronic Communication and Recording Device 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 Possession of and/or use of electronic communication and recording device during school hours (see page 26, Electronic Communication and Recording Device 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 (alternative education program, expulsion, etc.)

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.

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 23, 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. (see page 23,

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 23, 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.

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 himself/herself 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 of 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 principals’ 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 67)

SEXUAL HARASSMENT

Sexual harassment of students will not be tolerated; and 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

The Cherokee County Board of Education prohibits the possession of and/or use of unauthorized electronic communication devices and unauthorized electronic recording devices during school hours. School hours are defined as 7:00 a.m. through 3:15 p.m., and the duration of time a student is on a school bus or on a school sponsored field trip. Examples of these devices include, but are not limited to, cell phones, pagers, PDA’s, iPods, MP3 players, cameras, etc.

- | | |
|----------------------|--|
| First 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. |
| Second Offense: | Principal or designee retains device for duration of ten (10) school days. Principal or designee has the authority to administer additional punishment if he/she deems necessary. |
| Third Offense: | 3 days Out of School Suspension (OSS) and principal or designee retains device for 30 calendar days (If the 30 th day falls on a weekend or holiday, the device will be returned the next day that school is in session.) |
| Fourth 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, MP# 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 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 outdoors is prohibited on Cherokee County school property during school hours and during after school activities.

STUDENTS

Students are prohibited from using tobacco products 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 (ie. 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/BOOK BAG POLICY

All students are expected to dress in a manner, which reflects self-respect and decency that is appropriate for school. Students are expected also to be clean and neat in appearance and dress. Student dress or appearance, which is determined to be potentially harmful to the student or others or distracting to the educational process, is prohibited. The principal or his/her designee may apply these standards to any extracurricular event or activity and to the approved guests to these activities.

The following are examples of inappropriate dress and will NOT be tolerated:

1. An article of clothing or jewelry that advertises/displays alcoholic beverages, tobacco products, illegal drugs, violent themes (such as professional wrestling), vulgar, abusive, gang related words symbols or messages or other disruptive messages
2. Hats, caps and other head coverings
3. Sunglasses and colored shades, unless a medical excuse is provided
4. Sheer (see-through) tops
5. Tight fitting garments, such as spandex type clothing
6. Clothing which is vulgar in appearance or has holes or frayed areas above the knee exposing skin or undergarments
7. Dresses or shirts that are spaghetti strapped, halter type, strapless, plunging necklines or revealing in nature
8. Bare feet
9. Beachwear or recreational clothing, including exercise clothing
10. Visible undergarments
11. Any type shirt or blouse that exposes the midriff

12. 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)
13. Body piercing jewelry/spacers (hand, tongue, nose, lip, etc), with the exception of earrings
14. Trench coats or western dusters
15. Sagging pants or attire (pants must be worn at the natural waistline)
16. Book or gym bags, with the exception of mesh or clear
17. Spiked jewelry or jewelry that presents a danger to self or others
18. Pants, shorts, skirts or dresses above the knee
19. Any other item that causes undue attention as determined by the principal or his/her designee (ie. unnatural hair color, unnatural contact lenses, mouth grills, tattoos, etc.)

Clothing worn to school, including graduation ceremonies, should always be appropriate for the time and activity. Activity sponsors, with the approval of the principal, may establish more restrictive rules for dress and grooming as a prerequisite for membership and participation in specific activities.

The principal or his/her designee retains the ultimate discretion in determining if a student's attire is appropriate for the school environment. Evaluation of dress not covered by the specific regulations listed above will be done on an individual basis through a referral to the principal or his/her designee. Some exceptions in regards to dress code regulation #18 will be accepted for students in grades K through 5, with the exception of Centre Middle School Students in grade 5.

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.

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 and parent. **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. A competent supervisor and/or manager of transportation service will be employed.
2. All vehicles used for transporting students will have a periodic safety inspection as required by State Law and the State Department of Education regulations.
3. Drivers of all vehicles 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.
4. Buses will not be routed over roads that are not maintained by the federal, state, county or city governments.
5. 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 students with disabilities may include travel to and from school, travel between schools, travel in and around school buildings, modified vehicles or additional personnel assigned to ensure the safe transportation of the students.
 - c. All special transportation vehicles (with the exception of parent vehicles) must meet rules and regulations of the State Department of Education, with drivers of such vehicles meeting training requirements of State Department of Education or other applicable State laws.

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. The food is wholesome, properly prepared, and served in sanitary surroundings at a minimal cost.

Both the breakfast and lunch programs are self-supporting, with federal subsidies and surplus food commodities; no local tax money is used for their operation.

Lunchrooms are regularly inspected and meet the sanitation requirements of the 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 available in each school office.

LUNCHROOM BEHAVIOR

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

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

SCHOOL BREAKFAST REQUIREMENTS

School breakfast is available to **ALL** students at a minimal charge or is provided free or reduced to eligible students. The breakfast meal pattern, as established by the US Department of Agriculture, offers four food components as follows:

- One serving of Milk
- One serving of Juice/Fruit/Vegetable
- 2 SERVINGS FROM ONE OF THE FOLLOWING OR
- ONE SERVING FROM EACH
- Bread/Bread alternate
- Meat/Meat alternate

SCHOOL LUNCH REQUIREMENTS

The meal pattern for school lunch, as established by the US Department of Agriculture, requires that four food components (consisting of five food items) be offered for a daily lunch as follows:

- One serving of Meat/Meat Alternate
- One serving of Grains/Breads
- Two servings of Vegetables (must be two different vegetables),
Or two servings of Fruits (must be two different fruits),
Or one of each
- One serving of Milk

The USDA meal pattern gives the minimum number of servings and portion sizes for various age groups for each of the required food components.

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. They are allowed to **decline one food item** from any component.
- Lunch: Students must be offered all five required food items. They are allowed to **decline two food items**.

The required food items taken by the student must each be a full 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.

MEAL PRICING FOR 2011-2012

	Breakfast Prices	Lunch Prices
Students (Paid)	.75	(Paid) 2.00
(Reduced)	.30	(Reduced) .40
Staff	1.25	2.50
Visitors	1.25	3.50

POLICY FOR LUNCH CHARGES

Schools are not required to provide meals to non-paying full price or reduced price students. However, it is the policy of Cherokee County Schools to allow students to charge one meal. The student must repay the charge before being able to charge another meal. A la Carte items cannot be charged.

PREPAID MEAL ACCOUNTS

The district offers an online prepayment system, *MealpayPlus*, for convenience. Parents and students are able to manage accounts online. Even if the system is not used for prepayment purposes, it is recommended that parents/students register in the system. Advantages include the ability for parents/students to set low balance email alerts and the ability to view students' purchase history.

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.

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.

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 on the fourth day following the end of the nine-week grading period.
- 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. 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.

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, unless they attend and successfully complete the required subjects in summer school.

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. The Senior Class of 2011, 2012, and 2013 and thereafter, must earn 27 Carnegie Units to graduate. 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	13
11 th to 12 th	19

Remedial classes, class work, or tutoring will be provided to students who have failed any portion of the Alabama High School Graduation Exam. **Beginning with the Freshman Class of 2009-2010 (Seniors 2013), students not fulfilling the Alabama State Department of Education/Cherokee County Schools requirements for an Alabama High School Diploma will not participate in the graduation exercise. 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, salutatorian, and class ranking status. Weighted grades are not reflected on progress reports, report cards or transcripts.

Students will receive five (5) weighted points added to the earned grade for each of the following subjects completed: Algebra II, trigonometry, pre-calculus, calculus, anatomy, Biology II, microbiology, chemistry, physics, physiology, Spanish I, Spanish II, Spanish III, statistics, and southern writers. All Advanced Placement and dual enrollment courses will receive ten (10) weighted points added to the earned grade for the course.

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. 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;
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.
2. Ten quarter or six semester credit hours at the postsecondary level will equal one high school credit in the same or related subject.
3. 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.
4. Students must have parental permission for travel off the high school campus. Students may not travel with other students.

GRADUATION REQUIREMENTS

1. Students must pass the Alabama High School Graduation Exam, according to current SDE requirements, and earn Carnegie Unit requirements for the Alabama High School Diploma.
2. Courses in Algebra I, foreign languages, and computer applications that are taken in the eighth grade and fulfill all requirements for the course of study for the high school level may be used to satisfy course requirements for the diploma. However, Carnegie Units cannot be earned in the eighth grade.
3. A student who enters an Alabama high school from another state during the final semester of the senior year must pass the AHSGE in order to earn an Alabama diploma. If the AHSGE has already been administered, the school system should look to the sending school to issue the diploma. If the student insists on receiving an Alabama diploma, then he/she must wait until the next administration of the AHSGE and successfully pass the exam before the diploma can be issued.
4. Students must fulfill the following minimum course requirements to attain the diploma option of their choice:

CHEROKEE COUNTY DIPLOMA OPTIONS

Some diploma options are contingent upon scheduling core requirements at the local high school.

OPTION 1: ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ACADEMIC ENDORSEMENT	OPTION 2: ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED CAREER TECHNICAL ENDORSEMENT	OPTION 3: ALABAMA HIGH SCHOOL DIPLOMA WITH CAREER TECHNICAL ENDORSEMENT
English (Language Arts) 4 Units Four credits to include advanced levels of: English 9 1 English 10 1 English 11 1 English 12 1	English (Language Arts) 4 Units Four credits to include advanced levels of: English 9 1 English 10 1 English 11 1 English 12 1	English (Language Arts) 4 Units Four credits to include advanced levels of: English 9 1 English 10 1 English 11 1 English 12 1
Mathematics 4 Units Four credits to include advanced levels of: Algebra I 1 Geometry 1 Algebra II with Trigonometry 1 1 Additional Course 1	Mathematics 4 Units Four credits to include advanced levels of: Algebra I 1 Geometry 1 Algebra II with Trigonometry 1 *1 Additional Course 1	Mathematics 4 Units Four credits to include advanced levels of: Algebra 1 Geometry 1 Two Additional Units 2
Science 4 Units Four credits to include advanced levels of: Biology 1 A Physical Science 1 Add Life & Phy. Science 2	Science 4 Units Four credits to include advanced levels of: Biology 1 A Physical Science 1 Add Life & Phy. Science 2	Science 4 Units Four credits to include advanced levels of: Biology 1 Physical Science 1 Add Life & Phy. Science 2
Social Studies 4 Units World History (Late) 1 U.S. History (Early) 1 U.S. History (Late) 1 Government/Economics 1	Social Studies 4 Units World History (Late) 1 U.S. History (Early) 1 U.S. History (Late) 1 Government/Economics 1	Social Studies 4 Units World History (Late) 1 U.S. History (Early) 1 U.S. History (Late) 1 Government/Economics 1
Physical Education (no substitutes) 1 Unit Foreign Language (in same language) 2 Units Health Education ½ Unit Fine Arts ½ Unit Computer Applications ½ Unit Electives 6 ½ Units	Physical Education (no substitutes) 1 Unit Career Technical 3 Units (Three Career and Technical courses or two career and technical courses and another course related to the student's career choice) Health Education ½ Unit Fine Arts ½ Unit Computer Applications ½ Unit Electives 5 ½ Units	Physical Education (no substitutes) 1 Unit Career Technical 3 Units Health Education ½ Unit Fine Arts ½ Unit Computer Applications ½ Unit Electives 5 ½ Units
TOTAL 27 UNITS Pass Alabama High School Graduation Exam	TOTAL 27 UNITS Pass Alabama High School Graduation Exam	TOTAL 27 UNITS Pass Alabama High School Graduation Exam

CHEROKEE COUNTY DIPLOMA OPTIONS

Some diploma options are contingent upon scheduling core requirements at the local high school.

OPTION 4: ALABAMA HIGH SCHOOL DIPLOMA	OPTION 5: ALABAMA OCCUPATIONAL DIPLOMA	<u>EQUIVALENT COURSES</u> are those courses that may be taken to meet the core requirements. For example: Algebra IA and Algebra IB combined are equivalent to Algebra I. Students who take Algebra IA, Algebra IB, Geometry and one other math unit will complete their required math units. Students are encouraged to take additional math courses if time allows.
<p>English (Language Arts) 4 Units</p> <p style="padding-left: 20px;">English 9 1</p> <p style="padding-left: 20px;">English 10 1</p> <p style="padding-left: 20px;">English 11 1</p> <p style="padding-left: 20px;">English 12 1</p> <p>Mathematics 4 Units</p> <p style="padding-left: 20px;">Four credits to include equivalent levels of:</p> <p style="padding-left: 40px;">Algebra I 1</p> <p style="padding-left: 40px;">Geometry 1</p> <p style="padding-left: 40px;">Two Additional Units 2</p> <p>Science 4 Units</p> <p style="padding-left: 20px;">Four credits to include equivalent levels of:</p> <p style="padding-left: 40px;">Biology 1</p> <p style="padding-left: 40px;">A Physical Science 1</p> <p style="padding-left: 40px;">Life & Phy. Science 2</p> <p>Social Studies 4 Units</p> <p style="padding-left: 20px;">World History (Late) 1</p> <p style="padding-left: 20px;">U.S. History (Early) 1</p> <p style="padding-left: 20px;">U.S. History (Late) 1</p> <p style="padding-left: 20px;">Government/Economics 1</p> <p>Physical Education (no substitutes) 1 Unit</p> <p>Health Education ½ Unit</p> <p>Fine Arts ½ Unit</p> <p>Computer Applications ½ Unit</p> <p>Electives 8 ½ Units</p> <p style="text-align: right; margin-top: 20px;">TOTAL 27 UNITS</p> <p style="padding-left: 40px;">Pass Alabama High School graduation Exam</p>	<p>English (Language Arts) 4 Units</p> <p style="padding-left: 20px;">English I 1</p> <p style="padding-left: 20px;">English II 1</p> <p style="padding-left: 20px;">English III 1</p> <p style="padding-left: 20px;">English IV 1</p> <p>Mathematics 4 Units</p> <p style="padding-left: 20px;">Four credits to include equivalent levels of:</p> <p style="padding-left: 40px;">Job Skills Math I 1</p> <p style="padding-left: 40px;">Job Skills Math II 1</p> <p style="padding-left: 40px;">Job Skills Math III 1</p> <p style="padding-left: 40px;">Job Skills Math IV 1</p> <p>Science 4 Units</p> <p style="padding-left: 20px;">Four credits to include equivalent levels of:</p> <p style="padding-left: 40px;">Life Skills I 1</p> <p style="padding-left: 40px;">Life Skills II 1</p> <p style="padding-left: 40px;">Life Skills III 1</p> <p style="padding-left: 40px;">Applied Life Skills IV 1</p> <p>Social Studies 4 Units</p> <p style="padding-left: 20px;">Four credits to include the equivalent of:</p> <p style="padding-left: 40px;">World History (Late) 1</p> <p style="padding-left: 40px;">U.S. History (Early) 1</p> <p style="padding-left: 40px;">U.S. History (Late) 1</p> <p style="padding-left: 40px;">Government/Economics 1</p> <p>Career/Technical Education 2Units</p> <p>Physical Education (no substitutes) 1 Unit</p> <p>Health Education ½ Unit</p> <p>Fine Arts ½ Unit</p> <p>Electives 7 Units</p> <p style="text-align: right; margin-top: 20px;">TOTAL 27 UNITS</p>	<p><u>ADDITIONAL COURSES</u> are those courses that have content which is over and above the basic core requirement.</p> <p style="padding-left: 20px;">Note 1: No embedded or applied classes may be used to meet Advanced Academic Endorsement or Advanced Career Technical Endorsement requirements.</p> <p style="padding-left: 20px;">Note 2: Health, fine arts, computer applications, and physical education classes, or other ½ credit course may be combined with each other. (Selections may vary from school to school.)</p>

VALEDICTORIAN, SALUTATORIAN, HONOR STUDENTS, AND CLASS RANK

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, honor students, and senior class ranking. 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. Beginning with the freshman class of 2005-2006, the valedictorian and salutatorian must attain an Alabama High School Diploma with Advanced Academic Endorsement. Beginning with the freshman class of 2009-2010, the valedictorian and salutatorian must attain an Alabama High School Diploma with either an Advanced Academic Endorsement or an Advanced Career Technical Endorsement.

1. The valedictorian, salutatorian, honor students and class rank (grade average) will be determined to the fifth decimal place.
2. Students may not earn more than a 100 average or less than 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.
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, honor student, and senior class rank.
5. PE/athletics and band can only be entered into the calculations for class rank one time per school year.
6. All other credits will be entered toward consideration for valedictorian, salutatorian, honor student, and senior class rank.
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 class rank. 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. Class rank also includes valedictorian, salutatorian, and honor student.
10. Only grades for students who are seeking an Alabama High School Diploma will be calculated in class ranking.
11. Students transferring from a non-accredited school (church school, homeschool, etc) or have received home tutoring must complete at least the complete eleventh and twelfth grade years 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 class rank 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 class rank purposes.

SEMESTER AND FINAL EXAMS

Mid-term/semester and end of term final exams will count 15% of a student's grade. Semester and 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.
7. Students are not allowed to use cell phones or electronic devices at any time during the duration of the field trip, including transportation.

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 gifted specialist at 256-927-4019 or the counselor at your child's school.

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.

INDIAN EDUCATION

Under the U.S. Office of Indian Education, the Indian Education Program is funded to provide additional educational services and cultural awareness instruction for those pupils of American Indian descent.

Eligibility to be recognized as an Indian Education pupil is available to students whose parents file a 506 eligibility form stating from which tribe(s) the student descends and additional information.

Indian Education monies are supervised by the Indian Parent Committee, which currently uses grant money to fund the tutoring program conducted after the school day at respective school sites. The Indian Education Tutoring Program is offered at no cost to the student two times per week. Tutoring is also available to non-Indian pupils if space permits, but Indian students have priority. The Indian Education grant also supports the three-day annual Indian Heritage Days and supplies money for instructional supplies.

Parents of Indian Education students receive newsletters throughout the year informing them of planned events and learning opportunities within the school district and across the Southeast. Indian scholarship folders are furnished to secondary school counselors each school year. Additional information may be obtained from the Indian Education Coordinator at the Cherokee County Board of Education.

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.

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.

PARENT INVOLVEMENT POLICY

It is the policy of Cherokee County Board of Education to promote outreach to parents including their participation in the education of their children. Parents should be active participants in assisting their children to attain English proficiency, achieve high levels in core academic subjects, and meet challenging State academic standards expected of all students. We want to establish partnerships with parents and the community to work together to promote high achievement for our children. These partnerships are critical to the student's success at each level throughout the school years.

Part I General Expectation

The Cherokee County School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) That parents play an integral role in assisting their child's learning;

- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

Part II Implementation

1. The Cherokee County School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
 - *Provide meaningful consultation with parents in the development of the system Title I plan including the Consolidated Application including parent participation on advisory councils.*
 - *Provide system-wide parent involvement activities.*
 - *Provide technical assistance and other support for parents to improve student achievement and maintain strong school, family and community partnerships.*

2. The Cherokee County School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - *Parents will have meaningful consultation in the planning and implementing programs, activities and procedures of Title I programs in each Title I school*
 - *Parents will be included on advisory councils*
 - *Insure that a written parent involvement plan is developed at each school and parents have assisted in the development and review of such plans*
 - *Parents will be involved in the annual review of programs*
 - *Meetings with parents will be offered in as flexible a manner as possible*

3. The Cherokee County School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - *Provide training and consultation for Title I teachers on providing effective parent involvement activities through workshops*
 - *Will conduct parent trainings as needed*

4. The Cherokee County School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:
 - *Providing parents information of programs offered throughout the district such as Indian education, McKinney-Vento, and LEP services at registration, especially kindergarten registration*
 - *Provide coordination of enrollment from Head Start and Pre-K classes to kindergarten classes.*

5. The Cherokee County School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
 - *The district will require each school to conduct parent surveys periodically and will use the data to plan future strategies to improve quality of parent participation*

6. The Cherokee County School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the

school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
- The State's academic content standards,
 - The State's student academic achievement standards,
 - The State and local academic assessments including alternate assessments,
 - The requirements of Part A,
 - How to monitor their child's progress, and
 - How to work with educators:
 - Distribute state and local testing information
 - Ensure that schools educate parents in interpretation of assessments
 - Educate parents in monitoring their children's progress
 - Encourage parents to work with their school and child's teacher to improve their children's success
- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
- *Use newsletters to keep parents informed of methods to improve their child's success in school*
 - *Use multi-media avenues including technology to keep parents informed*
 - *Provide information to parents through board meetings*
- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- *Principal/Supervisor meetings and workshops with teachers and staff to identify barriers and facilitate understanding of parent involvement*
 - *Provide information and training to parents on effective communication with teachers.*
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- *Including sharing information, coordination of schedules, transferring of school records*
- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- *Provide translation of standard notices in languages parents understand*
 - *Comply with Parent-Right-To-Know law regarding professional qualifications of teachers*
 - *Provide parents with timely information concerning program descriptions and explanation of curriculum*
 - *Notify parents of limited English proficiency children's rights*

TITLE I – NO CHILD LEFT BEHIND PARENTAL INVOLVEMENT 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 IEA 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 as described in Sec. 1116 of the NCLB Act of 2001;
2. coordinate technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement 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 involvement;
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 involvement 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 involvement activities;
9. conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement 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 involvement, and to revise, if necessary, the parental involvement policy;
10. encourage parental involvement 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 involvement 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.

SCHOOL IMPROVEMENT

A Title I school shall be identified for school improvement for failure to make adequate yearly progress (as defined by the Alabama Department of Education) for two consecutive years. In the event a school is identified for school improvement, the school system shall provide the parents (in an understandable and uniform format and, to the extent practicable, in a language the parents can understand) of each student enrolled in the school:

- A. an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency involved;
- B. the reasons for the identification;
- C. an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- D. an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem;
- E. an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
- F. an explanation of the parents' option to transfer their child to another public school, with transportation provided by the agency when required, or to obtain supplemental educational services for the child, in accordance to the NCLB Act of 2001.

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 such 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, 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 Step 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 purposed;
 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), 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).

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
- 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 make student insurance available to those 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 ON-THE-JOB TRAINING

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. Priority for participation in on-the-job cooperative experience will be given to twelfth grade students. All students must be physically fit for the job, have a good attendance record, and have satisfactory grades 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. Otherwise there are no restrictions as to the number of hours these students may work. One credit can be earned provided the student successfully completes a minimum of 270 hours of on- the-job training during a semester.

Students are expected to attend seminar once per week. Failure to do so could result in dismissal from the program and loss of credit. Students will record their work hours and update their portfolios each week. 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 will lose credit and will be removed from cooperative education and will 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 from school or work may result in removal from the program and loss of credit. Extracurricular school activities, such as athletics, band, etc., must not interfere with the student's work schedule. If there is a conflict, work comes first. If a student is absent from school, they are NOT to report to work that day unless given prior permission by the coordinator. Students are responsible for their own transportation to and from the worksite.

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 organize 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 and Parent/Guardian Responsibilities are:

- To 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 written request or a physician's order on an asthma plan. 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.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

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

For more information on this and other vaccine recommendation go to: www.adph.org/immunization

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.

CHEROKEE COUNTY SCHOOL SYSTEM

130 EAST MAIN STREET • CENTRE, AL • 35960

PHONE: (256) 927-3362 • FAX: (256) 927-3399

TO: Parents, Teachers and Employees of Cherokee County Board of Education

FROM: Brian Johnson, Superintendent of Education

RE: Asbestos Inspections of our Schools

DATE: July 8, 2010

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.

EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR 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 extracurricular eligibility and activities.

Students should be in attendance at school on the day of any extracurricular 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 extracurricular 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.

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, 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 “**cyberbullying**,” 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, that 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 Restricted Access

If you or your parent and/or guardian do not wish for you to have access to the Internet, email and/or network access, your parent and/or guardian **must notify your school principal in writing**. 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), online textbook resources and assessments. In the event of written notification requesting access restrictions by a parent and/or guardian, school personnel will take appropriate steps to restrict the student from using technology resources independently. Teachers will provide alternate non-technology based assignments on the same content.

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. However, failure to sign or return a signed form does not release students from their obligation to abide by these rules and regulations in the Student Technology Responsible Use Policy and all other applicable Board policies.

This page intentionally left blank.

STUDENT INFORMATION SHEET

This form must be filled out and returned to the homeroom teacher within five days after receipt of this book.

STUDENT		
Last Name	Grade	Homeroom
First Name	Race	Gender
Middle Name	Date of Birth	
Mailing Address	Social Security Number	
	Bus Number	
	County in which you live	
Physical Address		
	School age siblings	
Student lives with		
Directions to home		
PARENT/GUARDIAN I	PARENT/GUARDIAN II	
Name	Name	
Address	Address	
Phone number	Phone number	
Cell phone number	Cell phone number	
Email address	Email address	
Relation	Relation	
Employer	Employer	
Phone number	Phone number	
Driver's license or Social security number	Driver's license or Social security number	
EMERGENCY I	EMERGENCY II	
Contact	Contact	
Relation	Relation	
Phone number	Phone number	

Please check if any of the following apply:

Indian decent
 504 services
 Special Education Services

Besides parent, guardian and emergency contacts, please list others who may check this student out of school.

NAME	PHONE NUMBER

Parent/Guardian Signature

This page intentionally left blank.

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

This page intentionally left blank.

Cherokee County ARMT Scores	2007-08	2008-09	2009-10
--	----------------	----------------	----------------

3 rd Grade ARMT Reading	80.7	84.2	83.7
3 rd Grade ARMT Math	76.8	72.3	71.2
4 th Grade ARMT Reading	85.5	84.9	81.6
4 th Grade ARMT Math	81.5	77.8	73.3
7 th Grade ARMT Reading	78.7	77.1	82.2
7 th Grade ARMT Math	65.2	65.3	72.5
8 th Grade ARMT Reading	66.2	72.4	59.8
8 th Grade ARMT Math	60.3	75.2	79.2

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

