

# **WASHINGTON COUNTY SCHOOL SYSTEM 2021-2022 PARENT AND STUDENT HANDBOOK**

## **WASHINGTON COUNTY MISSION STATEMENT**

The mission of the Washington County Board of Education is “Excellence in Education for All Students”. Our district seeks to provide programs and learning venues that promote academic achievement, career technical opportunities, and holistic growth for each student.

## **WASHINGTON COUNTY VISION STATEMENT**

**Student Success Through Excellence in Education**

## **NOTICE OF DISCLAIMER**

The 2021-2022 school year will continue to be unique for the Washington County School District and its’ students with the continuation of the Covid-19 pandemic. Board policies will continue to be fluid and will be amended to fit the changing school health environment. Any temporary policies will supersede the policies found in this handbook for the duration of the time outline on those adopted policies.

**Alabama’s First County  
Founded June 4, 1800**

**Lisa Connell, Superintendent**

**Board Members:**

**Keith Beech, Dewayne Byrd, David Dees, Lonnie Guy, and Horace Thomas**

## WASHINGTON COUNTY BOARD OF EDUCATION'S NOTICE OF ANTIDISCRIMINATION

It is the official policy of the Washington County Board of Education that no person in Washington County shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Washington County Board of Education will provide equal access to the Boy Scouts of America and other designated youth groups. It is the policy of the Washington County Board of Education to be in compliance with the Family Educational Rights and Privacy Act (FERPA) that affords parents and students over 18 years of age certain rights with respect to the student's educational records.

### Contact Persons:

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Title IV and Section 504 Coordinator  
Trina Moss  
251-847-2401 Ext. 123  
229 Granade Avenue  
P.O. Box 1359  
Chatom, AL 36518

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Academic Requirements are established in the handbook that in effect beginning with the students' 9<sup>th</sup> grade year.

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## CODE OF STUDENT CONDUCT

### INTRODUCTION

The Washington County Board of Education believes that instruction should occur in an environment that is conducive to learning. Effective instruction requires order and discipline. This may be described as the absence of distractions and disturbances which interfere with the effective functioning of the student, the class, and the school. It is also the presence of a friendly, yet businesslike atmosphere, in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

As students progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions.

It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures identified in this Code of Student Conduct shall apply to all students in grades K - 12.

To assist students, parents, administrators, and faculty in maintaining such an environment, the Code of Student Conduct is designed to accomplish the following:

- Describe the roles of the home, the student, and the school.
- Identify student responsibilities and rights.
- Define formal disciplinary actions.
- Standardize procedures for administering formal disciplinary actions.
- Identify classifications of violations and describe procedures for disciplinary action.
- Explain due process procedures.

### EMERGENCY SCHOOL CLOSING

In the event of a school closing for any reason, the Washington County School System's Central Office will notify the media to broadcast or televise details of the situation. You will be notified by School Messenger. Please update your child's school with any address and/or phone number changes during the school year.

### BOARD MEETINGS

The regularly scheduled meeting of the Board of Education will be held as advertised. This schedule is on the District web-site.

### FIELD TRIPS AND EXCURSIONS

Field trips and excursions are extensions of classroom instruction and provide worthwhile learning opportunities for students to participate in unique and enriching educational experiences. School administrators and teachers shall develop systematic procedures for ensuring that all trips away from the school provide optimal learning opportunities for students. The following minimal procedures shall be adhered to when conducting field trips and excursions away from school:

1. Students shall be expected to exhibit good behavior and shall be subject to the same code of conduct applicable to regular classroom activities.
2. Students must have a Field Trip Parental Permission Form Signed by their parents/guardians on file with school officials prior to departing on each school-sponsored field trip, except that a "blanket" permission form will be applicable for such trips that are scheduled in advance and on specific dates, i.e., athletic events, etc., Students not submitting a signed permission form SHALL NOT be permitted to participate in such activity.

### SCHOOL OPENING AND CLOSING TIMES

The times established for the opening and closing of the schools of the School System are fifteen (15) minutes prior to the time students are to report to homeroom/first class and fifteen (15) minutes after the last class period each day. School personnel should not and are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above.

By presentation of this policy, the Board hereby notifies parents/guardians that school personnel are not available to assume responsibility for students who arrive on a school campus before and remain after the transported via school system-owned buses.

Parents/guardians are expected to take responsibility for seeing that their children arrive before the opening of school and are picked up after the closing of school within the time frames noted above. If, for any reason, parents are not able to comply with the times noted, a conference should be scheduled with the principal to discuss the matter.

### STUDENT CHECK-IN PROCEDURE

A student who arrives at school after the time set for the opening of daily activities must check in through the office. The student will be given an admission slip when he/she checks in and a copy of the admission slip will be given to the first assigned teacher. The student will not be admitted to class without the admission slip. The student must be able to present the admission slip on the following day to teachers of classes that were missed.

### STUDENT CHECK-OUT PROCEDURE

The following check-out procedure is for the purpose of assisting the school administrative staff to release certain students during the regular school day in an orderly manner and to provide for the greatest security and safety for released students:

1. Should a student become ill at school, every effort will be made to contact the student's parent/guardian. If the parent/guardian cannot be reached during the school day, the parent/ guardian can designate in the student management program a close relative or neighbor to check

the student out. This may be done in the form of a signed note on file in the office designating the individual that may check the student out of school. No employee may check-out a student that is not his/her own child, grandchild, niece or nephew.

2. The parent/guardian should come to the office and check the student out personally. All checkouts must be approved by a school principal or designee. A student who is checked out for an unexcused reason will not be permitted to make up missed work during such absence. Any exceptions to this policy must be approved by the principal.

**EMERGENCY DRILLS**– Emergency Drills are held in each school at least once per month during the school year.

**Tornado Watch**-In the event a tornado watch is issued for areas in which a school of the School System is located, the principal or designees of that school shall take all actions as specified on the approved Civil Defense plan. When a tornado watch is in effect at the conclusion of the normal school day, students will be released via regular dismissal and transportation plans.

**Tornado Warning** -In the event a tornado warning is issued for areas in which a school of the School System is located, the principal or designees of that school shall take all actions as specified in the approved Civil Defense Plan. Under a tornado warning, students shall not be released via regular transportation plans (I.e., carpools, private vehicles, etc.) provided the warning is in effect at the time set for concluding normal school day activities; except that students may be released during a tornado warning to students' parents/guardians at the end of the school day, provided said parents/guardians come to the school and assume custody of their children.

### **SCHOOL LOCK DOWN**

In the event school officials deem a situation an emergency, they will have the right to issue a school lock-down.

### **COUNSELING SERVICES**

Counselors are available in your child's school. Guidance and counseling personnel help students to become independent problem solvers. Counselors care, listen, guide, and support students. Every school will receive the services of a counselor. The counselors will work with students in the areas of PERSONAL/SOCIAL DEVELOPMENT, EDUCATIONAL DEVELOPMENT, and CAREER DEVELOPMENT.

They will work with students individually, in small groups, and in the classrooms. Counselors will also consult with parents and teachers in an effort to give students the best possible assistance. Counselors will coordinate services with school resource personnel and with community agencies to obtain special help for development of your child, please do not hesitate to contact a counselor assigned to your child's school.

### **PLANNING FOR COLLEGE**

Students planning to attend college should be aware that many colleges require an entrance exam for admission and/or scholarship selection. The entrance examination most used by colleges in the Southeast is the test of the American College Testing Program (ACT). The enhanced ACT contains four curriculum-based tests which measure academic achievement in the areas of English, Mathematics, Reading, and Natural Sciences. The four tests are measures of academic development that rely largely on students' skills in applying the content knowledge and reasoning skills acquired in their course work. The ACT is given in a three-hour morning session on various test dates.

### **DRIVER'S LICENSE/LEARNER'S PERMIT AND SCHOOL ATTENDANCE**

Only legal drivers with proof of valid insurance will be permitted to operate a motor vehicle on campus. Legislation requires school attendance by persons 16-19 years of age as a prerequisite for the issuance of a driver's license/learner's permit by the State of Alabama for the operation of a motor vehicle. School attendance standards may be met by enrollment in a school or General Educational Development (GED) program or job training program approved by the State Superintendent of Education.

### **PENALTY PROVISIONS OF THE ACT**

#### **ENROLLMENT, SCHOOLING, EMPLOYMENT PROVISIONS**

Section 1 of the Act states, The Department of Public Safety shall deny the issuance of a driver's license/learner's permit or the renewal of a driver's license to operate a motor vehicle to any person under the age of 19 who does not, at the time of application present a diploma or other certificate of graduation from a secondary high school or documentation that the person:

1. Is enrolled in a secondary school, or
2. Is enrolled and making satisfactory progress toward the GED certificate, or
3. Is participating in an approved job training program approved by the State Superintendent of Education, or
4. Is gainfully and substantially employed, or
5. Is a parent with care and custody of a minor or unborn child, or
6. Has a physician's statement that the parents of the person depend on him/her as their sole source of transportation, or
7. Is exempt from this requirement based on statute 16-28-1 of The Code of Alabama.

### **SUSPENSION OF CURRENT DRIVER'S LICENSES/LEARNER'S PERMITS**

Further, persons 16 years and older who have a driver's licenses/learner's permits who withdraw or who are absent from school for 10 consecutive days or 15 days total for unexcused reasons during a semester shall be reported by the school authorities to the Department of Public Safety. The Department of Public Safety shall notify persons that their driver's licenses/ learner's permits will be suspended on the 30th day following notification unless reenrollment occurs, or one of the other conditions is documented.

### **OPERATIONAL PROCEDURES: PRINCIPALS' RESPONSIBILITIES**

1. Principals or their designees shall provide students with information relative to the Act and procedures for compliance.
2. Principals or designees shall complete the appropriate section of the "Student Enrollment/Exclusion Status Form" at the request of students enrolled in their schools. Principals or designees should provide students with information relative to completing the section of the form applicable to students; however, it is the responsibility of the student/parent/guardian to secure signatures, documentation statements, etc., for the GED and Exclusion Status Sections.
3. Principals or designees shall complete and transmit the "Department of Public Safety Notification Form" on each student who drops out or is absent from school for 10 consecutive days or 15 days total for unexcused reasons during a semester.

### **OPERATIONAL PROCEDURES: STUDENT RESPONSIBILITIES**

3. Students, 15-19 years of age, who are enrolled in a school of the School System and desire to acquire their driver's license/learner's permit should obtain a "Student Enrollment/Exclusion Status Form" at the office of the school in which they are enrolled prior to going to the Department of Public Safety. Students should complete the name and personal information section of the form and request the principal or designee to complete their applicable section of the form.
4. Persons, 15-19 years of age, who are not enrolled in a school of the School System and desire to acquire their driver's license/learner's permit should obtain a "Student Enrollment/Exclusion Status Form" at the office of the school they previously attended or at the Central Office prior to going to the Department of Public Safety. Such persons should complete the name and personal information section of the form, request that the principal of the school previously attended complete their applicable section of the form, and contact the appropriate agency/individual to complete other applicable sections.

### **OPERATIONAL PROCEDURES: PARENT/GUARDIAN RESPONSIBILITIES**

In an effort to implement and communicate the basic principle of the Act, the Board endorses the following operational procedures:

Parents/guardians and students shall be informed of the intent of Act 93-672 and Section 16-2812 of The Code of Alabama through the printing of its basic principles in student handbooks and/or in school newsletters. Such information should be communicated at the beginning of each school year.

### **PARENTS' RESPONSIBLE FOR THEIR CHILDREN'S CONDUCT AND ATTENDANCE**

The Board hereby advises parents/guardians of their responsibility for the conduct and attendance of their child(ren) based on Legislative Act 93-672 which amends Section 16-28-12 of The Code of Alabama. The Act has important implications for parents/guardians and students of the School System. Section I Title 16, The Code of Alabama, 1975 is amended to read:

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

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

### **BASIC PRINCIPLES**

Parents/Guardians

1. Must enroll their child(ren) in school, i.e., all children between the ages of 6 and 17 shall be required to attend school.
2. Are responsible for the regular attendance of their children.
3. Are to compel their children to properly conduct themselves in accordance with the policies of the Board related to student behavior.
4. Will be subject to prosecution by the District Attorney on third suspension of their children pursuant to Section 16-28-12 of the Code of Alabama.
5. May be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

School principals and/or the Superintendent are/is responsible for reporting violations of this Act to the District Attorney's Office. School principals and/or the Superintendent are/is hereby informed that the intentional failure to report a suspected violation of this Act could result in being declared guilty of a Class C misdemeanor.

## **TITLE I SCHOOL WIDE AUTHORITY**

This serves as notice that all schools in the Washington County School System have Title I Schoolwide status. The emphasis in schoolwide program schools is on serving all students, improving all structures that support student learning and combining all resources, as allowed, to achieve a common goal. Schoolwide programs maximize the impact of Title I. A schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. This schoolwide reform should result in an ongoing, comprehensive plan for school improvement that is owned by the entire school community and tailored to its unique needs.

The schoolwide authority also reflects the following fundamental principles of Title I, as amended by **ESSA 2015**:

**Accountability for Results-** In a schoolwide program, accountability for results is shared throughout the school. All students are expected to meet the State's challenging standards, and students who experience difficulty mastering those standards are provided timely, effective, additional assistance. Teachers use information about student performance and share ways that instruction can be improved to meet a wide range of student needs. The school keeps parents informed of the achievement of individual students, and of the progress of the school in meeting its goals.

**Evidence-based Practices: Gifted Education-** School wide programs operate according to a plan that contains proven, research-based strategies designed to facilitate school wide reform and improvement. Professional development activities are based on practices proven to be successful in helping teachers improve the quality of their instruction. For information about the School system's policies and procedures for the gifted program, please contact the Special Education Coordinator at (251)847-2401 ext. 123.

**School and Community Engagement-** Staff in school wide programs engage parents and the community in their work as planners, participants, and decisions makers in the operation of the school. This collaboration is based on a shared vision of the school's values and overall mission. These partnerships strengthen the school's ability to meet the needs of all students and improve the school.

## **ADULT BASIC EDUCATION PROGRAM**

Please contact Bishop State Community College for more information on the Adult Basic Education Program.

## **EXCEPTIONAL STUDENT EDUCATION**

### **Gifted Education**

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the guidance counselor at your child's school.

### **Special Education Services**

The school system is required to provide a free appropriate public education (FAPE) to students with disabilities that consist of special education and related services designed to meet their individual educational needs in accordance with the Individuals with Disabilities Act (IDEA) and Alabama law. In order to provide FAPE to students with disabilities, the School System maintains an elaborate system of procedures that includes appropriate child find, referral, evaluation and eligibility activities, as well as the development of appropriate Individual Education Plans (IEPs) for students who are identified as disabled in the school environment. In addition, there are extensive procedural safeguards that are available to the parents of students with disabilities. For information about the School System's policies and procedures for students with disabilities, contact the Special Education Coordinator at (251) 847-2401, ext. 123.

### **Section 504 and Disability Discrimination**

The School System is required to operate all of its programs in a manner that is free from discrimination against individuals with disabilities. For students in need of accommodations in the regular education environment, the School System maintains procedures for ensuring the provision of appropriate services.

In addition, and in accordance with Section 504 of the Rehabilitation Act of 1973 and applicable regulations, the following notice of Parent/Student Rights under Section 504 is provided:

### **Parent/Student Rights Under Section 504**

If it is determined that your child has a physical or mental condition that substantially limits a major life activity and, as a result, requires instructional or other appropriate accommodations within the school environment, your child is disabled under Section 504 of the Rehabilitation Act of 1973. In addition, if your child does not have a disability but has a record of a disability or is considered disabled by school personnel, your child is protected from discrimination under Section 504. If your child is disabled or you believe that your child is disabled or had been discriminated against, you are entitled to certain rights. This notice is designed to provide you with information about those rights.

**Under Section 504, you have the right to:**

- Have your child participate in all school activities without discrimination solely on the basis of disability;
- Have your child educated in facilities and receive services that are comparable to those provided to non-disabled students;
- Have your child receive a free appropriate public education (FAPE) which consists of regular or special education and related services designed to meet the educational needs of your child. If it is determined that your child is eligible for special education, those services will be provided under the Individuals with Disabilities Education Act (IDEA) through an Individualized Education Plan (IEP);
- With respect to the provision of education services, you are entitled to:
  - a. Notice with respect to the identification/eligibility, evaluation or educational placement to your child;
  - b. Access to all records relevant to decisions concerning identification/eligibility, evaluation or educational placement of your child;
  - c. The right to challenge any decision made concerning the identification/eligibility, evaluation or educational placement of your child by requesting mediation or an impartial hearing or, in the alternative, filing a grievance with the School System's 504 Coordinator; d. The right to attend any hearing requested;
  - e. The right to be represented by counsel if a hearing is requested; and
  - f. The right to have any decision made at a hearing reviewed.

Any request for a hearing should be made to the School System's Section 504 Coordinator identified below.

- With respect to complaints of discrimination that do not relate to the identification/eligibility, evaluation, or educational placement of your child, you have the right to file a local grievance with the School System in accordance with its grievance procedures.
- With respect to complaints of discrimination based upon a record of a disability or the fact that school personnel are treating your child as disabled, you have the right to file a local grievance with the School System in accordance with its grievance procedures.
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**The Section 504 Coordinator for the School System is Trina Moss.** If you have any questions or concerns, she may be contacted at (251) 847-2401, ext. 123 or 229 Granade Avenue, P.O. Box 1359, Chatom, AL 36518.

**Washington County Board of Education**

**PPRA Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 132h, requires the Washington County Board of Education to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behaviors or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. For more information contact: Jeff Ford @ 251-847-2401 ext. 126 Washington County Board of Education P.O. Box 1359 Chatom, Al. 36518

**ROLES OF THE HOME, STUDENT, SCHOOL, AND SCHOOL PERSONNEL**

In order for effective instruction to occur, there must be a cooperative relationship between student, parent/guardian, 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 attends school daily and promptly report and explain absences or tardiness in writing
- ◇ provide their child with the resources needed to complete class work
- ◇ assist their child in having and maintaining good health and being neat, clean, and appropriately dressed for school
- ◇ bring to the attention of 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 up-to-date homework and emergency telephone numbers at the school

Students should:

- ◇ attend all classes daily and be punctual in attendance
- ◇ come to class with appropriate materials to perform daily assignments
- ◇ respect all individuals and property
- ◇ refrain from profane language, making obscene gestures and inflammatory statements
- ◇ conduct themselves in a safe and responsible manner
- ◇ seek to be healthy, clean, neat, and appropriately dressed
  - ◇ abide by the rules and regulations of the school and each classroom teacher
- ◇ seek changes in an acceptable manner

School Personnel should:

- ◇ encourage the use of effective guidance procedures
- ◇ provide a flexible curriculum to meet the needs of all students
- ◇ maintain effective discipline based upon fair and impartial treatment of all 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
- ◇ involve students and parents in the development of rules and regulations
- ◇ endeavor to involve the entire community in the improvement of the quality of life
- ◇ be in regular attendance and on time
- ◇ perform their duties efficiently and effectively
- ◇ respect other individuals and their property
- ◇ refrain from the use of profanity or from making inflammatory statements
- ◇ conduct themselves in a professional and responsible manner
- ◇ be healthy, clean, neat, and appropriately dressed
- ◇ adhere to the policies prescribed by the Board of Education and to the rules and regulations established by the school, ◇ participate in activities designed to promote professional development
- ◇ utilize a variety of guidance methods which may include the following:
  - (1) Conferences and/or contacts between administrator(s), parents(s), and students(s).
  - (2) Referral to appropriate personnel for counseling,
  - (3) Adjustments in student's program,
  - (4) Referral of specific problems to appropriate community agencies.

## **JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in the Washington County School System are subject to the policies of the Washington County Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities but not necessarily limited to the following:

- Transportation on school buses
- Field trips
- Athletic functions
- Club or organization meetings
- School-sponsored social events
- School groups representing the School System in education events
- Activities where appropriate school personnel have jurisdiction over students
- All school regulations and prohibitions pertain to automobiles driven or parked on school property.

In addition, jurisdictional control over the student may be extended to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of school personnel and students or damage to school property.

## **STUDENT RESPONSIBILITIES AND RIGHTS**

It is the intent of this section of the Code that students be informed that individual rights involve responsibilities which must be viewed in relationship to the health, safety, and welfare of the majority of students within each school. The principal will assume administrative responsibility and provide instructional leadership under the supervision of the Superintendent and in accordance with policies of Board of Education. The faculty and staff will assist in the orderly operation of the school and assure the rights of students.

## **BOOK BAGS/BACKPACKS**

If book bags/back packs are permitted, they must be placed in student lockers or designated areas and remain there during the day.

## **BUS CONDUCT**

While the Board provides for a system of student transportation, it also encourages parents/guardians to accept responsibility for the supervision of their children until such time as he/she boards the bus in the morning and after he/she departs the bus at the end of the day.

Once a student boards the bus he/she become the responsibility of the School District. Such responsibility shall end when the student departs the bus at the regular bus stop at the close of the school day. Since the bus is an extension of the classroom, the Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

When a student does not exhibit proper conduct on a bus, it will be reported to the building principal by the bus driver. The building principal will inform the parents immediately of the misconduct and request their cooperation in controlling their child's behavior. The principal will also discipline guilty students as deemed appropriate.

A student who becomes a serious disciplinary problem on the school bus may have his/her transportation privileges suspended or terminated. In such cases, the parent/guardians of the student involved shall become responsible for transporting his/her child to and from school.

## **BUS RULES**

The Board provides School System supported transportation as a service for all eligible students. It is the intention and desire of the Board that all School System transportation be safe, comfortable, and convenient for our students. Since the riding of school buses is considered a privilege and not a right, the Board hereby conveys to students and their parents/guardians that in order to receive and retain the privilege of riding School System operated buses, students must adhere to all safety and conduct-related rules listed below:

1. Students will not be permitted to leave the bus until it reaches its destination except in cases of emergency.
2. Students are to remain seated until they reach their destination.
3. Students are to be on time at their respective bus stops.
4. Students are to keep head and hands inside the bus at all times.
5. Students are to refrain from loud talking, laughing, and creating unnecessary confusion while on school buses.
6. Students are to treat bus equipment and furnishings with care. Damage to seats and other furnishings must be paid for by the offending student and/or his/her parents/guardians.
7. Students are not to tamper with any bus equipment, especially the emergency door.
8. Students are to keep all books, packages, coats, and other objects out of the bus aisles and driver compartment.
9. Students are not to throw anything out of the bus windows.
10. Students are to respect bus safety rules and bus driver.
11. Students are not to engage in "horseplay" while on or around buses.
12. Students are to remain on the bus and follow driver's directions in the event of a road emergency.
13. Students may be assigned designated seats if necessary.
14. Students are to bring a written note from their parents/guardians if they are going home with a bus student and must ride a bus they do not ordinarily ride. A phone call may be accepted under emergency conditions. No changes will be made after 2:00 P.M. This is for the safety of the students.
15. Students are not to stand in the roadway while waiting for buses.
16. Students shall not bring any type glass container, live animal, inflated balloons or any other item that may impair the safety of the bus.
17. The unauthorized use of cell phones while on the bus is strictly prohibited.

Students, parents/guardians, or other visitors driving automobiles on any school campus are to observe all applicable traffic laws of the State of Alabama. Under no circumstances should any person while on a school campus drive past a school bus while students are loading or unloading from the bus. Automobiles, bicycles, or any other type of motorized vehicles driven or ridden to school by students must be parked promptly in designated locations. They must remain parked for the duration of the school day and until all school buses have loaded and departed the school campus. Only legal drivers will be permitted to operate a motor vehicle on campus.

## **CAMPUS AND SCHOOL ACTIVITIES**

The following general rules shall apply in all schools of the School System:

1. During class changes students must maintain good behavior and walk to the right side of the hall.
2. Students must participate in safety drills as indicated by safety plans.
3. Students are to respect school property. Damage to such property may result in severe fines or other school penalties. In accordance with Legislative Act 94-784 and the Code of Alabama, 16-1-24.1, parents/guardians are responsible financially for their child's destructive acts at school.
4. Students are subject to their school's regular code of conduct while attending or participating in school sponsored activities, either at or away from the school campus.
5. Periodic searches will be made by teachers/administrators for knives or any other weapons that are not allowed on school campus. (Such violations may result in suspension or meeting with the School Board). See item III-6 of the Discipline Code.
6. All official school-sponsored activities must have officially appointed chaperons and school sponsors in attendance. Students are subject to the authority of such persons and must respect their authority at all school-sponsored activities.
7. Students are to use school phones only for emergency purposes.
8. Animals or pets cannot be brought onto a school campus without prior written permission from the principal.

## CLASS SCHEDULE CHANGES

Student class schedules cannot be changed after five (5) school days at the beginning of each semester without the permission of the principal.

## CURRICULUM

Requirements for graduation will be set forth at the beginning of the freshmen year. Students may participate in graduation ceremonies only when they have completed all requirements to graduate as stipulated by the Alabama State Department of Education.

## REQUIREMENTS FOR GRADUATION

Graduation requirements are determined by the State Board of Education. All students must follow requirements in place at the time of their freshmen year.

## EXEMPTION POLICY– SEMESTER EXAMS

Students who take semester exams will be exempt with an 85% or higher GPA in a subject and no more than three days absent for any reason per semester. Exemptions to this rule will be at the discretion of the principal. School events are not counted as an absence for this purpose. Elementary students do not take semester exams. Therefore, the Exemption Policy does not apply to elementary students, and they cannot be exempt from attending school.

## HOMEWORK

The National Association of School Psychologists' position on homework is "...both the quality and the quantity of homework affects student learning. Research indicates that the time students spend on homework has an important effect on their achievement, and students assigned homework achieve at a higher level than those that are assigned none...Homework develops good work habits, gives an opportunity for practice and review, and offers an assessment of the student's understanding of classroom lessons."

Further studies indicate that "homework that is graded or commented on has a stronger impact on achievement than does homework that is not." Therefore, the School System's homework policy shall be based on the following principles:

1. High school students should expect to devote an average of 20 minutes per day per academic subject. High school students seeking advanced diplomas should expect to devote additional time beyond the 20 minutes for each academic subject. The average student should expect to devote 10-45 minutes per day completing all homework assignments in grades 1-3, 45-90 minutes per day for grades 4-6, and 1-2 hours per day for grades 7-12.
2. Assigned homework will be graded or checked and commensurate credit given. Credit can be in the form of grades, points, or quiz responses.
3. Homework will be used as reinforcement of or preparation for classroom instruction; it will not be assigned as punishment.
4. All homework assignments will be clear, concise, and effectively communicated, preferably written on paper or classroom blackboard, with due date specified.
5. Written instructions for all specifications and requirements of research papers will be provided when assigned.

## TESTING SCHEDULE

In order that students not be unduly overburdened with several tests on the same day, the following test schedule will be observed: Tuesday and Thursday—English, science, business education, physical education and driver's education; Wednesday and Friday—social studies, math, career technical education and foreign language. This does not apply to daily quizzes. K-6 teachers will be limited to no more than two tests per day.

## REPORT CARDS/PROGRESS REPORTS

A written report of each student's classroom progress shall be provided to parent/guardians four times each year—at the end of each nine weeks in the form of a report card. Parent Portal is available upon request.

## GRADING SCALE

The following grading scale will be used in grades first through twelve:

90-100	A-Excellent
80-89	B-Above Average
70-79	C-Average
60-69	D-Below Average
59-below	F –Unsatisfactory
	R - Remedial / Below Grade Level

## Grades 7-12 GRADING POLICY

### 9-week categories

- 70% - Summative Assessments (Unit tests and summative projects only) – Must have a minimum of four tests + a **required** 9-weeks test. *Students may NOT be exempt from the 9-weeks test.*
- 20% - Formative Assessments (Classwork, daily quizzes, class activities, tab assignments, etc.) – Must have a minimum of five grades.
- 10% - Teacher choice/participation – (Bell ringers, homework, journals, participation, etc.) – Must have a minimum of five grades.

Each teacher is **REQUIRED** to develop a syllabus describing this grading policy as it applies to his/her class. The syllabus **MUST** be signed by both the student and parents.

## VALEDICTORIAN/SALUTATORIAN

Points shall not be used, or considered, to determine the average of students considered for the Valedictorian, Salutatorian, or Class Spokesperson honor.

The Valedictorian, Salutatorian, and optional Class Spokesperson will be chosen from the following curriculum at the end of their second semester of the senior year.

Grades for all credit-bearing coursework, grades 9-12, will be included and averages computed to the 1/100th point with no rounding. Ties will be used if the averages are the same at that point.

The principal however, will provide current class standing for the purposes of scholarship applications earlier in the year.

The Valedictorian and Salutatorian must be enrolled in school from which chosen by the beginning of their junior year. (Cohorts 2018-2019, 2019-2020, 2020-2021)

The Valedictorian and Salutatorian must be enrolled in school from which chosen for at least 6 semesters from grade 9<sup>th</sup>-12<sup>th</sup> beginning with the 9<sup>th</sup> Grade Cohort of 2021-2022.

Seniors will take final exams 1-2 weeks prior to graduation to enable the above standings to be computed.

All grades should be numerical; however, should one or more grades be on the permanent record as letter grades, the following procedure shall be used to convert the letter grades to numerical grades.

A+=98	B+=88	C+=78	D+=68	F=52
A =95	B =85	C =75	D =65	
A- =92	B- =82	C- =72	D- =62	

### Valedictorian, Salutatorian, Third Honors Criteria

**Required Math:** Algebra I, Geometry, Algebra II, Algebra II with Trigonometry and Precalculus.

**Optional Math:** Calculus or Other Higher Math (Cohort 2021-2022 – Higher Math will be Required not Optional)

(Beginning with Cohort 2021-2022 – Higher Math will be Required not Optional)

Geometry, Algebra II with Statistics, Precalculus, Higher Math/Specialized Course

\*Algebra I with Probability will also be required if Accelerated Math7 and Accelerated Math 8 are not taken.

**Science:** Biology, Earth and Space Science, Chemistry, Physics or Human Anatomy & Physiology, Advanced or other school choice

**English:** English 9, English 10, English 11, English 12

**History:** World History, U.S. History 10, U.S. History 11, Government, Economics

If a student transfers in from another school system with a different grading scale, a reciprocal agreement will be reached as it relates to his/her grades.

## STUDENT CODE OF CONDUCT

Proper behavior by students is essential for the establishment of a school environment that is conducive to academic learning, safety, and social development of students. The Student Code of Conduct is designed to acquaint students and their parents/guardians of the specific behaviors that are prohibited in the schools of the School System and the disciplinary measures that will be administered for violations of the Code. It is the intent and desire of the Board and School System personnel to provide a safe and cooperative learning/teaching environment where students and teachers work together in their best interest. To this end, students should recognize that teachers and school administrators have both the authority and responsibility to maintain classroom discipline and to deal with general school disturbances. Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the principal or designee. Parents/guardians of students who consistently disrupt class and/or exhibit poor work habits will be notified by the teacher and/or referred to a guidance counselor.

When a student is brought to the office for a violation of the Code of Conduct or other misbehavior, the principal or designee will hear the student's explanation and consult further with other school personnel if necessary, before determining the classification of violation and/or disciplinary measure.

Violations of the Code of Conduct are grouped into four classes: Minor, Intermediate, Major and Severe. Each classification is followed by a disciplinary procedure, which is to be implemented by principal or the designee.

Written or verbal request from parents or guardians to have their children exempted from corporal punishment will NOT be accepted.

## PROGRESSIVE DISCIPLINE STEPS

The teachers will exhaust all means to handle discipline issues in the classroom prior to the beginning of this process.

1. **Teacher/Parent Contact** – All communications with parents must be “face-to-face” or telephone. It is not sufficient to text, email, or mail a letter. After second contact the teacher will refer to the principal or assistant principal.
2. **Administrator/Parent Contact** – Contact must be “face-to-face” or telephone only. The administrator will refer to the central office if another infraction occurs.
3. **Central Office Referral** – A notice is sent to parents to appear before the Behavior Intervention Committee (BIC).
4. **Parent/Student will appear before the “Behavior Intervention Committee.”** – The student/parent will be referred to the full Board if ALL requirements of the BIC are not followed.
5. **Parent/Student will appear before the full Board.**
6. **Criminal charges** filed when approved by the full Board.

Principals have the discretion to handle all non-serious discipline referrals in an alternate manner. All Class II and Class III offenses MUST follow this process. Documentation of all steps taken MUST be added into the student management software.

#### CLASS I MINOR OFFENSES

- I-1. DISTRACTION OF OTHER STUDENTS OR THE PROGRAM IN GENERAL.** Any behavior, which is disruptive to the educational process.
- I-2. EXCESSIVE TARDINESS.** Three or more incidents of reporting late to school or class three days per grading period.
- I-3. NON-CONFORMITY TO DRESS CODE.**
- I-4. MINOR DISRUPTION ON SCHOOL BUS.**
- I-5. INAPPROPRIATE DISPLAY OF AFFECTION.**
- I-6. UNAUTHORIZED ORGANIZATION.** Any on-campus participation in fraternities, sororities, secret societies, or non-affiliated school clubs.
- I-7. LITTERING OF SCHOOL PROPERTY.**
- I-8. FAILURE TO COME TO CLASS PREPARED.**
- I-9. UNAUTHORIZED USE OF SCHOOL OR ANOTHER PERSON'S PERSONAL PROPERTY.**
- I-10. INTENTIONALLY PROVIDING FALSE INFORMATION TO PARENTS, SUCH AS THE CHANGING OF GRADES.**
- I-11. FAILURE TO FOLLOW DIRECTIONS.**
- I-12. ANY VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY. I-14. ANY FORM OF ENERGY DRINK THAT IS SOLD FOR THAT EXPRESSED PURPOSE (Red Bull, Monster, etc.) CANNOT BE USED ON CAMPUS.**

#### DISCIPLINARY ACTIONS

##### Elementary Students:

First Offense: Principal/teacher/student conference, parental/guardian contact, and in-school conference arranged if warranted. Placement in detention hall or in-school detention may be assigned.

Subsequent Offenses: Disciplinary actions may include school probation, detention, corporal punishment, in-school detention, Saturday School, or suspension at the discretion of the principal or designee.

##### Middle and High School Students:

First and Second Offense: Principal/teacher/student conference, school probation, parental contact, and an in-school conference will be arranged if warranted. Specific circumstances may warrant disciplinary actions such as probation, corporal punishment, detention (before and/or after school), in-school detention, suspension, Saturday School, or revoking of automobile and/or parking privileges, and in-school suspension.

#### CLASS II INTERMEDIATE OFFENSES

##### II-1. POSSESSION AND/OR USE OF TOBACCO PRODUCTS, LIGHTERS, OR MATCHES.

Students shall not be permitted to possess, smoke, or use tobacco in any form, including any caffeine-based tobacco products, on the school grounds or in school buildings during the school day or when riding school buses to and from school or on a school sponsored trip. Any student in the presence of others in violation of the policy are also subject to disciplinary actions. Parental permission to smoke or otherwise use tobacco does not exempt a student from this policy. Professional school personnel shall organize and maintain intensive programs of education designed to make pupils fully aware of the hazards of smoking and use of tobacco.

##### II-2. GAMBLING.

Any participation in games of chance for money and/or other items of value.

##### II-3. INTENTIONALLY TOUCHING OR STRIKING ANOTHER PERSON AGAINST THE WILL OF THE OTHER.

##### II-4. USE OF PROFANE OR OBSCENE LANGUAGE OR POSSESSION OF PORNOGRAPHIC OR SUGGESTIVE MATERIAL.

##### II-5. THREAT, HARASSMENT, OR INTIMIDATION OF BULLYING IN ANY FORM.

The threat by word or act to do harm to another person, with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such violence is imminent.

##### II-6. DISABILITY HARRASSMENT.

Intimidation or abusive behavior toward a student based on disability including verbal acts, nonverbal behavior, or conduct that is physically threatening, harmful, or humiliating.

##### II-7. "SKIPPING" CLASS OR SCHOOL

##### II-8. CHEATING.

Giving or receiving information that should be completed by an individual student. This action will result in the loss of credit in the particular assignment involved and other appropriate disciplinary action may be taken.

##### II-9. INTENTIONALLY PROVIDING FALSE INFORMATION TO A SCHOOL BOARD EMPLOYEE.

##### II-10. STEALING— LARCENY-PETTY THEFT.

The intentional taking and/or carrying away of property valued at less than \$100 belonging to or in the possession or custody of another.

##### II-11. POSSESSION OF STOLEN PROPERTY.

The possession of property with the knowledge that it is stolen.

##### II-12. THREATS TO DO EXTORTION.

Verbal or written. The completion of the threat, whether by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III Major Offense.

**II-12. TRESPASSING.**

**II-14. POSSESSION AND/OR IGNITING FIREWORKS OR FIRECRACKERS.**

**II-15. UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM.**

**II-16. WRITTEN OR VERBAL PROPOSITIONS TO ENGAGE IN SEXUAL ACTS.**

**II-17. USE OF OBSCENE GESTURES.** Verbal or written directed toward another person.

**II-18. DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TO A SCHOOL BOARD EMPLOYEE.**

**II-19. POSSESSION OF A KNIFE ON SCHOOL PROPERTY.**

**II-20. ANY OTHER OFFENSE WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY.**

**DISCIPLINARY ACTIONS**

**Elementary, Middle, and High School Students:**

First and Second Offenses: Parental/guardian contact and appropriate disciplinary action. Corporal punishment, in-school detention, extended work assignments before and after school, detention (before and/or after school), suspension, Saturday School, or revoking automobile and/or parking privileges, in-school suspension.

**CLASS III MAJOR OFFENSES**

**III-1. ALCOHOL AND OTHER DRUGS.**

The unauthorized use, sale, transfer, possession, trafficking, misuse, and/or abuse of drugs or simulated drugs. These include alcoholic beverages, barbiturates, central nervous system stimulants, hallucinogens, drug paraphernalia, and all other drugs to which the narcotic and drug abuse laws of the United States, local municipalities, and the State of Alabama apply. Required medications should be accompanied by a note from the parent and kept in the school office unless approved by the administration. Refer to S.74 (Act 94-783).

**III-2. VAPING.**

**III-3. ROBBERY.**

The taking of money or other personal property from a person by force, violence, assault, or putting the person in fear of same.

**III-4. STEALING—LARCENY—GRAND THEFT.**

**III-5. BURGLARY OF SCHOOL PROPERTY.**

**III-6. CRIMINAL MISCHIEF.**

Willful and malicious injury or damages at or in excess of \$200. Refer to S.73 (Act 94-819).

**III-7. FIGHTING.**

A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion. Refer to Title 13A of the Code of Alabama 1975. For grades 7-12 refer to No-Fight Policy.

**III-8. VANDALISM.**

Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.

**III-9. DANGEROUS WEAPONS.**

The Board authorized the superintendent or designated official to automatically suspend any student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, chain, or any other object deemed dangerous by the school official. Such weapons are not to be carried by students on school grounds, on school buses, and/or at any school sponsored event, during or after regular school hours. When the student is found to be in possession of a weapon, the Superintendent shall be immediately notified and the following procedures shall be followed:

1. The principal or authorized official shall conduct a brief but adequate hearing, and if the student is found to have a weapon in his/her possession, said student maybe suspended.
2. The parents/guardian(s) of the student shall be notified and the student released into their custody or with their knowledge. If the situation warrants, the student may be released to the custody of the juvenile or civil authorities. In any event, parents/guardians shall be notified immediately of the action taken.
3. Within three school days after policy violation, a conference shall be arranged by the principal. Included in this conference shall be the student, parents/guardian, juvenile or civil authorities (depending on age of student), and principal. Others may be present if deemed necessary and officially requested by school officials. If it is not possible to arrange a conference within three school days, the Superintendent shall extend the suspension or re-admit the student.
4. After the conference is held and all evidence is weighed, the student and parents/guardians shall be notified by the school principal concerning the future status of the student.

**III-10. POSSESSION OF DANGEROUS DEVICES.**

Including but not limited to mace or tear gas. Refer to S. 70 (Act 94-820) and S. 72 (Act 94-817).

Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school is a Class C felony. The term "deadly weapon" as used in this section means a firearm or anything manifestly designed, made or adapted for the purposes 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 switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy-stick, black-jack, bludgeon, or metal knuckles.

**III-11. POSSESSION OF ANY OTHER OBJECT NOT SPECIFICALLY LISTED WHICH PRIMARILY MEANT AND ADAPTED FOR ATTACK AND FOR THE INFLECTION OF INJURY.**

**III-12. THE THREATENED USE OF AN OBJECT NOT DEFINED AS A WEAPON WITH THE INTENT TO INJURE OR INTIMIDATE ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED EVENT.**

**III-13. BOMB THREATS.**

**III-14. INCITING OR PARTICIPATION IN UNAUTHORIZED DEMONSTRATIONS AND/OR DISORDERLY ACTIVITIES WHICH LEAD TO DISRUPTION OF THE NORMAL SCHOOL BEHAVIOR.**

This includes gang-related activity.

**III-15. THE INTENTIONAL THREAT, FIGHT, INTIMIDATION, OR HARASSMENT OF A STUDENT BY TWO OR MORE PERSONS IS PROHIBITED.**

**III-16. DEFIANCE OF SCHOOL BOARD EMPLOYEES WHO ARE IN SUPERVISORY POSITIONS.**

**III-17. ANY OTHER OFFENSE WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY.**

**III-18. SUBSEQUENT VIOLATIONS OF CLASS III MAJOR OFFENSES WILL BE TREATED AS CLASS IV OFFENSES.**

#### **DISCIPLINARY ACTION**

##### **Elementary, Middle, or High School Students:**

The disciplinary action for Class III offenses committed on school premises or during school related functions shall be suspension up to 10 school days with possible recommendation for expulsion. Parental/guardian contact will be made as soon as possible. Law enforcement and/or juvenile court personnel shall be contacted when appropriate.

#### **CLASS IV SEVERE OFFENSES**

If after an informal hearing conducted by the principal, it is determined that a student committed one or more of the following offenses, the principal is authorized to suspend the student immediately for 10 school days. Readmission to school will require an administration hearing by the Superintendent or designee.

##### **IV-1. THREAT, HARASSMENT, OR INTIMIDATION OF A SCHOOL BOARD EMPLOYEE.**

To intentionally threaten by word or act to do violence to the person of another, with the apparent ability to do so, or doing some act which creates a well-founded fear in such person that such violence is imminent. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the school.

**IV-2. BATTERY UPON SCHOOL BOARD EMPLOYEES.** The intentional touching or striking of a school employee against his or her will, or the intentional causing of bodily harm to a school board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the school.

**IV-3. ARSON.** The willful and malicious burning of any part of school board property.

**IV-4. POSSESSION OR DISCHARGING OF DANGEROUS WEAPONS OR DEVICES** in the school building, on the school campus, in a vehicle, or at any school related function. In accordance with Legislative Act 94-817, it is a Class C Felony for a student to be in possession of a weapon while on school premises.

**IV-5. SEXUAL ACTS.** Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.

**IV-6. AGGRAVATED BATTERY.** Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.

**IV-7. A SECOND OFFENSE FROM THE CLASS III CATEGORY.**

**IV-8. ANY TERRORIST ACT.** This act will be reported to the proper Local, State and Federal Authorities.

#### **DISCIPLINARY ACTIONS**

After the initial action, reinstatement or further disciplinary actions resulting from any of the above offenses will be determined by the Superintendent after input from the principal and/or the hearing officer. Disciplinary actions as a result of a CLASS IV SEVERE OFFENSE may result in one of the following:

1. Additional disciplinary action as determined at the hearing.
2. Expulsion from the School System for the remainder of the year.

#### **CLASS V SEVERE OFFENSES**

##### **V-1. FIREARMS**

A student determined to have brought to school or have in his/her possession a firearm defined by Section 921 Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be expelled for a period of one (1) year. The Board and the Superintendent may modify the expulsion requirement on a case-by-case basis.

#### **DISCIPLINARY ACTIONS**

1. Expulsion for the period of one (1) year.
2. Disciplinary action may be modified on a case-by-case basis.

For further information and support of disciplinary actions, please refer to Ala. Code 1975 § 16-1-24.3.

#### **CELL PHONE POLICY**

Cell phones may not be used during the school day. Cell phones must remain in lockers and or backpacks. Students caught with cell phones during times that are not permitted will face the following consequences: The first offense will require the phone to be held by administration to be picked up by a parent/guardian at the end of the next school day. The second offense will require the phone to be kept by school administration until the end of

the nine weeks. The third offense will require the phone to be kept by administration until the end of the school year. Absolutely no cell phones allowed during State Testing. Principal has discretion to treat the first violation as a Class I; the second or third violations as a Class II offense.

## **DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES**

The School System has established the following suspension and expulsion policies and procedures for students with disabilities which are consistent with applicable law:

### **A. Suspension**

1. A short-term suspension, up to ten (10) consecutive school days, may be used for any one disciplinary incident for a student with disabilities.
2. Suspensions which result in more than ten (10) consecutive school days in duration are considered to be a change of placement that will require appropriate action through the student's IEP Committee. In addition, a series of suspensions that total more than 10 school days in a school year that are each of ten days or fewer in duration may create a pattern of exclusion that is a change of placement which would also require appropriate action through the student's IEP Committee.

### **B. Expulsion (Total removal from a student's current educational service).**

1. A student with a disability may not be expelled from school for any misbehavior that has a direct and substantial relationship to that student's area of disability or where the student's behavior was a direct result of the School System's failure to implement the student's IEP.
2. If the IEP Committee determines that the misbehavior in question does not have a direct and substantial relationship to the student's area of disability and that behavior was not a direct result of the School System's failure to implement the student's IEP, the student may be expelled.
3. However, a complete cessation of education services is not permissible.
4. Expulsion constitutes a change in placement which requires due process protection through IEP Committee action.

### **C. Student Status during Proceedings.**

1. If an administrative or a judicial remedy is requested as a result of parental disagreement with any disciplinary action on the part of the School System, the student will remain in the interim alternative educational setting recommended by the IEP Committee pending the decision of the hearing officer or for the time recommended by the committee, whichever occurs first, unless the School System and the parent agree otherwise.
2. If the education agency believes the student with disabilities poses an immediate threat to the safety of himself/herself or others, the education agency may request injunctive relief from court of competent jurisdiction to have the student temporarily removed from the present education placement until the issue is resolved.

## **DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES WHO BRING WEAPONS TO SCHOOL, POSSESS OR USE ILLEGAL DRUGS OR INFLICT SERIOUS BODILY INJURY UPON ANOTHER PERSON**

The IDEA contemplates special circumstances and exceptions to the "change of placement" procedures where a student with a disability carries a weapon, knowingly possesses or use illegal drugs at school or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. In such circumstances, the School System may remove the student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior has a direct and substantial relationship to the student's disability. This will provide the IEP Committee the time it needs to make appropriate determinations and engage in other appropriate action as required.

## **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 this policy means a student who is enrolled in the Washington 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 reasonably 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
  - 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. Violation of this policy will be considered a Class IV violation.

### **Section 5. Reporting, Investigation, and Complaint Resolution Procedures.**

- (a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- (b) Upon receipt of the complaint, the principal or the principal’s designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s designee determines that the complaint alleges a serious violation, the principal or the principal’s designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period, taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably 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.

### **POLICY REGARDING TV SURVEILLANCE CAMERAS**

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Washington County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the system. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes and on applicable laws related to the use of surveillance equipment. 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. All school personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

### **POLICY REGARDING METAL DETECTORS**

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Washington County Board of Education may employ the use of metal detectors. Stationary and/or mobile metal detectors may be used. Training shall be provided for authorized persons on the use, maintenance, and storage of said equipment and on laws and procedures for conducting searches. Particular circumstances may call for private, handheld metal detector searches. All metal detector searches shall be conducted by school board employees. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes. The board shall establish the schedule for use of detectors, but individual schools may implement a more stringent schedule if approved by the board. These policies shall be communicated annually to all school personnel, students, and parents.

#### **DIGITAL DEVICE POLICY REGARDING TESTING**

*Alabama State Department of Education Suggested Guidelines for the Search of Digital Device Seized During the Administration of a Secure Test*  
Please note that these guidelines were created with the assumption that students (and preferably parents) have been notified (verbally and in writing when at all possible) that: (1) the possession of a digital device is **STRICTLY PROHIBITED** during the administration of a secure test; (2) if the device is used during the administration of a secure test, the device will be confiscated and is subject to a search; and (3) if the device is used during the administration of a secure test, the student's test will automatically be invalidated. The suggested guidelines are as follows:

1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to help prevent any remote-access data-wipe.
2. The test administrator should deliver the device as soon as practicable to a school administrator.
3. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
4. For the purposes of determining whether a search of a digital device should take place, the school administrator should:
  - a. Learn the facts regarding the seizure of the device from the test administrator, and
  - b. Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.
5. If the school administrator determines that the student was merely in possession of the digital device then it may be returned to the student in accordance with the school system's policy.
6. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.
7. If no wrongful activity is discovered on the device then it may be returned to the student in accordance with the school system's policy.
8. If wrongful activity is discovered on the device regarding the test at issue or, if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device in accordance with the school system's policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.
9. Following a search in which wrongful activity is discovered, and when the device is a "smart phone," the device should be turned off after the search to help prevent a potential remote-access data-wipe.
10. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.
12. In any situation involving the search and seizure of a student's property a school administrator should consult with his or her supervisor in accordance with the school system's policy.

#### **DRESS CODE AND GROOMING GUIDELINES**

The following dress and grooming guidelines shall be applicable in the schools of the Washington County School System:

1. Students are to conform to their school's dress code.
2. Hats, caps, sweatbands, bandannas, visors, sunglasses are not to be worn once a student gets on the school bus. These items must be placed in bookbags/duffle bags before getting on the bus. These items must be left in vehicles if driving or must be placed in bookbags/duffle bags before exiting the personal vehicle.
3. Hair styles should be of such design as not to interfere with the learning process.  
Hair must be clean, combed, and well-groomed and should not impair vision. Male students with facial hair must keep it neat and well-groomed. No article which is disruptive to the learning environment or which tends to identify a student with a gang or any subversive or unlawful organization will be allowed.
4. Transparent (see-through) garments may not be worn without complete and appropriate undergarments. No lounge wear, boxer shorts, or any type underwear shall be worn as outer-wear.
5. No visible piercings may be worn on any part of the body with the exception of the ear.
6. Sundresses and backless dresses or tops will be worn with a jacket.
7. Cut-off tops, tank tops, and mesh tops can be worn if a T-shirt with sleeves is worn underneath, or another shirt is worn over the top.
8. Halter tops, tube tops, and midriff tops are not allowed. Midriffs and sides must be covered.
9. Insignias, buttons, and clothing which are suggestive of any alcoholic beverages, vulgarities, or illegal drugs may not be worn at school.
10. Jeans and other articles of clothing must be clean with no open holes above the knee; no shredded jeans will be allowed.

11. Skirts, dresses, culottes, and walking shorts may be worn if they are an appropriate length. All skirts and short pants must not be shorter than 3 inches above the top of the knee as determined from the casual view of a teacher or administrator. No short shorts or gym shorts will be allowed unless worn while a student is actively engaged in physical education and athletic activities in areas designated by the principal.
12. Clothing shall not be so tight or so loose as to be overly revealing.
13. Closed toe and closed heel shoes should be worn in school settings, except for other days at the discretion of the principal.
14. The principal or other representative of the Superintendent may issue additional guidelines in instances that interfere with the learning process.
15. Spirit shirts must support the school in which the student attends.
16. All visible clothing must be school colors.

Any student who fails to dress appropriately will not be allowed to attend class until proper clothes can be secured. If necessary, parents/guardians will be called to bring proper clothes to school.

## WASHINGTON COUNTY SCHOOLS' DRESS CODE

SHIRT	Students will wear a white or school color polo shirt, buttoned and tucked at all times, with emblems/logos that are no larger than A quarter. Students may also wear a spirit t-shirt containing a school logo and is of the school colors of the school they attend.
PANTS	Students may wear khaki pants with finished hems that are fitted for and worn at the waist. Capri pants with finished hems that are fitted for and worn at the waist may be worn by girls. Blue jeans with finished hems that are fitted for and worn at the waist may be worn. Blue jeans may not have rips, holes, or tears. There will be a No Tolerance with uniform violations and blue jeans. Cargo pants and sagging/baggy pants are not allowed.
SHORTS	Students may wear khaki shorts that are not more than 3 inches above the middle of the knee and not more than 3 inches below the middle of the knee. No jean shorts.
SKIRTS	Girls may wear khaki skirts or skorts that are not more than 3 inches above the middle of the knee. Jean skirts may be worn, but the skirt cannot be more than 2 inches above the ankle.
SHOES	Students will wear shoes with a closed toe and closed heel.
BELTS	Students must wear a belt. Belts and buckles cannot contain print or pictures. Bracelets, belts, and other clothing accessories with spikes, studs or inappropriate language are not allowed.
SWEATSHIRTS & HOODIES	Sweatshirts and hoodies must be of school color, and black, white, or grey.
VISIBLE CLOTHING	All visible clothing must be school colors.
OUTERWEAR	Jackets, coats, sweaters, and sweatshirts are considered outerwear and must be worn with a uniform shirt. Coats and jackets may be any color. They may not have lettering; logo (s) of alcohol, tobacco, and/ or controlled substance; nor pictures, symbols, or artwork that might be offensive in nature and cause a disruption to the educational process. Sweatshirts and sweaters must be school colors as approved by the principal.

Hoods may not be worn on the head inside of the building or on the school bus.

No leggings may be worn as outerwear.

No clothing from an opposing school may be worn at any time.

Dress code compliance refers to the article of clothing that is worn, as well as how it is worn. Dress code compliance is determined by the principal and his/her designee.

## ELECTIONS

All scoring sheets for selection shall be turned into the principal and should be made available to the Superintendent upon request.

### I. Student Council\*

#### A. Election Schedule

1. One week during the month of March - Nomination forms due in office for those seeking office by 12:00 noon, Friday
2. Monday-Wednesday: Campaign for the office-(put up posters, pass out stickers, etc.)
3. Wednesday: Assembly for speeches.
4. Thursday: First election in homerooms.
5. Friday: Run-off elections in homerooms.

6. The Counting Committee will be responsible for counting votes.

**B. President**

The candidate for president must be a senior during his/her term of office, maintain a “B” GPA, have been a student Council officer for a least one year, or have attended a State Student Council Workshop, or have served as a student council member during his/her junior year.

**C. Vice-President, Secretary, Treasurer, Reporter**

Any student who will be at least a sophomore in his/her term of office and maintains a “B” GPA is eligible to seek the office of Vice-President, Secretary, Treasurer, Reporter, Parliamentarian, or Sergeant-at-Arms.

These offices will be filled through appointment by the Principal and Student Council Advisor. The selections will be made from the list of candidates who sought the five elected offices.

\*Elementary schools may hold elections at the beginning of each school year.

## **II. Class Officers**

### **OFFICES TO BE ELECTED ARE PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, AND REPORTER.**

A parliamentarian and social chairperson will be selected from the list of all students seeking the five offices. This selection will be made by the class sponsors and principal. The two appointed officers will serve as class officers in full standing.

### **SCHEDULE FOR ELECTIONS**

First day of Elections—Nominations

Second day of Elections—Speeches to Class Third

day of Elections—First Election

Fourth day of Elections—Run Off if Necessary

### **PROCEDURE FOR ELECTIONS**

On the first day, homeroom teachers will collect a note from any student wishing to seek a particular class office or nominate another student. A complete list will be made and returned to the office. On the second day, any student seeking office who wishes to speak to the class as a whole will have that opportunity.

On the third day, the first election will take place. Each student will be given a ballot and asked to vote for one person for each office. These will be collected and counted in the office.

On the fourth day, a run-off election will be held if necessary. At morning break, homeroom teachers will be asked to meet in the library to discuss appointments for parliamentarian and social chairperson.

On Friday, each homeroom will vote on two Student Council representatives. Students are encouraged to vote on dependable students. These elected students will attend meetings and report back to their homeroom on the following day. It is important to get students who will remember when a meeting is held and attend the meeting.

### **COUNTING COMMITTEE**

1. The committee shall consist of at least three (3) adults. This committee shall be headed by the principal of the school and (2) appointed by him/her.
2. The two appointed members must be regular, certified teachers of the respective school.
3. The principal may appoint additional members at any time and may make changes on the committee at any time for any legitimate reason.
4. In case of death, sickness, transfer, resignation from the committee or any other reason, the principal shall appoint someone to fill the vacancy on the committee immediately.

## **III. Cheerleader**

**Each school shall form a cheerleader committee consisting of seven (7) members. This committee shall include:**

**Principal; Athletic Director; Cheerleader Coach; Two (2) Faculty Members; and two (2) Cheerleader Parents.**

The parents will serve on the cheerleader committee only for budgetary discussions and decisions.

The cheerleader committee will meet at the request of the principal or cheerleader coach to address questions, problems, or disciplinary actions.

The principal and cheerleader coach are non-voting members of this committee. The actions of the committee are binding.

### **A. Purpose**

1. The cheerleaders shall promote and uphold school spirit.
2. They shall develop a sense of good sportsmanship among students.

### **B. Membership**

Students must be in the 6th, 7th, or 8th grades to try out for junior high cheerleader, students must be in the 7th or 8th grades to try out for junior varsity cheerleader; students must be in the 8th, 9th, 10th, or 11th grades to try out for varsity cheerleader.

### **C. Eligibility**

Must meet guidelines set by the AHSAA. (Ex. Cheerleaders must follow the same eligibility as an athlete.)

### **D. Tryouts—procedure**

1. Tryouts will be available at no cost to the students.
2. Tryout practices will be held at least seven consecutive days before scheduled tryouts. These practices must be attended unless the cheerleader coach gives prior approval for absence.
3. Student must be at school all day on the day of tryouts.

- Cheerleaders will be selected by a panel of judges, one of which will be minority. This panel will consist of at least three judges. No cheerleader will be chosen by popular vote.
- Captain and Co-Captain will be selected by Sponsors. Each prospective cheerleader will be judged on the following criteria:
  - Entrance/Exit/Smile
  - Arm Motions/Coordination
  - Grooming/Appearance
  - Eye Contact
  - Jumps
  - Cheer and Chant Execution
  - Dance Routine
  - Aerobics (split, cartwheel, leg extension)
- Final selection will be based on highest scores as determined by the judges. Decisions made by the judges are final.

#### **E. Uniforms and appearance**

- Each cheerleader will be responsible for paying for his/her own uniform over and above fund-raising projects.
- Each cheerleader is responsible for the care of his/her uniforms.
- The length and style of the uniforms will be decided upon by the squad members and the cheerleader coach. No alterations to the uniform will be allowed unless prior approval is given by the cheerleader coach.
- The uniform is to be worn in conjunction with school events and will be worn to school on the day of the event.
- Any part of the uniform provided by the school must be returned at the end of the season.
- At all sporting events, appearance must be neat and clean. Hair must be clean and up out of the face. Make-up, if any, must be tastefully done and not overdone.
- Jewelry may not be worn with the uniform.

#### **F. Conduct and Responsibilities**

- Cheerleaders are to show respect to the principal, faculty members, coaches, game officials, and fellow cheerleaders. Disrespect will lead to disciplinary action.
- There will be no smoking both tobacco and vapor, use of alcohol or drugs, or obscene language. **THESE ARE GROUNDS FOR DISMISSAL. VIOLATORS OF THIS RULE OF CONDUCT WILL BE SUBJECT TO DISMISSAL FROM SQUAD.**
- Participation is a must. All cheerleaders will participate in cheers, chants, pom-pom routines, and dances on the field or court.
- A cheerleader may not sit in the stands or leave the squad until the end of the game. The captain may give permission for a squad member to leave the field or court in case of an emergency. In inclement weather, the cheerleader will leave the field when the players do so or at the discretion of the cheerleader coach.
- Cheers, chants, pom-pom routines, and dances will be presented in a tasteful manner and must be approved BEFORE presentation. No provocative and suggestive moves will be allowed. The cheerleader coach and/or the principal has the final decision in these matters.
- Cheerleaders shall conduct themselves properly at all times, for they are the official representatives for the school. No public displays of affection while in uniform will be tolerated.
- The cheerleading squad is to set an example for the student body in spirit, willingness to work, academics, school attendance, and conduct.
- Each cheerleader must have a completed physical release form.

#### **G. Games**

- Arrival times for games are left to the discretion of the cheer sponsor.
- Each cheerleader must be present at school at least ½ day the day of the event in order to cheer at the game or pep rally, unless the principal and/or cheerleader coach approves the absence.
- If a cheerleader is absent from the last scheduled practice before an event without prior permission, that cheerleader may not cheer at the event.
- Absences from football or assigned basketball games will require a legitimate excuse as determined by the cheerleader coach.
- Practice sessions will be scheduled by the cheerleading coach.

#### **H. Disciplinary Action**

- Minor rule violations and subsequent disciplinary actions will be administered by the cheerleader coach.
- Any rule violations and subsequent disciplinary actions will be administered by the sponsor and or administrator

#### **I. Safety**

- All cheerleading squads will follow the safety conditions and standards contained in the National Federation of High Schools "Spirit Book".

### **IV. Homecoming Queen and Court**

#### **A. General**

- All girls nominated must have at least a "70" GPA to qualify.
- All girls nominated must have no Class II or Class III disciplinary referrals during current academic year and previous semester—suspensions or expulsions.
- All girls nominated must be enrolled in the school from which they are seeking nomination for at least one semester prior to being nominated. (Does not include in-county elementary schools.)

## **B. Nomination Process**

1. Students in grades 7, 8, 9, 10 and 11 will be given the opportunity to nominate themselves or any classmate to be their class's Homecoming maid. These eligible nominees will be placed on a ballot and voted on by their respective grades. If any girl receives a clear majority (50%+1) of votes, that girl will be the class maid. If there is no clear majority, a runoff of the top two will be necessary.
2. The senior class students will be given the opportunity to nominate any senior girl to be considered for Homecoming Queen or maid. In addition, a senior girl may nominate herself. These nominees will then be placed on a ballot and voted on by the senior class. The three girls with the highest vote count will then be voted on by the entire student body (9-12), faculty, and the football team or basketball team, depending on the season.

## **C. Voting Process**

1. There shall be three (3) divisions of votes, all with equal weight. The student body will vote, and the total percentage will be figured. The faculty will vote, and the total percentage will be figured. The Varsity Athletic team which the queen represents will vote and the percentage figured. These will all be added together and then averaged for a total percent. Each group's percentage will count equally in the total percent average. The girl receiving the highest percentage will be chosen as the Homecoming Queen. The other two girls will serve as senior maids.
2. Members of the homecoming court must be escorted by their father, brother, uncle, or legal guardian on homecoming night.
3. Members of the homecoming court and their escorts must conform to a dress standard as established by a majority of the homecoming court and approved by the principal.
4. During the homecoming assembly, members of the homecoming court will be escorted by male members of the same class.
5. In adherence to a ruling by the Office of Civil Rights, no quota based on race can be guaranteed.

## **V. Majorette**

### **A. General**

All the following rules will pertain to majorettes in the schools of the Washington County School System:

1. Must be in grades 9-12 (May audition in the spring of the eighth grade). Administrator discretion may be used.
2. Must have a GPA of at least 70% on the previous semester. (Same as athletic requirements.)
3. Must have three recommendations from faculty members.
4. Must return a signed parental form.
5. Must have a score sheet attached to the parental form.
6. Final selection will be based on highest scores as determined by the judges.
7. A judge's list will be developed by the county band directors. Two to five judges will be selected from the list by the school's band director to judge majorette candidates. The list will be updated yearly by the band directors.

## **VI. Drum Major**

### **A. General**

1. Must be in grades 9-12 (May audition in the spring of the eighth grade). Administrator discretion may be used.
2. Must have a GPA of at least 75 for the previous semester.
3. Must have three recommendations from faculty members.
4. Must return a signed parental form.
5. Must have a score sheet attached to the parental form.
6. Final selection will be based on the highest scores as determined by the judges.
7. A judge's list will be developed by the county band directors. Two to five judges will be selected from the list by the school's band director to judge drum major candidates. The list will be updated by the band directors.

## **VII. Auxiliary (Show group outside of majorettes.)**

All the following rules will pertain to auxiliary show groups other than majorettes in the schools of the School System:

1. If the school's schedule permits, participants will come from grades 7-12.
2. If the schedule permits, auxiliary participants must enroll in band class for the fall semester.
3. Must have a GPA of at least 70% on the previous semester. (Same as the athletic requirements.)
4. Must have three recommendations from faculty members.
5. Must return parental form. A score sheet will be attached to the parental form.
6. Final selection will be based on highest scores. A judges list will be developed by the county band directors. Two to five judges will be selected from the list by the school's band director to judge the auxiliary try outs. The list will be updated each year by the band directors.
7. Captains and Co-Captains will be selected by the band director/and sponsor.

## **EXTRACURRICULAR ACTIVITIES**

### **ATHLETIC TEAMS, CHEERLEADERS, PEP SQUADS, BAND GROUPS, SERVICE OR ACADEMIC CLUBS, AND ANY OTHER SCHOOL RELATED ACTIVITIES**

Participation in extracurricular activities is a privilege provided for all students who abide by the rules/regulations established by the Board. Extracurricular activities are provided to enhance the social development of students, to promote citizenship, and to make the school environment more enjoyable for all students.

#### **A. TRANSPORTATION**

1. Since the School System is responsible for transporting students to/from any school sponsored events, all students will travel via the mode of transportation provided and/or approved by the School System to and from the event. Review copy of release form.

#### **EXCEPTION**

2. A student's parent/guardian must appear in person to ask the sponsor/coach in charge to relinquish the responsibility of the student to him/her. The parent/guardian must sign a release form provided by the sponsor/coach.
3. Only students who are members of the team or organization will be allowed to travel on the school provided and/or approved mode of transportation.
4. Approved chaperons will be allowed to accompany groups on designated trips.

#### **B. CONDUCT**

All school sponsored events that are scheduled after the normal school days are an extension of the school day. Therefore, all rules and regulations applicable during the regular school day also apply at these school events.

#### **C. RULES AND REGULATIONS FOR PARTICIPATION**

All schools will follow guidelines provided by the Alabama High School Athletic Association, and state/national guidelines for these organizations/ or clubs.

#### **D. SUPERVISION**

1. All students are subject to the authority of all teachers and/or supervisors of their school at all times.
2. Students who participate in extracurricular activities must be supervised by a teacher/ supervisor of the school and must abide by all rules/regulations established by the Board.

#### **E. UNIFORMS– EXTRACURRICULAR**

The design and style of all extra-curricular uniforms will be determined by the sponsor and/or committee.

Students participating in multiple activities will be allowed to wear the primary uniform during a secondary activity. Ex. Cheerleaders may wear their cheerleader uniform to march in the band halftime show.

### **SPECIFIC EXTRACURRICULAR ACTIVITIES**

#### **A. GENERAL**

The above rules/regulations apply to these activities. — Prom/Dances/Homecoming Activities/Pageants/Festivals

A committee consisting of faculty, parents, and administrators will formulate guidelines and address issues not covered by board policy.

Issues to be addressed are age, marital status, pregnancy, drugs, and admittance procedures.

#### **B. ABSENTEEISM**

Attendance at all scheduled rehearsals and/or performances is required for membership in the performing groups. Absences will be deemed excused or unexcused according to absentee guidelines used in the Alabama public schools. Unexcused absences will be reflected in the student's grade for that grading period.

#### **C. FEES**

### **DEBTS INCURRED BY STUDENTS**

Any student who incurs a debt during the course of a semester will be subject to the forfeiture of participation in all sports, clubs, organizations and extracurricular activities, proms, and graduation exercises until the debt is paid.

Driver's Education Fee \$20

LOCKER FEE- \$10.00 per student, per year.

Any uncollected nonsufficient funds checks, after necessary actions to collect check amount has been completed, will be turned over to the Washington County District Attorney's Worthless Check Unit.

### **SCHOOL HEALTH - School Nurse Coordinator @ 251-847-2401 ext. 124**

All students who attend schools of the School System must meet the applicable health requirements of the State of Alabama. Students identified as migrant, homeless, and/or ELL may enroll in the school system and the school staff will assist in obtaining the applicable health requirement documentation. Those applicable are as follows:

#### **I. HEALTH POLICY CHECKLIST:**

\_\_\_\_\_ Certificate of Immunization (Blue)

All students 11 years old and older and entering 6th grade, must have a Tdap vaccine (Tetanus, diphtheria, acellular pertussis)

All students, K-9th grade must have documentation of Varicella (chickenpox) vaccination or immunity.

\_\_\_\_\_ Certified Birth Certificate

\_\_\_\_\_ Social Security Number

\_\_\_\_\_ Health Assessment Record (updated annually)

## II. Healthy Student Initiative Wellness Policy

The Washington County School System is committed to providing a school environment that enhances learning and assists students in making choices and developing behaviors that contribute to a healthy lifestyle.

To accomplish these goals: The Child Nutrition Program will comply with federal, state, and local requirements. The Child Nutrition Program is accessible to all children.

- Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Child Nutrition Act (42 U.S.C. 1779) and the Richard B. Russell National School Lunch Act (42 U.S.C. 1758).
- Age appropriate nutrition education will be taught annually in all grades and by knowledgeable and adequately prepared personnel.
- All students will have opportunities during the school day to participate in meaningful physical activities outside of regular Physical Education class.
- All school-based activities are consistent with and help promote this wellness policy.
- School faculty and staff will act as role models for good nutrition and healthy behaviors in all aspects of wellness activities.
- All foods and beverages made available to students on campus, during the school day, are consistent with the current United States Department of Agriculture Dietary Guidelines for Americans. This includes foods and beverages in vending machines, student stores, concessions, fundraising activities, and those served at school parties.
- All schools are prohibited from selling or providing “free of charge” any food or meal that is in competition with a scheduled school meal. Schools are required to restrict student access to concessions, extra sales, vending, or fundraisers during a scheduled meal time. Schools may not schedule sales immediately before or after a scheduled meal time that would in effect compete with the meal service.
- All foods made available on campus must adhere to food safety and security guidelines.
- The environment for meals at school will be safe, comfortable, and pleasing.
- Food and/or physical activity will not be used as a reward or punishment.
- On a yearly basis, each school will conduct a School Environment Health Assessment using a nationally recognized, validated survey to identify strengths and weaknesses. Results of the survey will assist the school in making changes to improve student and faculty health.
- All media advertisement including fronts on vending machines and Channel One will be monitored by school administration to reflect healthy lifestyle choices including foods and beverages, and will refrain from advertising of over-the-counter medication and music, videos, and movies that have an MPAA rating for sexual and/or violent content.

## III. COMMUNICABLE DISEASES - All information should be held strictly confidential on Communicable Diseases.

**A. Authority to Exclude Student** - The Superintendent or Principal shall have the authority to exclude any student with a communicable disease spread by casual contact and is considered a health threat to the school population. Such a student shall be excluded from schools of the School System for a period of time as may be prescribed by the local Health Department, school nurse, or a physician. In all cases, a statement of clearance from the Department of Health, school nurse, or physician shall be required before the student may re-enter school.

**B. A student infected with HIV, HBV, HCV** has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. The infection will not factor into decisions concerning class assignments, privileges, or participation in any school sponsored activity. School authorities will determine the educational placement of a student known to be infected with HIV, HBV, HCV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. (*Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990*). Decision-makers must consult with the student’s parent/guardian and physician; respect the student and family’s privacy rights; and reassess the placement if there is a change in the student’s need for accommodations or services. School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by other individuals or group. This includes taunts directed against a person living with HIV infection, perceived as having HIV infection, or living with someone with HIV infection.

**C. Fever and Illness** – Any student who has an elevated temperature greater than 100 degrees F will be sent home. If they have other symptoms indicative of influenza (cough, sore throat, body aches, vomiting or diarrhea), they may be isolated and required to wear a mask until a parent can come to pick up. Students must be fever-free for 24 hours (without fever-reducing medication) before returning to school. Current guidelines from the CDC and Public Health Department will be followed for exclusions, school dismissal, and re-admission to school as outbreaks of illness occur.

**D. Confidential Information** - All persons privileged with any medical information that pertains to students shall be required to treat all proceedings, discussions, and documents as confidential information. Before any medical information is shared with anyone in the school setting, a “Need to Know” review shall be made which will include the parent/guardian and student, if over 18 years of age, or his/her representative.

**E. Instructions Regarding Communicable Diseases** - Students will be instructed in an age appropriate manner on the modes that communicable diseases are spread and the best prevention practices. Students will be taught proper hand washing techniques and to sneeze and cough into sleeve or use tissue. Training in the prevention of the spread of communicable diseases will be provided to all staff.

## IV. PROCEDURES FOR HEAD LICE

Students will be checked periodically for head lice by a school nurse or staff. Students found to contain head lice will be sent home with a letter stating the findings and treatment procedures. Students having head lice must be treated away from school and be checked immediately upon returning by the school nurse or administration. The student must be clear of all lice and nits before returning to the classroom.

## V. HYGIENE

Students will be expected to practice good hygiene. This includes:

1. Bathing
2. Practicing Good Dental Hygiene
3. Wearing Clean Clothes
4. Keeping Hair Combed
5. Cleaning Hands and Fingernails

At school, students will be provided the opportunity to wash hands after using bathroom and before eating.

## VI. MEDICATION

The school nurse or the delegated trained school personnel will give medications to a student during school hours provided a *School Medication Prescriber/Parent Authorization Form (Medication PPA)* is on file at the school. This form can be found on the school website under Special Services: School Health Services. The following guidelines are also used:

**A.** No medications can be brought, taken or administered without the *Medication PPA* completed, signed, and on file at the school. Any student who has medication in his/her possession without the *Medication PPA* on file, or who furnishes, gives away, or sells any medication may be subject to disciplinary action to include probation, suspension, or expulsion.

**B.** Medication is to be given to the school nurse or the medication assistant.

For prescribed medication, the prescriber must either sign the authorization form or send the school a written statement indicating the need for the student to be given the medication at school.

**C.** All medications except Epi-pens and Asthma inhalers will be locked up in a secure location. Students who need Epi-pens and Asthma inhalers and cannot keep “on-person” may have their emergency medication in their classroom in a secure location. Students who can keep “on-person” must follow the guidelines listed in E

**D. Self-Administration-Only** students who have a **chronic** health condition (such as asthma, severe allergies, diabetes, JRA, cystic fibrosis, etc.) will be able to keep their medication “on person” and self-administer. *The Medication PPA* on file in the nurse’s office must have order from doctor, permission from parent and an assessment from the school nurse that the student is capable and responsible enough to self-administer the medication.

**E.** Over the Counter medications that are allowed with the parent’s signature only are: Acetaminophen, Ibuprofen, Tums or other antacids, and cough drops. Instructions for dosage must match instructions on container of medication. All other OTC medications will require a physician’s signature.

**F. Sunscreen Law:** The FDA has regulated that over the counter sun screen may be used at school and school-based events to include that any student may carry and apply sunscreen to themselves. If a student, parent or guardian requests or requires a school board employee to assist or apply the sunscreen to a student, they must first complete a Parent Prescriber Authorization form to include Parent/guardian signature.

## VII. INJURY/ILLNESS

Injured or seriously ill students will be taken to the doctor or nearest Emergency Room even if parents/guardian cannot be contacted.

**A CURRENT TELEPHONE NUMBER WHERE A PARENT/GUARDIAN CAN BE NOTIFIED OF AN ACCIDENT OR ILLNESS CONCERNING HIS/HER CHILDREN MUST BE ON FILE. ALL COST INCURRED CONCERNING ACCIDENT/ILLNESS WILL BE PAID BY PARENTS.**

## VIII. HEALTH SCREENING

1. Vision and Hearing - All students in kindergarten, second and fourth grades may have their vision and hearing screened by the school nurse or outside agency. The school nurse will notify parents/guardians when a possible problem is found. Parents/ guardians/teacher may request vision and hearing checks of students at any time. Written permission is needed from parents/guardians. The school nurse will check the students on which such special requests have been made as soon as his/her schedule allows.

2. Dental Screening – Dental screening is provided to 1<sup>st</sup> and 3<sup>rd</sup> grade students each February by local dentist as part of National Dental Health Month.

3. Spinal Screening – State law mandates spinal screening yearly for all students in grades 5-9. Students may be exempted from the screening only if parents provide documentation from their doctor that their child has already been checked. Trained screener, with the assistance from the school nurses will check the students. If a problem is suspected, the student may be screened again and the parent will be notified if medical follow-up is needed.

## IX. RESOURCES

Assistance in providing medical follow-up is available through several different agencies (All-Kids, CRS, Sight-Savers, United Way Vision and Dental Program). Contact the school nurse if assistance is needed.

## **PARENT-TEACHER CONFERENCE**

Parents/guardians are urged to contact the school for a parent-teacher conference appointment when necessary. They are reminded that teachers cannot be called from a class on the spur of the moment to discuss a student's status.

## **PROMOTION AND RETENTION**

**PURPOSE:** The Promotion and Retention Policy of the School System has been to establish minimum learning goals which students must master at each grade level. The reading level requirements are in reference to the reading programs implemented in each school, which have been approved by the Washington County Board of Education.

**STANDARDS OF PROMOTION:** The Board has a serious vested interest in the education of all students. With this in mind, the Board has established a policy for the promotion and retention of students. To assure a minimum level of skill development, the following standards have been made policy for all students in grade K-12. Students must have a passing GPA of 70% in reading—it is critical to educational success. Retention is based upon recommendations of the principal, counselor or teacher in grades 3-6

**No student will be retained unless they have participated in at least 12 weeks (one complete cycle) of the *Response to Intervention (RTI)* process.**

**It is the recommendation of this committee that students may be retained for only one (1) year in grades 1-4 and for an additional year in grades 5-8 for a total of two (2) years in grades 1-8.**

### **Minimum Requirements for Promotion**

No student will be retained unless they have participated in the RTI process.

Kindergarten—Retention in kindergarten shall be based on teacher recommendation and approval of the principal and parent/guardian.

Grade 1 - Students must have a passing grade point average (70%) in reading and a passing GPA in math. Retention is based upon recommendation of the Principal, Counselor, and teacher.

Grade 2 - Students must have a passing grade point average (70%) in reading and a passing GPA in math. Retention is based upon recommendation of the Principal, Counselor, and teacher.

Grade 3 - Students must have a passing grade point average (70%) in reading and a passing GPA in math. Students failing two or more of the following subjects will also be retained: English, Social Studies, Science/Health. Also, beginning in the 2021-2022 school year, if a 3<sup>rd</sup> grade student does not demonstrate grade-level reading skills at the end of the 3<sup>rd</sup> grade, the parent/guardian will receive notification that student may not be promoted to the 4<sup>th</sup> grade. This mandated by the Literacy Act.

Grade 4 - Students must have a passing grade point average (70%) in reading and a passing GPA in math. Students failing two or more of the following subjects will also be retained: English, Social Studies, Science/Health.

Grade 5 - Students must have a passing grade point average (70%) in reading and a passing GPA in math. Students failing two or more of the following subjects will also be retained: English, Social Studies, Science/Health.

Grade 6 - Students must have a passing grade point average (70%) in reading and a passing GPA in math. Students failing two or more of the following subjects will also be retained: English, Social Studies, Science/Health.

Grades 7 & 8 - Students failing two or more of the following subjects and have participated in a minimum of 12 weeks of RTI will be retained: English, Reading, Science, Mathematics, and Social Studies. Students who fail English, Reading, or Mathematics, Science, and Social Studies for two consecutive years will be retained.

Passing grade point average is 60% for all subjects. Students must have been in attendance at least 160 days. Allowances will be made for a student with extended absence due to health reasons or other problems. In such cases, it will be the responsibility of the parent/guardian to verify the absences and requested make-up work must be approved by the teacher and principal.

These requirements pertain to all grades. (See attendance policy)

Grades 9 – Students must have successfully completed six (6) Carnegie Units.

Grades 10 – Students must have successfully completed six (6) additional Carnegie Units (a total of twelve).

Grades 11 – Students must have successfully completed six (6) additional Carnegie Units (a total of 18).

Grades 12 – Students must have successfully completed six (6) additional Carnegie Units (a total of 24) to receive a standard diploma.

A Graduation Certificate will be issued to Special Education students who have successfully completed the individualized education program (IEP).

No public distinction will be made between the types of diploma a student receives. The Valedictorian and Salutatorian will be selected from students who have completed the advanced diploma curriculum. Students who graduate with honors must have an overall GPA of 85 (without rounding). Report card grades and cumulative record grades will be recorded numerically. Students who fail to pass specific academic courses or who fail to achieve the Carnegie Units necessary for assignment to the next grade level/ homeroom, have the following alternatives to make up the credits for promotion with the permission of the principal:

1. Authorized Summer School (See Policy—page 27)
2. Tutoring and re-evaluation for placement

## **RESPONSIBILITY FOR STUDENT MASTERY**

**PRINCIPAL**—The principal is responsible for:

1. Monitoring the instructional program as specified by the Board to assure the success of the academic program.
2. Insuring the flow of information about the academic program between the school and parents/guardians.
3. Notifying parents/guardians regarding student progress at various intervals.
4. Placing students appropriately so that they can receive the proper academic instruction.

**TEACHER**—The teacher is responsible for:

1. Making sure that the specified skills are taught through an appropriate management system.
2. Keeping parents/guardians informed about their child's progress.
3. Scheduling conferences with parents/guardians to review student's progress.

**PARENTS/GUARDIANS**—Parents/guardians are responsible for:

1. Monitoring their child's progress by reviewing report cards, grades, and test scores that are available at the school.
2. Making sure that their child attends school regularly.
3. Attending PTO meetings.
4. Scheduling school visits often.
5. Providing a specified time for their child to do homework.

**STUDENTS**—Students are responsible for:

1. Completing homework.
2. Paying attention to instruction.
3. Responding to guidance given by principals, teachers, and counselors.
4. Attending school regularly.
5. Accepting responsibility for their own learning.

## **ATTENDANCE POLICY**

No student will be allowed to checkout by phone call or letter. All student checkouts must be done through the office by the parent/guardian or an adult designee. The adult designee must be on INOW. Daily attendance is vitally important to the acquisition of knowledge and to maintain academic pace. Students gain greatly as a result of being in class each day; therefore, it is the purpose of this program to do everything possible to encourage good attendance by involving as many supportive groups as necessary and by developing a uniform method of addressing this important issue. Students deserve every opportunity for academic success and prompt, regular, daily attendance not only teaches life supporting skills but also increases the likelihood that school will be a positive experience.

Every child between the ages of 5 and 17 shall be required to enroll and attend for the entire length of the school year. All students shall be enrolled for a full instructional day.

**ABSENCE FROM SCHOOL** - All student absences shall be designated as either excused or unexcused.

The following reasons shall be accepted in classifying excused absences:

1. Student too ill to attend school;
2. Inclement weather which would be dangerous to the life and health of the child if he/she attended school;
3. Legal quarantine;
4. Death in the immediate family;
5. Emergency conditions as determined by the principal;
6. Absence from school with the permission of the principal and consent of the parents;
7. S.A.— A school sponsored activity.
8. Students have three (3) days to bring an excuse to school or he/she will be marked unexcused.
9. After THREE (3) parent excused absences per semester; students will be required to provide doctor's excuses for any additional absences.

**MAKE-UP WORK** - Students absent for any excused reasons shall be allowed to make up work missed. The responsibility of make-up work lies with the student. Upon returning to school, students will have two class meetings to arrange to make up the work missed if the absence is excused.

The student and teacher should discuss make-up arrangements and establish a deadline for turning in the work. If a student does not make up the work in the time allotted, teachers are not obligated to allow additional time. Teachers are not obligated to allow make-up work for an unexcused absence. For assignments that were due on the day in which the student was absent, provided that the due date was communicated prior to the student's absence, the student should be prepared to turn in the assignment upon returning to school. Students who checked in late and miss turning in homework will be required to turn in homework to the teacher of the class(es) missed as soon as the student checks in. Students who check in late or who check out and check back in and miss taking a test will be required to take the test at the end of the day on which he/she check in.

### **Denial of Credit**

A student in Grades K—12 who accumulates more than ten (10) unexcused absences in any class in any one semester shall be denied credit for the course.

\*Beginning with the third unexcused morning tardy during a nine-week schedule, 9-12 students will be required to ride the bus for a minimum of three days. Students cannot return to school until these requirements have been met. Parents will be notified after the second unexcused tardy.

### **UNEXCUSED ABSENCES**

The following procedures must be followed and documented in the student management program for all truant students.

1. Teacher/student conference (upon two absences). The principal and parent must also be notified.
2. Administrator/parent OR his/her designee conference (upon three absences).
3. Refer to the attendance counselor (upon five absences).
4. Student/parent will go before the Board of Education (above five absences).
5. Complaint filed with Juvenile Court of Washington County.

Students with unexcused absences will not be allowed to make up work.

### **TRANSFER POLICY**

All students who enroll in a school in Washington County will be required to attend that school the entire school year unless they make a bonafide move into another school zone or it is approved by the Superintendent. A school zone is defined as the area traveled by the school bus which picks up students for a particular school on a daily schedule.

### **ENROLLMENT OF OUT-OF-COUNTY STUDENTS**

Out of county students attend as guests of the Washington County Board of Education, and their enrollment may be terminated due to attendance and/or disciplinary violations at any time.

### **SCHOOL VISITORS**

Visitors must obtain permission from the principal to be in the buildings or on school grounds.

Students are not to visit other schools during school hours except for school-sponsored events. Students who are found in violation of this are subject to disciplinary action and may be considered trespassing.

Parents/guardians are invited and encouraged to visit the school; however, visits during the school day should be cleared through the principal's office. Parent-teacher conferences are most important in improving the learning atmosphere. Conferences may be held with the principal during the school day. Conferences with the teachers must be scheduled before or after school or during the teacher's planning period and must be cleared through the principal's office. The administration and teachers urge parents/guardians to arrange a conference early in the school year. The principal may require a 24-hour notice prior to any meetings.

***UNAUTHORIZED PERSONS ON SCHOOL PROPERTY ARE TRESPASSERS AND WILL BE SUBJECT TO LEGAL PROSECUTION.***

### **SCHOOL INSURANCE**

School personnel will make school accident insurance available to the students. This service is made available to all students and parents for purchase, but participation is not required. Contact your child's school for a brochure.

### **STUDENT RECORDS**

Personal identifiable data, information, and records collected and/or maintained are stored, retrieved, and utilized for the benefit of all the School System's students in a manner that will ensure confidentiality and privacy rights. The content of student records may include, but is not limited to:

- I. CONTENT OF STUDENT RECORDS
  - A. Complete Personal Data (Name, sex, date of birth, race, social security number, immunization data, home address, telephone number, emergency contact number).
  - B. Health records (include emergency numbers)
  - C. ALL Test Evaluation Results
  - D. Parent Notification Concerning Curriculum
  - E. Irregular Custody Battle Information
  - F. Copy of Psychological Evaluation.
  - G. Student Incident/Discipline Report

H. Student Accident Reports.

II. STUDENT/EDUCATION RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Annual Notice of Rights under FERPA

The Family Educational Right 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 include:

- A. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.  
Parents or eligible students should submit to (the School principal or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request 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 to (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 students, 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.
- C. 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 System 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 System has contracted to perform a special task (such as an educational consultant, attorney, auditor, medical consultant, therapist or other service provider); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request of a receiving school system, the School System will disclose education records without consent to officials of another school system in which a student seeks or intends to enroll or actually enrolls.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

For students with disabilities under the IDEA, there are additional rights afforded with respect to inspection and review of records. Please refer to your copy of the Special Education Rights document for further explanation of provisions applicable to education records for students with disabilities.

**Directory Information**

As stated above, FERPA requires that the School System obtain parental written consent prior to the disclosure of personally identifiable information from a student’s education record, with certain exceptions. However, the School System may disclose appropriately designated “directory information” without written consent, unless you advise the School System to the contrary in accordance with the School System’s procedures. The primary purpose of directory information is to allow the School System to include this type of information from a student’s education records in certain school-related publications or notices. Examples include:

- Newsletters
- A playbill, showing a student’s role in a drama production
- The annual yearbook
- Graduation programs
- Sports activity sheets, such as for football showing weight and height of team members
- Honor roll or other recognition lists
- Companies or outside organizations that manufacture class rings or yearbooks.
- Newspapers or other news sources
- Class lists
- Staff and/or student directories and/or listings
- School website
- School bulletin boards

Directory information, which is information that is not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent’s prior written consent. In addition to FERPA, two federal laws require the School System to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the School System that they do not want their student’s information disclosed without prior written consent.

The School System has designated the following types or categories of information as “directory information” to include, but not be limited to:

- Student’s name

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors and awards received
- Major field/area of study
- Most recent school attended

If you do not want the School System to disclose the directory information from your student's education records without your prior written consent, you must notify the School System in writing on or before the 20<sup>th</sup> day after Labor Day of the current school year, by mailing your written objections to the guidance counselor at your child's school. If you have any questions regarding this notice, please call or write the guidance counselor at your child's school. If you do not submit a written refusal on or before the 20<sup>th</sup> day after Labor Day of the current school year, then the School System may disclose directory information with your prior consent.

### III. RECORDING OF STUDENT GRADES

- A. Kindergarten will use letter grades, and grades 1-12 will use numerical grades.
- B. In grades K-6 (recording of grades) will be completed by teachers.
- C. In grades 7-12 (recording of grades) will be completed by counselor.

### IV. BACK-UP FILES

- A. An additional back-up file excluding teacher roll book must be kept on file. specific back-up file items should include attendance, academic grades, registers, academic exceptionalities, daily absentee sheet, medical exceptionalities, and roll books.
- B. The back-up files should be kept in the Counselor's office for five (5) years in a fireproof file cabinet. After five (5) years, high school files will be transferred to central office storage.

### V. TRANSFER OF RECORDS

Transfers of student records will only be honored based on written requests from a school or parents/guardians. ONLY duplicate copies will be sent upon request to out-of-county and out-of-state school; all originals will remain at the home school. On in-county requests, the entire folder of records will be sent. Copies of academic records should be made to remain in the home school with information indicating where records are sent.

### TEXTBOOKS

All students will have free and/or access to digital or print textbooks. Students will assume responsibility for these books when issued. Textbooks will be distributed within 10 days of arrival at Central Office. All free textbooks issued will be coded, and code numbers recorded in the teacher's grade book. Lost or abused textbooks may be replaced by the student. If textbooks are not replaced, they shall be paid for in accordance with The Code of Alabama. The Code of Alabama states that in computing the lost or damage assessment of a textbook which has been in use for a year or more, computation shall be seventy-five (75%) percent of the original cost of the textbook. If lost or abused textbooks are not paid for within 30 days after notification, such student shall not be entitled to further use of such textbook. A standard form will be issued to all principals for assessing textbook damage.

### SUMMER SCHOOL POLICY

1. All proper forms must be filed with the State before summer school begins. Also, the summer school personnel must keep an attendance register and a roll book for all classes taught. Report cards must be issued to all students and the student's home school must be notified of grades at the end of the summer school.
2. All summer school facilitators must be trained by ACCESS.
3. Summer school teachers will be paid \$1500 per class taught. A minimum of 10 students per course must be officially enrolled in order to offer a summer school class.
4. Students will be responsible for tuition as determined by the board. Each student must present a letter from his "home" school granting permission to take a specific course.
5. All summer school classes must meet the minimum number of clock hours according to the state standards for summer school. The school can set meeting times/dates for summer school as long as they meet these standards.
6. Any school in the Washington County System may hold summer school classes as long as the prescribed guidelines are followed.
7. All summer school fees will first be receipted in a pre-numbered receipt book by the teacher. The money will then be receipted by the principal and deposited in the school account.
8. Materials or supplies will be purchased by regular purchase orders through the Board of Education. Such supplies will be paid for by money which is collected from students over and above the funds which are used to pay teacher salaries. At the end of summer school, any excess funds from the money collected will be reimbursed by the Board to the local school's general fund.
9. Summer school classes will be taught to make up courses failed or for remediation. Summer school may be attended to allow students to remain in their Cohort.
10. Any summer school course or correspondence course taken by a student must have prior approval of the principal where the student is enrolled and the credit is to be counted.
11. All credit recovery and credit advancement classes shall be taught by ACCESS Distance Learning with the exception of SPE students, which may use other curriculums.
12. Teachers will be paid by regular payroll check.

13. Washington County students will be given first preference.

### GENERAL INFORMATION FOR STUDENTS ATTENDING SUMMER SCHOOL

**Purpose:** Summer school is provided by the Washington County Board of Education to give students who have failed courses in the regular school year the opportunity for credit recovery and/or choose to repeat a course in its entirety. Subjects offered in summer school consist of required subjects and electives for which student enrollment is sufficient to justify a full teacher unit.

**Transportation:** There will be no bus transportation. Parents must provide transportation for their child to attend summer school.

**Rules and Regulations:** Rules and regulations that govern student behavior, student activities, and student dress are the same in summer school as in regular school. The principal will use discretion in cases where a discrepancy may need clarification. The principal will provide additional information regarding the operation of summer school.

**Student Behavior:** Because summer school allows students another opportunity to earn credit for course work failed in regular session, misbehavior is not tolerated. Students may be dismissed from summer school for misbehavior at the discretion of the school principal.

**Student Absences and Tardiness:** Because one day of summer school represents one week of regular school, the attendance policy is strictly enforced. A student may not be absent more than one day during a 3-week term. Students over one day late registering for summer school will not be enrolled. Three days of tardiness during one three-week term equals one absence. Students absent more than one day will not receive credit and they will be withdrawn from summer school. All tuition fees paid are non-refundable.

**Grades:** Student grades will be sent to parents, home school when applicable, and the Central Office upon completion of the course. Summer school grading procedures are governed by the district's credit recovery policy.

**Fees and Payment Procedures:** Summer school is operated on a cash, money order, cashier's check, or personal check only. \$150.00 per summer school course.

**Instruction and Grading Procedures:** Summer school instruction will utilize the selected computer software program approved by the Board of Education. Summer school teachers will serve as facilitators in the classroom and will deliver limited direct instruction to students. Teachers will constantly monitor, provide direction, and document student progress on course standards and objectives that the student did not master during the regular school year. Students who had a final course average below 40 during the regular school year must retake all of the course standards and objectives in summer school. They must demonstrate mastery of the targeted standards/objectives in each recovery subject taken with at least an overall grade of 70 percent. The earned grade for summer school will be included on the student's transcript. If students successfully complete all coursework and assignments in summer school, they will earn the appropriate Carnegie unit. But, the previous final grade earned during the regular school year will remain on the student's transcript.

Those students who had a final course average of 40 through 59 will retake those specific course standards/objectives that they failed to master during the regular school year. Their teachers and/or formative test will determine these course objectives. A maximum grade of "70" will be awarded in a Credit Recovery (CR) course. The CR grade will be calculated as an average of the failed grade with the CR grade, up to a "70" average. Grade forgiveness will be used, whereby the original failing grade is replaced by the CR grade for computing averages.

**Non-Public School Students:** Non-public school students who attend summer school will pay a fee of \$200.00 per summer school session. These students will attend summer school at the local school located in their area of residence and all subject courses will be provided online. They will be required to take and master all of the course standards and requirements. The final numerical grade average earned by these students will be the grade sent to their home school.

**Staffing:** Certified employees may apply and will be considered for a position within their area of endorsement on their Alabama Teacher's License. Summer school information must be sent to the Alabama State Department of Education for approval. Summer school personnel are considered "temporary" employees. For summer school employment the following regulations, procedures, etc. are in effect:

1. Temporary employees do not contribute to the retirement system unless they were fulltime employed in the regular school year. Regular, fulltime employees, working temporarily during the summer, are required to contribute to the state retirement fund that increases the amount of contributions for the year, but does not increase the amount of retirement service time already earned for the year.
2. Temporary employees are not entitled to insurance. Regular teachers teaching in the summer school will not have to contribute to insurance because their regular term of employment allows for summer coverage.
3. There is no provision for summer school sick leave or other leave for any temporary employee including those who are employed as fulltime teachers during the regular school year. Teachers are paid on a daily rate. Certified substitutes will be paid \$75. Non-certified substitutes will be paid \$50.00 per day.
4. Federal and state income taxes and F.I.C.A. must be payroll deducted.

5. Separate checks will not be issued for summer school employees who are regular employees. Auditors have required that all income must be reported together to determine correct tax deductions.
6. Staff Salaries: Salaries are set by the Board of Education. At present, salary for instructors is \$1500 per 3-week session.

## WASHINGTON COUNTY SCHOOL SYSTEM SUMMER SCHOOL

### Staff Information

**Purpose:** Summer school is provided by the Washington County Board of Education to enable students who have failed various subjects to make up credits. Usually subjects offered in summer school consist of the make-up of required subjects and electives for which the demand is sufficient to justify a full teacher unit.

**Courses Offered:** Courses that may be offered include English 9, 10, 11, 12; Algebra 1A & B, Algebra Prep, Algebra I & II; Physical Science, Biology, Chemistry, World History/Geography, American History, Government (one semester), and Economics (one semester). Only courses with sufficient enrollment will be provided. Contact your principal for additional information.

Students may not take courses out of sequence. For example, 10th grade English may not be taken before passing 9th grade English. Neither can a course be taken for the first (original) time but only as a make-up course. For example, a 9th grade English may not be taken originally in summer school rather than regular school, but 9th grade English may be made up in summer school if failed in regular school. If a student must take a required course in the summer in order to take another one of his/her program's planned courses during the regular scholastic year to graduate, an exception to this rule may be allowed by the school principal.

### Credit Recovery Policy

The Washington County School System Credit Recovery program is an option available to students who are in danger of failing to graduate with their classmates. This program will start at the beginning of the 2010-2011 school year on a volunteer basis. This program targets students in grades nine through twelve, and successful completion of the CR programs allows students to earn credits lost due to course failure. Students who are not passing core courses (i.e. math, science, history, and English) but earning an average of 50-59, will be able to qualify and participate in the credit recovery program. The program focuses on skills that are essential to pass that students have not mastered. Credit recovery courses are offered in language arts, math, science, and social sciences through a comprehensive computer-based program (ACCESS) aligned with the Alabama Course of Study. Instructional assignments in the core subject areas are specially developed for individual students and monitored by the students' certified teachers to meet individual needs of students and lead toward a standard high school diploma.

**\*Note\*** Students who are at risk of failing any subject need to be referred by their certified teacher to the RTI committee. Teachers must show documentation to the RTI committee of interventions used to help individual students who are at risk of failing. The RTI committee must also show documentation of follow-up meetings concerning individual students who are at-risk of failing.

### Enrollment Process

Students are accepted for enrollment in the credit recovery program based on need and recommendation from their certified teacher, guidance counselor and principal. Students will participate in the CR program at the school in which they are enrolled. Students will complete an application for the CR program which indicates the guidelines and requirements for completing the CR program. Before approval is granted, Credit Recovery Applications will be signed by the student, parent/guardian, guidance counselor, and principal. All assignments and exams will be kept on file at the student's base school. Applications will be turned in by the designated date determined by the LEA and school.

To pass a credit recovery course in the program a student must

- attend credit recovery classes for four/five days each week (Scheduling for these classes will be left to the principal at each school)
- maintain good attendance and complete all assignments
- abide by the rules in the Code of Student Conduct
- demonstrate mastery of targeted objectives in each recovery subject taken, and earn an overall grade of 70 percent
- If any student receives an overall grade of 49 and below, the student will be required to enroll and retake CR course(s) for a full summer semester at their base school

**\*Note\*** If students are taking CR courses online at their school, they must be present to complete work. There will be no extensions for completing this program unless there are unusual circumstances such as illness, death in family, and/or family emergency. Written proof must be provided to confirm the need for an extension such as a doctor's excuse, obituary, etc. (Student procrastination is not a valid circumstance.) The student's parent/legal guardian must request the extension by contacting the principal.

**\*Note\*** If a student transfers to a school within the county taking CR course(s) online, the students work will transfer with the student.

### Absences

County absentee policy will be enforced for CR sessions.

### Removal/Withdrawal Process

Students may withdraw from a CR course by contacting the guidance counselor and principal. A withdrawal from a course is considered a termination. Removal from a CR course may be at the recommendation of the CR administrator and teacher, on the basis of attendance, disruptive behavior, and failure to complete assignments.

**Instruction**

The student must obtain permission from their certified teacher and principal prior to applying and enrolling in a CR course. Students must follow guidelines for course work set by their certified teacher. Teachers who assigned the failing grade to the student will have the option to determine skill-specific goals by designating the exact course of study content standards that were not met by the student. The teacher who assigned the failing grade will develop individual instructional package for students to complete while participating in the CR course. If the teacher declines the opportunity to develop the individual instructional package, the skill specific goals that the student will need to complete will be determined by a computer-generated pretest. Students will be allowed to work at their own pace. Students will be required to turn in assignments at specific times indicated by the facilitator. Students will receive feedback and grades from their teacher on a weekly basis to monitor progress. After students view their progress, teachers will keep all assignments on file at the base school. (Parents are encouraged to meet with the teachers to view their child’s progress.)

Students taking CR courses online will attend sessions scheduled by the guidance counselor and/or principals. All online Credit Recovery courses are comprehensive and researched-based. Teachers who assigned the failing grade will be required to help monitor the student’s progress while participating in the CR program through cumulative reports generated online. Students will take a diagnostic test to determine what the student knows, and instruction will be set up based on content in a particular area that each individual student fails to demonstrate proficiency. Students must follow guidelines and complete all course work while participating in the CR course. Students will be allowed to work at their own pace. Students will be required to turn in assignments at specific times indicated by the highly qualified certified teacher. Students will receive instant feedback and grades from their comprehensive program of study on a daily basis to monitor progress. After students view their progress, teachers will keep all assignments on file at the base school. **(Parents are encouraged to meet with the teachers to view their child’s progress.)**

**Content and Curriculum/Grades**

Credit Recovery content will be delivered during the school day during an in-class session or through a comprehensive computer-based program under the supervision of a principal or assistant principal. Scheduling for CR sessions will be left to the school’s guidance counselor and/or principal. Credit Recovery courses shall be aligned with the Alabama Course of Study. Students will be graded according to skill-specific assignments designated by their certified teacher or through a comprehensive research-based program. Student will receive grade forgiveness only if the student completes all assignments in addition to an exam and passes with an overall grade of 70 percent after successful completion of the Credit Recovery program. However, the previous grade earned will remain on the student’s transcript.

**Credits**

Credit Recovery courses completed by students who participated are to be included in calculating students’ total credit for a school year \*Note\* Credit Recovery courses in which students participate are to be included in calculating students’ total credits for a school year.

**NO FIGHT POLICY**

Effective Date: April 30, 1998

At a regular meeting on April 30, 1998, the Washington County Board of Education sought to clarify its policy on fighting in schools. The following guidelines are expected to be adhered to in the operation of, and the participation at, all schools in the system. This is to include school buses and extracurricular activities:

- I. Any student participating in a fight, physically, with no evidence of trying to peacefully resolve the conflict, will automatically be suspended and, or summoned to appear before The Washington County Board of Education for possible expulsion.
- II. Any student contributing to a fight, physically, with no evidence of trying to peacefully resolve the conflict, will automatically be suspended.
- III. Any student in the presence of a fight, as a spectator, with no evidence of trying to peacefully resolve or break up the conflict, will be suspended.
- IV. Any student guilty of violating any of the above rules for the second time will automatically be suspended and summonsed to appear before The Washington County Board of Education.
- V. The investigation of each violation will be conducted by the school principal and a faculty member of each race involved in the incident.
- VI. Violators shall not be allowed to transfer to another school in the Washington County School System merely to escape these guidelines.
- VII. All the above are subject to the principal’s discretion.

In addition to action taken by the Washington County Board of Education, violators may face charges through the Washington County Judicial System. These guidelines are to be considered as amendments to the Washington County Student Handbook. This document is to be signed by students and parents or guardians, indicating they have read the content thereof. The signed document must be returned to the homeroom teacher and placed in the student’s cumulative record file. It is the sole intent of The Washington County Board of Education to provide a “Safe Environment” for all students enrolled, in order for them to receive an education. **YOUR SUPPORT IS REQUIRED.**

Student’s Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent’s or Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONDUCT POLICY**  
(Parent/Fan)

Date of Adoption: 11/8/2001 The Washington County Board of Education prohibits any parent, fan, or visitor associated with any extracurricular activity, from harassing or otherwise creating interference with the performance of duties of a principal, coach, assistant coach, band director, or other school personnel, and /or participating student(s).

**Harassment** shall include but not limited to: threats, demands, lewd or offensive remarks, lewd or offensive gestures, and/or continued unwanted and annoying actions.

The principal or designee shall be authorized to take necessary action to eliminate the interference.

First offense: The offender will be required to leave the premises.

Second offense: The offender will be prohibited from any other involvement or attendance in the activity for the remainder of the school year.

Third offense: The offender will be prohibited from involvement or attendance in any and all extracurricular activities in the Washington County School System for a period of not less than one year.

Sporting events or other extracurricular events: Unless invited, parents and fans shall not be allowed on the area of play until the completion of the game. Any violation will result in removal from the event.

## SCHOOL NUTRITION POLICY

The Washington County School District participates in the National School Lunch/Breakfast Program. The purpose of the Washington County Lunch/Breakfast Program is to prepare and serve nutritious and appealing meals that meet dietary guidelines. These meals will be served to students, staff, and patrons of the schools in a positive, cheerful manner, while maintaining financial soundness, and contributing to the quality and excellence of a student's education experience. The administration believes that good nutrition is a key to learning and that every child has the right to healthy meals and snacks.

## PROGRAM OPERATIONS

Each local school principal is responsible for assigning the schedule for breakfast and lunch serving times. Menus are planned at the district office and are designed to adhere to guidelines set forth by governing agencies, United States Department of Agriculture and State Department Education. Most foods and other products to prepare meals are procured through the State Department of Education. Milk and Produce are procured through local bid process. Child Nutrition Program Staff adhere to strict safety and sanitation practices, while preparing and serving meals.

### • MEAL PATTERN REQUIREMENTS

Menus are planned to meet calorie ranges, on average, over the course of a week, and by age grade groups.

Breakfast Calorie Ranges: grades K-5 (300-500, grades 6-8 (400-550, grades 9-12 (450-600 Students must take all four components, regardless of grade level.

Lunch Calorie Ranges: grades K-5 (550-650, grades 6-8 (600-700, grades 9-12 (750-850

Students, grades 9-12 have the option to decline two of the five required components. This option is known as offer versus serve, and is only practiced for lunch.

Allowable milk types include one percent fat, flavored and unflavored or fat-free flavored.

All foods contain zero trans-fat per portion.

Half of all grains offered must be whole grain-rich.

### • MEAL APPLICATIONS

Applications are distributed on or after July 1st, each year. Applications are included in the student's enrollment packets on the first day of school. Applications may also be picked up from the district office. Completed applications may be mailed to the district office or returned to the youngest child's school.

1. Only one household application per family is required for those qualifying by income.
2. Households receiving benefits from the Alabama Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservation (FDPIR) or Alabama Temporary Assistance Needy Families (TANF) are eligible for free meals without completing a lunch application, if student(s) name(s) appear on the state SNAP roster.
3. Migrant students cleared through the Migrant Coordinator's list are not required to complete an application, but will be certified automatically. Students may not declare themselves migrant.
4. Students who meet the definition of Homeless/Runaway also receive meals at no cost, after proper paper work is completed.
5. Foster students under court jurisdiction are eligible to receive meals at no cost.
6. Applications are processed on a first come basis. Processing timeline is usually About 10 days for each application. Applications are accepted from July to the end of school.
7. Students approved for benefits from the previous year will continue benefits for the first 30 days of school. Eligibilities do not expire for 13 months.

## PAYMENT PROCEDURES

Each cafeteria offers the convenience of a computerized cash register system. Once students have officially enrolled they are assigned a random PIN number associated with his/her meal account. Families have the option to prepay money into their student(s) account annually, monthly, weekly or daily. Cashier will accept checks written to the local school for prepayment or for daily breakfast/lunch sales. To make a combined deposit for siblings, only one check is required; indicate the deposit amount for each account with the PIN number for each account. Returned checks will be handled according to the local school board policy. Any money not used remains in the student/staff account. Money will transfer within the school district, if

student(s) transfer from one local school to another. Students departing from the district will receive a refund of their unused balance of five dollars or more. Any balance less than five dollars will be refunded upon request, this includes graduating seniors. Refunds will be mailed to mailing address on file with the school district.

#### **NON-DISCRIMINATION STATEMENT**

**In accordance with Federal Law and U.S. Department of Agriculture this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 202509410 or call toll free (866) 632-99929 (voice). Individuals Who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.**

#### **Payment Procedures**

1. Breakfast and lunch monies may be prepaid and put into student/staff account in the cafeteria. Unused money remains in the student /staff account. Prepayments may be made monthly, annually, weekly or daily.
2. Checks are accepted and should be made out to the school your child attends. Refunds are not issued for checks in excess of the purchase or deposit for meals. When making a deposit by check, please write the student's complete name on the front of the check. To make a combined deposit for family members at your school, please indicate the deposit amount for each student next to the name.

#### **Meal Charge Policy**

1. Children may receive breakfast and lunch at no cost to them if they are categorically eligible for free meals or if they qualify for free meals based on federal poverty guidelines. Each family is encouraged to submit a Free and Reduced Lunch Application to be approved for free or reduced meals. Federal regulations are clear that reduced price lunch may not exceed \$0.40 and reduced price breakfast may not exceed \$0.30. A paper copy of the Free and Reduced Meal Application will be available to parents beginning July 1<sup>st</sup>.
2. Children who do not qualify for free meals are expected to pay when meals are delivered. School officials will contact parents if the child owes money. Payments for meals are expected to be paid the day following the notification. The CNP manager will make direct contact with parents to collect the unpaid debt. After three unpaid meals, if the "delinquent debt" remains uncollected, the account will be turned over to the principal and Child Nutrition Director. No student will receive his/her report card until delinquent accounts are handled. If parents are having a difficult time settling unpaid accounts they should contact the Child Nutrition Director at 251-847-2401 ext. 102, who will assist them in completing a Free and Reduced Lunch Application.

#### **Network Services**

##### **Washington County Schools Safe and Acceptable Use Policy for Use of Technology**

###### **A. Purpose**

- The Washington County School Board is providing employees and students with Internet access provided by MILLRY COMMUNICATIONS & ALABAMA SUPERCOMPUTER AUTHORITY.
- The Internet is provided solely for educational purposes. It will be used to prepare students for success in life and work in the 21st century. It will provide them with electronic access to a wide range of information. It will also afford students and staff the ability to communicate with people throughout the world. The Internet will additionally be used to share information with the local community, including parents, social service agencies, and businesses.
- Users may not employ the Internet for commercial purposes, defined as offering or providing goods or services for personal use. District acquisition policies will be followed for purchases of goods or services through the Internet.
- Users may not engage the Internet for political lobbying. School system employees and students may however use the Internet to communicate with their elected representatives and to express their opinions on political issues.
- The term "educational purposes" includes the Internet for classroom activities, professional or career development, and limited high-quality, self-directed activities.

###### **B. School District Responsibilities**

- The district's technology coordinator will serve as the director of technological efforts through all schools and will work with the Alabama State Department of Education as necessary.
- The Washington County Board of Education shall be responsible for ensuring that comprehensive filtering software is applied to the Internet that protects students from materials of an inappropriate manner.

- The media specialist will serve as the Chromebook coordinator at each school. All problems and damages shall be reported to them so that they may be repaired in a timely manner.
- The district technology coordinator will set up a process for creating user accounts and establishing a virus protection process.

### **C. Additional Network Services**

“All Students will participate in instructional activities that include, but are not limited to the appropriate use of the Internet including, chat rooms and the prevention and response to cyber bullying.”

The Washington County Public Schools’ network provides the following:

- Email – Email will allow employees and students a means to communicate with each other. Users will also be able to subscribe to mail list to engage in group discussions related to educational subjects. Students will be provided monitored personal email accounts through Gagle, Inc.
- The Washington County Board of Education does not archive staff or student email.
- Filtering Software – Washington County Public Schools utilizes iBoss to block access to certain sites deemed inappropriate for the school setting. This appliance works in accordance with the requirements established by the Children’s Internet Protection Act (CPA) and the E-rate Discount Program for Schools. All teachers should continue, however, to closely monitor students when they are engaged in online activities.

### **D. Access to Network Resources**

- This Acceptable Use Policy will govern all uses of the district’s network resources, including employee use.
- Parents may specifically request their children be excluded from access to the Internet and email by notifying the local school in writing.
- Every effort is made to secure/protect all network resources. The Superintendent of Education shall be notified immediately if any employee or student knowingly compromises this security through the theft and subsequent use of district protected passwords. Resulting consequences are at the discretion of the Superintendent.
- Users other than students or school employees must be approved by local school officials and must adhere to the same policies governing use of the resources.

### **E. Parent Notification and Responsibility**

- Parents will be notified about the district’s policies governing network resources through the annual student handbook.
- Parents have the right and responsibility to ask for alternative activities that do not require Internet access.
- This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of students. While every effort is made to protect students through the use of content filtering software, it is not possible for the schools to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District encourages parents to specify to their children what material is and is not acceptable for their children to access through the Internet.

### **F. School District Limitation of Liability**

- The District makes no warranties of any kind; either expressed or implied that the functions of the services provided through the network will be error free or without defect. The District will not be responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of services. The District is also not responsible for the accuracy or quality of the information obtained through the Internet.
- The District will not be responsible for financial obligations arising through unauthorized use of network resources.

### **G. Due Process**

- The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the network resources.
- In the event there is an allegation that a student has violated this policy, the student is subject to the school’s discipline policies.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network.
- Employee violations of this policy will be handled in accordance with the employees’ policies of the Washington County Board of Education and are at the discretion of the Superintendent. Resulting consequences may include notification about the infractions to the District’s Board Members.

### **H. Search and Seizure**

- Users have limited privacy and network activity is subject to random monitoring.
- Routine maintenance and monitoring of the network may lead to the discovery that the user has or is violating the District’s policies, or the law.
- An individual search will be conducted if there is reasonable suspicion that a user has violated the law. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

### **I. Copyright and Plagiarism**

- The extent of the copyright protection of certain works found on the Internet is unclear. Therefore, users will make a standard practice of requesting permission from the holder of the work if their use of the work has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request information when appropriate.

### **J. Unacceptable and Unsafe Network Uses**

- Users will not post personal contact information about themselves or other people.

- Users will not meet with someone they have met online without their parents' approval and participation.
- Users will not attempt to gain unauthorized access beyond their limits.
- Users will not engage in illegal acts.
- Users will not attempt to disrupt the network's performance or destroy data by spreading viruses or by any other means.
- Users will not use inappropriate language.
- Users will not engage in personal attacks or harass another person.
- Users will not knowingly post false or defamatory information about a person or organizations. • Users will not post chain letters or engage in "spamming."
- Users will not plagiarize works they find on the Internet.
- Users will not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature.)
- Users will not make purchases of any kind other than those that have been approved by school requisitions.
- Users will not utilize proxy websites to bypass the District's content filtering software.
- Users may not gain access to the District's network through the use of PERSONAL devices including, laptops, tablets, wireless routers, iPods, Smartphones, or any other applicable network devices.
- Users are not allowed to set up 'hotspots' using their personal devices in order to provide other students with unfiltered internet access.

#### **K. Network Maintenance and Requests**

- Student users should notify teachers immediately in the event of hardware failures, software errors, and virus notifications.
- Faculty/staff users should enter a service ticket for all of their technology needs. They can enter a service ticket by accessing the Technology Help Desk (Jeff and Brent) icon that is located on the desktop of every Windows based computer.
- All requests for Internet content filtering blocks and overrides should be emailed to the District Technology Coordinator.

#### **L. Training**

- All students must participate in training for safe and acceptable use of the district's network resources.

#### **PARENTS RIGHT TO KNOW – Request for Teacher Qualifications**

We are pleased to inform you that in accordance with the *No Child Left behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher(s). Specifically, you may request the following:

- Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
  - The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
  - Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- If you would like to receive this information, please complete the *Parents Right to Know – Request Teacher Qualifications form* and return it to your child's school. Should you have any questions, feel free to contact Betty Brackin at 251-847-2401 ext. 107, and she will be happy to assist you.

#### **Washington County Schools Google Chromebook 1:1 Program: Policy, Procedures, and Information 2016-2017**

The focus of the Chromebook program in the Washington County Schools is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to building upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks used in Washington County Schools. Teachers may set additional requirements for use in their classroom.

### **1. GENERAL INFORMATION**

#### **1.1 Overview of Program**

- The document contained below identifies as many eventualities as possible regarding the Google Chromebook 1:1 Program in Washington County Schools. The policies and procedures listed herein are intended for all students using Chromebooks that are a part of the 1:1 initiative (in addition

to technology policies outlined by the board such as (Acceptable Use of Technology), but as the initiative is focused primarily on 7th and 8th grade students who take the Chromebooks home many of the items listed are not relevant for the 3rd – 6th grade students who will be utilizing Chromebooks as a part of their classroom experience. However, these students are still fully accountable for the restrictions, appropriate care, usage, and other expectations expressed within.

### **1.2 Receiving Your Chromebook**

- Chromebooks will be distributed each fall after the student/parent/teacher informational meetings.
- Parents & students must sign and return the Chromebook Protection Plan, Student and Parent Pledge documents, and the insurance fee before the Chromebook can be issued to the student.

### **1.3 Chromebook Check-in**

- Chromebooks will be returned before the end of the school year, on a date to be provided, so they can be checked for serviceability and be stored for the summer. If a student transfers out of the Washington County School during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment for any other reason must return their Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will result in a theft report being filed with the Washington County Sheriff's Department.
- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Protection plan and must return the computer and accessories in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

### **1.4 Chromebook Incidents**

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or the designated technology support staff immediately. This includes but is not limited to Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost. However, any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed by the attached chart or as the circumstances may warrant in the discretion of school district and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action. • All reports will be investigated and addressed on a case-by-case basis.

## **2. TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the proper officials for an evaluation of the equipment.

### **2.1 General Precautions**

- The Chromebook is school property, and all users will follow this policy and the Washington County Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold, therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

### **2.2 Carrying Chromebooks**

The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.
- Students are allowed to use his/her own carrying case, but it should be approved for use by administration or technology support staff to ensure that it has proper padding, etc. to protect the school issued device.

### **2.3 Screen Care**

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not pick up the Chromebook by the screen.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Use the district issued carrying case with the strap to prevent screen damage.

### **3. USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by their teacher.

#### **3.1 Chromebooks Left at Home**

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebooks present.
- If students repeatedly (three or more times as determined by any staff member) leave their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the administration.
- If a student leaves their Chromebook at home for two consecutive days, they may be required to bring in the device and have a mandatory inspection of said device.

#### **3.2 Chromebook Undergoing Repair**

- Replacement Chromebooks (when available) may be issued to students when they leave their Chromebooks for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks may not be issued for use until all fines have been paid.

#### **3.3 Charging Your Chromebooks Battery**

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- In cases where the use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class (when available).
- Chargers should be kept in the district issued Chromebook Case.
- Any labels that may be put on chargers that indicate student names should NOT be removed.

#### **3.4 Photo Library/Screensavers/Background photos**

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device.
- All other photos/videos should not be taken or stored.

#### **3.5 Sound, Music, Games, or Programs**

- The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of school officials only.
- All software/Apps must be district provided or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

#### **3.6 Printing**

- Printing will be available with the Chromebook. Students should talk to their teachers about which printer to use. Students will be given information and instruction on printing with the Chromebook at school.

#### **3.7 Home Internet Access**

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.

- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- Content filtering is provided by the District's iBoss content filter.

## **4. MANAGING FILES AND SAVING WORK**

### **4.1 Saving to the Chromebook**

- Students may save work to their Google Docs (Drive) accounts (or other cloud-based storage medium) via the Chromebook. Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that

Chromebooks will NOT be backed up by the district in cases of resetting or reimaging.

It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.

- Chromebook malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Network Connectivity**

- The WCS makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

## **5. SOFTWARE**

### **5.1 Originally Installed Software**

- The Extensions/Apps originally installed by WCS must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

### **5.2 Additional Software**

- Students are allowed to load extra extensions/Apps on their Chromebooks. However, any apps that are not provided by the school will need approval in writing as mentioned in section 3.5 above. WCS will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any attempt to "jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

### **5.3 Inspection**

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of acceptable student responsibilities when using the Chromebook.

### **5.4 Procedure for Re-loading Software**

- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored to the original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to need to reformat and re-image any device.
- Students are highly encouraged to create a backup of all Chromebook documents.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

### **5.5 Software Upgrades**

- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. OS updates are conducted automatically on the OS.

## **6. ADDITIONAL EXPECTATIONS AND RESPONSIBILITIES**

### **6.1 Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and what apps are being used and how they work.
- Ensure that siblings and other family members are not using the device for personal use.

## 6.2 School Responsibilities

- Provide the Internet and online course materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similarly to the policy surrounding school lockers. The WCS District reserves the right to review, monitor, and restrict information stored on or transmitted via WCS owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance with the Acceptable Use Policy.

## 6.3 Student Responsibilities

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Students must select passwords that are difficult to guess and NOT share the password.
- Taking a proactive role for the protection of the computer system/device by contacting an administrator about any security problems they may encounter.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to disciplinary actions. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning their Chromebook to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their Chromebook and other peripherals on the date of withdrawal.
- Monitoring all activity on their account(s). (Filtering for inappropriate content is provided, but students are to monitor their accounts for suspicious behaviors.)
- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the WCS may be applied to the device.
- Chromebook cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are lost or stolen must be reported immediately to school personnel (a police report must be submitted).

## 6.4 Student Discipline

- If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined by our discipline policy (outlined in the student handbook).

## 7. PROTECTING AND STORING CHROMEBOOKS

### 7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways: •

Record of serial number

- Washington County Schools label
- Student Identification number

### 7.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in their lockers.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it into a teacher for storage when that option is made available.

### 7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

## 8. REPLACING AND REPAIRING CHROMEBOOKS

### 8.1 Required Insurance Fee

- The WCS District provides a private insurance package for all Chromebooks. (See the attached insurance coverage chart.) This protection package covers any device malfunction at no expense to the user. It also covers limited damage for the Chromebook.
- The fee for a lost Chromebook will be the full replacement cost of the device.

### 8.2 Personal Home or Homeowners coverage

- Students or parents may wish to carry additional personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

### 8.3 Claims

- All school insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced with School District Protection.

## 9. DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, after school detentions, In-School Suspensions, and Out-of-School Suspensions. Conduct warranting disciplinary action and punishments are listed below:

- Downloading unapproved apps without receiving permission  
One day In-School Suspension (ISS) or other comparable punishment at principal's discretion.
- Leaving Chromebook unattended.  
One day In-School Suspension (ISS) or other comparable punishment at principal's discretion
- Sharing personal passwords with others.  
Parents contacted by form letter and issued ISS when appropriate
- Lack of adequate care for Chromebook, case, charger, etc.  
Parents contacted by form letter and issued ISS when appropriate
- Adjusting settings on someone else's Chromebook.  
One day In-School Suspension (ISS) or other comparable punishment at principal's discretion
- Leaving Chromebook at home. Lack of preparation for classes.  
No credit for daily work (teachers' discretion)
- Loaning of student device to other students inside and outside of school.  
Parents contacted by form letter and issued ISS when appropriate
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.  
Parents contacted by form letter and issued ISS when appropriate
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.  
Required parent conference and appropriate fees (see fee schedule)

### Additional information

No Chromebook shall be issued with outstanding fees from the prior school year.

No personal Chromebook may be brought to school or used on the school's network.

**WASHINGTON COUNTY STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

Please complete the form below and return the form to the school.

ACKNOWLEDGEMENT

I, \_\_\_\_\_,(student) enrolled in  
\_\_\_\_\_ school and my parents or Guardians have received and read to us the foregoing  
Student Handbook.

Signed \_\_\_\_\_(student)

Signed \_\_\_\_\_(parent/guardian)

Date \_\_\_\_\_

NOTE: The student and his/her parent(s) or legal guardian(s) are to sign the statement above and return this form to the school. It will be filed in the student's cumulative record folder for future reference.

## Washington County School System Parents Right-To-Know – Request for Teacher Qualifications

### Title I, Part A, Section 1111(h)(6), No Child Left Behind Act of 2001, Public Law 107-110

I am requesting the professional qualifications of \_\_\_\_\_,

who teaches my child, \_\_\_\_\_ at \_\_\_\_\_  
Child's Name (Please Print) School (Please Print)

My mailing address is \_\_\_\_\_  
Street (Please Print) City Zip Code

My telephone number is \_\_\_\_\_.

My name is \_\_\_\_\_.  
Name (Please Print)

\_\_\_\_\_  
Signature Date

This section to be completed by School/Central Office

Date Form Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Subject: \_\_\_\_\_

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Is the teacher teaching under emergency or other provisional status?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Undergraduate Degree \_\_\_\_\_ (University/College)

Major Discipline \_\_\_\_\_

Graduate Degree \_\_\_\_\_

Major Discipline \_\_\_\_\_

Does a paraprofessional provide instructional services to the student? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what are the qualifications of the paraprofessional?

High School Graduate \_\_\_\_\_ (Year)

Undergraduate Degree \_\_\_\_\_ (University/College)

Major/Discipline \_\_\_\_\_

College/University Credit \_\_\_\_\_ (Hours)

Major/Discipline \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing Form

\_\_\_\_\_  
Date Returned to Parent

**WASHINGTON COUNTY STUDENT TRANSPORTATION RELEASE FORM**

I do hereby relieve the Washington County Board of Education and \_\_\_\_\_ from  
any (school) Liability and/or responsibility for the transporting of my child, \_\_\_\_\_  
(Child's Name)

to/from \_\_\_\_\_ on \_\_\_\_\_  
(Place) (Date)

**WASHINGTON COUNTY STUDENT RELEASE FORM**

I, \_\_\_\_\_ (Parent/Guardian),

do hereby relieve the Washington County Board of Education and \_\_\_\_\_ (School)

from any liability and/or responsibility for the transporting of \_\_\_\_\_ (Student)

to/from \_\_\_\_\_ (Place) on \_\_\_\_\_ (Date).

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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Coach/Sponsor Signature

---

Date