



# 2021 - 2022

## Student/Parent Information Guide and Code of Conduct

Board Approved – May 18, 2021

**This Code of Conduct is current as of the date of board approval. Due to the possibility of new state and federal legislation being enacted after the date of approval, any mandatory changes will be highlighted.**

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The Student/Parent Information Guide and Code of Student Conduct is designed to assist students and parents in understanding the daily operations of our schools and ensure a safe, secure environment for teaching and learning.

## **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the St. Clair County Board of Education that all students, without regard to status (e.g., homeless, limited or non-English proficient, immigrant, migrant, etc.), will be provided a free and appropriate public education, including equal and appropriate educational opportunities and support services, to enable them to achieve state and local content and achievement standards. Pursuant to such policy, no student shall be improperly excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity on the basis of gender, age, marital status, race, religion, national origin, ethnic group, disability, sexual orientation, or other protected status and will provide equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries concerning the school systems compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the persons listed below.

Federal Programs: Debra Carroll/Coordinator	410 Roy Drive, Ashville, AL 35953	205-594-2055
Title IX: Wayne Trucks/Secondary Coordinator	410 Roy Drive, Ashville, AL, 35953	205-594-2023
IDEA: Elizabeth Grimes/Special Ed Coordinator	410 Roy Drive, Ashville, AL 35953	205-594-2050
Section 504: Lisa Glasgow/Coordinator	410 Roy Drive, Ashville, AL 35953	205-594-2029

## **SCHOOL ADMISSION AND ATTENDANCE**

Students are admitted to the St. Clair County School System based upon an application submitted by the parent/guardian to the school for which they are zoned under such rules and regulations as the Board may prescribe.

### **AGE OF ADMISSION**

- Children entering kindergarten must be five years old on or before September 1.
- Children entering first grade must be six years old on or before December 31.
- Students requesting admission who are over 17 years of age may be denied enrollment. Code of Alabama (1975) § 16-28-4

### **ENROLLMENT DOCUMENTATION**

All students enrolled in the St. Clair County School System must live with a legal custodial parent/guardian. All enrollment forms are required to be filled out and must be submitted online via the District Online Enrollment Forms. Other forms may be required by individual schools. Students enrolling in the St. Clair County School System shall provide the following information **yearly**:

- Proof of Age – this may consist of a valid birth certificate, a valid passport or other official document **listing date and place of birth, such as a health certificate or notarized statement.**

- Valid Social Security Card – disclosure of a student’s social security number is voluntary. The number is used as a student identifier. It will be solely used for state and local statistical purposes.
- Proof of Immunization
- Photo ID - this may include driver license, a state identification card, a passport, or other official photo identification, such as an ID card obtained through an official government agency or consulate.
- Proof of Custody when warranted
- Copy of lease or mortgage agreement and
- Two (2) Proofs of residence: (examples, but not limited to)
  - Copy of current (not more than 30 days old) utility bills in a parent’s name (power, gas, water, telephone, etc.)
  - Property Tax Notice, Voter Registration Card

For parents/guardians living with another person or family, the owner/renter of the property shall provide two (2) proofs of residence (see above). The parent/guardian and owner/residence must complete an Affidavit of Residence Form, and have form notarized. The parent/guardian **and** owner/residence will meet with the principal or principal designee.

#### **HOMELESS, MIGRANT, NON-ENGLISH SPEAKING, IMMIGRANT, DISABLED, and FOSTER**

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

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

School administrators, with the assistance of local government agencies, shall take necessary steps to assist families obtain documentation necessary for school admission.

Homeless Children and Youth Assistance at St. Clair County Schools is funded under the McKinney-Vento Act. The Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, state educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children, and youths. If you feel your child is being denied equal access, visit our [Dispute Resolution Policy](#).

#### **LEGAL CUSTODY DEFINITIONS**

Only the parent of record, legal guardian or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school-related matters pertaining to an individual student. The school system will afford a natural parent(s) of record the rights that the Family Education Rights and Privacy Act of 1974 §99.3 affords him/her unless the court or a responsible party has provided the school system with a legally binding document that specifically revokes or extinguishes the parent(s)' of record right to have knowledge of and participate in the child's schooling. **Designation of parental authority or powers of attorney will not be accepted to establish legal custody, except under extreme emergency situations as documented in writing by the guardian/custodian and only if approved by the Superintendent."**

When the parent of record enrolls a student in school, the principal should be notified of any completed or pending legal action affecting the family and of any previous placement or expulsion at any school. The

principal should be given a copy of the most recent court order creating or limiting the rights of the non-custodial parent(s) of record. Should neither parent(s) of record file a court order with the school, the school presumes that the person who enrolls the child in school is the custodial parent and that there are no restrictions on the other parent's rights.

#### **HARDSHIP FORMS AND LETTERS/REQUEST FOR TRANSFER FORMS AND LETTERS**

All letters of hardship are due by April 1<sup>st</sup>. Transfer letters are due by May 1<sup>st</sup>. Both types of letters must be submitted annually to the superintendent's office to be considered for the upcoming year. Forms are available on the scsboe.org website.

#### **TRANSFER STUDENTS**

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

Students transferring within or withdrawing from the St. Clair County Schools must complete withdrawal/transfer request forms, available in the school office. A student age 17 or over who withdraws may not return to the regular school program during that semester without official permission from the superintendent or designee. Pending investigation of the request, the student may be assigned to an alternative program before being allowed to return to the regular school program. Additionally, the Alabama Department of Public Safety shall deny a driver's license or learner's permit to any person under the age of 19 who is not enrolled in school or who has not received a diploma or certificate of graduation.

#### **AGENCY ENROLLMENT/TRANSFER REQUESTS**

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

- Academic records, including special education records ● Transfer or withdrawal forms
- Immunization record ● other records deemed appropriate for enrollment

#### **ADMISSION OF FOREIGN STUDENTS AND EXCHANGE STUDENTS**

Foreign students may be admitted in grades 9-12. A maximum of three (3) foreign exchange students will be allowed to enroll at each high school. The superintendent may grant permission to enroll more than three (3) students upon the request of the school principal. The standards for successful completion of a course and the granting of credit for the course shall be the same for foreign exchange students as they are for resident students.

#### **ATTENDANCE**

Regular school attendance contributes to academic achievement and facilitates the student's ability to succeed. Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a

school-aged child is responsible for that child's regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the board. Parents failing to enroll students and ensure their proper behavior and attendance are subject to fines and imprisonment under state law. (Code of Alabama 1975 §16-28-12, §, 16-28-40).

### **CLASS ATTENDANCE AND ABSENCES**

For an absence to be "excused", parents/guardians must present to the school principal or designee a written explanation of a student's absence within three (3) days of the absence. Failure to present a written explanation (within the "Excused Absences" guidelines, below) will cause the absence to be recorded as unexcused. Absences for official school events are considered excused.

School attendance is required of all enrolled children in grades K-12. Students are expected to report to school on time and attend school the full day. All students are subject to the same attendance policies. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences are either excused or unexcused. **Note: It is the parent's responsibility to provide the school with their correct mailing address and telephone number. Any changes made during the school year will require a written request with the parent's signature and will need to be sent to the appropriate school personnel.**

**"Excused Absences" are defined as the following:**

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or Superintendent
6. Prior permission of the principal with the consent of the parent or legal guardian

Examples include but not limited to the following:

- serious family illness
  - family emergency
  - legal appointments with documentation
  - religious holidays
7. Individual College visits are limited to two per year. Proper documentation must be provided to principal.

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. It is the responsibility of the student to request makeup work the day the student returns to school and return the make-up work on the deadline day. Once a student has returned to school and requested the make-up work, the student shall have two (2) days for each day of excused absence to complete and return make-up work once the student has been given the assignment(s) by the teacher. Example: A student returns to school on Tuesday after being out 1 excused day and request work. The teacher gives assignments on Wednesday. The student would have two days (Thursday and Friday) to complete work and turn in on Monday.

**View FIELD TRIPS for absences related to field trips.**

**EXCESSIVE ABSENCES**

*Excessive absence* is defined as any absence over **(10) days for a student in grades K-12 per school year without proper documentation**. Days of absence exceeding 10 days must be documented by a physician's statement or by a court order to be considered excused. A parent/guardian note of explanation can be accepted for 10 total absences during the school year. Absences without physician or court documentation beyond these numbers shall be considered unexcused absences. To clarify, if a student is absent for 5 days with a physician's statement, the student would still be allowed an additional total of 10 possible parent excused days within the school year.

Parent excused absences must meet the definitions found in the "CLASS ATTENDANCE AND ABSENCES" section of this handbook.

**UNEXCUSED ABSENCES/TRUANCY**

Unexcused absences are those for which no acceptable written explanation is provided by the parent/guardian, or for reasons other than those noted above in "Excused Absences" section or those after (10) days per year for which no physician or court documentation is provided. Schoolwork missed due to unexcused absences may not be made up.

The St. Clair County School System participates in cooperation with the St. Clair County District Attorney and the St. Clair County Juvenile Court in the Early Warning Program for Attendance Intervention and the Early Warning Program for Behavior Intervention to assist families in achieving good school attendance and students in maintaining good conduct.

**The school will refer students in grades 3-12 to Ruben Yancy Alternative School for a minimum of 20 days when the student has reached ten (10) unexcused days.**

High school administrators are required to report to the Alabama Department of Transportation any student who has accumulated more than 10 consecutive or 15 cumulative unexcused absences during a single semester. Any student with the above absences is subject to having their driver's license or permit suspended. A student must have 45 days without an unexcused absence before the school can issue a letter to have the license/permit reinstated.

**CHECK-IN/CHECK-OUT PROCEDURES**

Students arriving late to school (checking-in/this includes tardies to school) or leaving school early (checking- out) may do so only with the parent physically coming to the school or a verified written permission of the parents/guardians turned in to the office upon students' arrival. Students must attend 51% of the day to be counted present for the day. High school students must be present 51% of each period to be counted as present for that class. WHEN POSSIBLE, SCHEDULE DOCTOR AND DENTIST APPOINTMENTS AFTER SCHOOL HOURS.

**EXCUSED CHECK-INS, CHECK-OUTS AND TARDIES INCLUDE** student illness with doctor excuses, serious family illness, death in the immediate family, inclement weather, legal reasons with documentation, emergency conditions as determined by principal and/or Superintendent, or prior permission of the principal.

Sanctions may include ISS, detention, Saturday School, or other sanctions determined by local schools or other sanctions as deemed necessary by administrator. In high schools, excessive check-ins, check-outs and/or tardies may warrant revocation of driving privileges.



**CREDIT NOT AWARDED FOR EXCESSIVE ABSENCES**

Any student in grades 9-12 who accumulates excessive unexcused absences in any course may not receive credit in that course. A student may not exceed eighteen (18) absences per class per year. Credit may be allowed with permission from the principal or his/her designee (school administrator or Problem-Solving Team). Administration may require absences to be certified in writing from the appropriate person which may include a physician's statement. This may become a part of the student's permanent record relating to attendance. Students may be allowed or required to make arrangements for alternative educational instruction through a Board recognized program.

**CURRICULUM, ACTIVITIES AND STUDENT SERVICES**

**CURRICULUM**

The St. Clair County School System provides high quality educational experiences and effective instruction in core academic subjects and a variety of elective programs and extracurricular activities. All schools in the system will use the English Language Arts (ELA), Social Studies, and Math Career and College Readiness Standards adopted by the Alabama State Department of Education as the core of instruction. Science will use the Alabama Course of Study until state adopted.

**SPECIAL EDUCATION**

Special education services are available for eligible students from age 3 to age 21. Schools provide a free appropriate public education for students eligible for special education services according to *IDEA* regulations and the *Alabama Administrative Code*. Parents/guardians of students enrolled in St. Clair County Schools may request an evaluation for services from the school. Parents/guardians of students that are not currently enrolled in St. Clair County Schools but reside in the district may request an evaluation through the Central Office @ (205) 594-7131 ext. 2260. Concerns or issues regarding special education should be directed to the local school principal first. If the concerns or issues are not resolved, the parent/guardian should call the Special Education Coordinator @ (205) 594-7131 ext. 2281.

**GIFTED EDUCATION**

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

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

### **HOMEBOUND SERVICES**

A student with an injury or illness that requires absence from the school that he or she is enrolled in for 10 or more consecutive school days, may request to be considered for homebound services. Homebound forms should be obtained from the school where the student is currently enrolled.

The parent/guardian should complete the *Parent Homebound form requesting services*. The parent/guardian must have the student's medical doctor complete the *Homebound Medical form requesting homebound services*. The ***Parent Homebound*** form and the ***Homebound Medical*** form must be mailed to the address on the form to the attention of the Homebound Coordinator. **The Parent Homebound form and the Homebound Medical form will not be accepted via fax, e mail or hand delivery.**

### **STUDENTS WITH SERVICE ANIMALS**

St. Clair County BOE will comply with federal and state laws regarding the use of service animals.

### **PRE-KINDERGARTEN PROGRAMS**

The St. Clair County School System provides full day Pre-Kindergarten classes for selected four-year-old students through a grant from the Alabama Office of School Readiness. Applications for participation in a Pre-K program may be requested from the Central Office (205) 594-7131.

### **GUIDANCE AND COUNSELING**

All St. Clair County schools have certified guidance counselors. The guidance/counseling programs provide classroom, small group and individual instruction in peer relationships, character development, study skills and career awareness. Guidance counselors may also assist students and families with issues that may limit or interfere with learning as well as with post-secondary opportunities and educational enrichment activities. Parent education materials, referral information for social service agencies, scholarship applications and many other valuable resources are available from school guidance counselors.

### **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

Parents/guardians of students eligible for services for English Learners (EL) will be notified by school officials. Program services, parent options and additional resources will be communicated by school personnel. Participation in the EL program and student progress in English proficiency will be monitored throughout the school year with regular reports to parents. Parents/guardians of non-English proficient students who need enrollment assistance and/or translation of school information may contact the school principal or the Central Office (205) 594-7131.

### **PROMOTION/RETENTION STANDARDS**

All students must meet the state age requirements of admission. When a student is enrolled after the beginning of the final quarter of the school year, promotion/retention decisions will be made on a case-by-case basis by the principal and teacher(s). **See Credit Not Awarded for Excessive Absences.**

#### **Grades K-4**

To be promoted to the next grade, a student in grades K through four must pass reading and mathematics to grade level standards. The process of making decisions as to promotion and retention of students in grades K through four should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the

principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal.

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student should be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made based on which grade placement provides the student a better chance of progressing in his/her educational development. In addition, the St. Clair County School System will comply with all retention mandates as set forth in the Alabama Literacy Act.

### **Grades 5-8**

Students enrolled in grades five (5) through eight (8) must pass reading (literature), language and math along with either science or social studies each year to be promoted to the next higher grade. Students who do not pass required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program.

### **Grades 9-12**

For students to be permitted to move to the next higher-grade level, the standards must be met as follows:

Tenth Grade – students who have earned six (6) Carnegie units will be classified as tenth graders.

Eleventh Grade - students who have earned twelve (12) Carnegie units will be classified as eleventh graders.

Twelfth Grade – students who have earned seventeen (17) Carnegie units will be classified as twelfth graders.

### **Special Education Students**

Special education students should attain the highest individual goals possible. These goals are determined by each student's Individualized Education Plan (IEP) as well as state and local policies and guidelines.

However, a special education student may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., in order for a special education student to be placed at the sixth (6<sup>th</sup>) grade level, he/she must have been enrolled in school for at least five (5) years.

### **Summer School**

A student who does not pass coursework in a logical and sequential order should be strongly encouraged to attend an approved summer school to earn the required Carnegie unit(s) necessary for orderly progression through the courses required for graduation.

- Summer school is offered to students enrolled in Grades 5-12 who have failed core classes.
- Acceleration opportunities are available for students entering Grade 9-12. These include Driver's Education/Health as well as state approved elective web-based classes for credit.
- Students must provide their own transportation to and from the summer school program.
- Tuition requirements and other information on Summer School can be found at [www.sccboe.org](http://www.sccboe.org).

### **REPORT CARD AND PROGRESS REPORT GRADES**

The report card combined with the progress report is a mechanism for reporting student achievement.

<b>ACADEMIC GRADING SCALE (Grades 1-12)</b>				
A+ = 98-100	B+ = 88-89	C+ = 78-79	D+ = 68-69	F= 59 and below
A = 94-97	B = 84-87	C = 74-77	D = 64-67	
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63	
NOTE: PRE-AP, AP and DUAL ENROLLMENT CORE COURSES MAY EXCEED 100				

<b>Kindergarten Grading Scale</b> (see report card for expanded explanations)	
<b>3</b>	Meeting Standards
<b>2</b>	Partially Meeting Standards
<b>1</b>	Not Meeting Standards

### **Conduct Grades**

Conduct grades may be assigned and reported based on the conduct rating at the local school. Conduct grades are not used in calculating grade point averages (GPAs) or to determine eligibility for Honor Rolls or academic awards.

### **Parent Conferences**

Parental involvement and support are extremely important; therefore, parent –teacher conferences are most important in maintaining and improving the learning atmosphere. Parents should maintain regular communication, concerning their child(ren)’s progress and conduct, with the school authorities. Parents wanting to confer with teachers or administrators are asked to call the school and arrange an appointment. Parents should not come to talk with a teacher during his/her class time. The recommended times for a conference are before school, after school, or during a teacher's planning period. No exceptions will be made. Refer to Student Grievances and Complaints for chain of command.

### **Class Rankings and Weighted Credit**

The St. Clair County Board of Education maintains that high schools should keep accurate records concerning class ranking of each student. This is especially important for 12<sup>th</sup> graders since colleges and scholarship committees consider rankings in their acceptance process. Confidentiality of all records shall be respected as specified by law.

Class rankings for senior students shall be determined on a four (4) point scale as follows:

A=4 points B=3 points C=2 points D=1 point (Only core academic classes will be weighted)

1 extra quality point will be awarded to Advanced Placement courses and Dual Enrollment core courses with a grade of A, B, C or D on the standard GPA. Students who complete AP or dual enrollment requirements (including exams) will be awarded 10 numerical points to the numerical GPA.

.5 extra quality point or 4.5 for an A, 3.5 for a B, etc.... will be awarded to Pre-Advanced Placement courses, Honors classes, and math courses meeting or exceeding requirements for Algebra II with Trigonometry, Pre-Calculus and Physics. Students who successfully complete one of these courses will be awarded 5 numerical points to the numerical GPA.

Final class rankings shall be calculated as soon as all grades have been posted. Calculations will be carried out four decimal places with no “rounding”.

### **GRADING PLAN (Grades 6-12)**

To promote a consistent, equitable method of classroom assessment, Saint Clair County teachers in grades 6-12 will implement the following categorical grading plan for computing nine-week averages:

- **GOLD** Grades = Major tests and work products/projects – 60% of a student's grade
- **SILVER** Grades = Quizzes and secondary assignments – 30% of a student's grade
- **BRONZE** Grades = Homework and minor classwork – 10% of a student's grade

Semester averages will be comprised of two nine-week grading periods each accounting for 40% of the final average and a cumulative semester exam accounting for 20% of the final average.

### **E-LEARNING DAYS (dates are subject to change – see specific school for schedule)**

- Grades Pre-K-12<sup>th</sup> will use E-Learning Days on October 8<sup>th</sup> and March 11<sup>th</sup>
- High schools will use E-Days for the following testing days
  - Semester Exams (December 13-16 grades 9-12 and May 20-25 for grades 9-11)
  - ACT + Writing 11<sup>th</sup> grade only (March 29)
  - ACT WorkKeys 12<sup>th</sup> Grade only (October 6)
  - Pre-ACT 10<sup>th</sup> Grade only (one day only during window of October 4-22)

### **EXAM EXEMPTION PROCEDURES**

#### **All students grade 6-12 (each semester)**

- 90 or above average AND no more than 5 excused absences for the semester
- 80 or above average AND no more than 3 excused absences for the semester
- 70 or above average AND no excused absences for the semester
- Excused absences for Legal reasons will not apply to the number of excused absences for the semester
- Absences are accumulated by each class period
- 3 tardies to class and/or school equals 1 unexcused absence
- ANY unexcused absence will result in the student forfeiting the exemption for that class

#### **Additional opportunities to earn an exemption:**

- ACT WorkKeys (12<sup>th</sup> grade only)
  - proficiency – if a student earns Silver status on all 3 sections – student earns 1 exemption
  - 100% grade level attendance for the entire duration of testing – student earns 1 exemption
  - The local school will determine if the exemption is applicable for either Fall or Spring semester

### **ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS**

[Click here to view GRADUATION REQUIREMENTS](#)

## **GRADUATION REQUIREMENTS, DIPLOMAS, CERTIFICATES**

### **Entering freshman**

The minimum guidelines for graduation are set forth by the State Department of Education. See GRADUATION REQUIREMENTS CHART for details.

### **Diploma with Advanced Academic Endorsement**

Students earning the Diploma with the Advanced Academic Endorsement must also complete all of the following requirements as set forth by the Board of Education: two foreign languages in the same language, one math course above and beyond Advanced Algebra II with Statistics, 3 Dual Enrollment courses or 3 AP courses or a combination of 3 Dual Enrollment/AP courses.

### **Diploma with Advanced Career Technical Endorsement**

- Advanced Career Technical Endorsement – An endorsement earned by a student when they are a Career Technical Program Completer and have completed advanced courses that must include Algebra II/with Trigonometry or equivalent.
- Career Technical Endorsement – An endorsement earned by a student when they are a Career Technical Program Completer.
- Career Technical Program Completer – A student who has successfully completed 3 (1 credit) courses under a Career Technical Program and earned the credential that is a part of that program.

**See each school for the specific classes meeting these diploma types.**

## **DIPLOMA PATHWAYS FOR STUDENTS WITH DISABILITIES**

Alabama has made substantial improvements to the options students have for earning the Alabama High School Diploma. Many of the changes impact students with disabilities. The following information serves to clarify information related to the new opportunities for earning the Alabama High School Diploma:

- Students with disabilities now have three pathways for earning the Alabama High School Diploma:
  - *General Education Pathway*
  - *Essentials/Life Skills Pathway*
  - *Alternate Achievement Standards (AAS) Pathway*
- Students with disabilities may choose between the General Education pathway and the Essentials/Life Skills Pathway.
- Core content area course for students with disabilities can be General Education courses, Essential courses, or a combination of both.
 

Students with significant cognitive disabilities who meet the criteria for the *Alabama Alternate Assessment* are eligible for the *Alternate Achievement Standards (AAS) Pathway*

## **PARTICIPATION IN GRADUATION CEREMONIES**

The St. Clair County Board of Education authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall be based on the student meeting the requirements to receive an Alabama High School Diploma. Participation in the graduation ceremony is a privilege that may be revoked by the school administrator and the Superintendent if

deemed necessary. Students must comply with specified school dress requirements as well as practice requirements to participate in graduation ceremonies.

### **GRADUATION CEREMONIES (OTHER THAN HIGH SCHOOL)**

Kindergarten is the only grade allowed to have graduation ceremonies.

### **HONOR GRADUATES**

The following criteria shall determine honor graduates of St. Clair County High Schools:

- 1) A student must be enrolled in a St. Clair County High School for the entire senior year to be eligible.
- 2) All students with a grade point average (GPA) of 4.0 or higher and who has earned a diploma with Advanced Academic Endorsement shall be designated honor graduates. GPA for the determination of honor graduates shall be calculated as soon as all grades have been posted of the senior year. GPA calculations shall be carried to the fourth decimal place with no "rounding".
- 3) If no student in the graduating class has a GPA of 4.0 or higher, the top 10% of the class with GPAs of 3.5 or higher shall be designated as honor graduates.
- 4) The local school will determine how honor graduates will be recognized at the graduation ceremony.
- 5) The two (2) honor graduates with the highest weighted numerical averages (in academic core courses including foreign language) at the end of the third grading period shall each be given the opportunity to deliver an address at commencement. If one or both students decline the opportunity to speak, the principal shall appoint another honor graduate to speak or no one at all.

### **ELECTRONIC TRANSCRIPT DELIVERY SYSTEM**

St. Clair County utilizes an electronic delivery service to send student transcripts. Transcripts are uploaded to this system and sent to colleges, universities, etcetera, upon student request. A charge may be incurred. See the Data Governance Policy and Section 8.71 Board Policy for more information.

### **HONOR ROLL**

St. Clair County elementary and middle schools designate academic honor roll students each grading period based on local school criteria. Conduct grades are not used in the calculation of All "A" or "AB" honor rolls in elementary and middle schools.

### **NATIONAL ELEMENTARY HONOR SOCIETY (NEHS)**

NEHS is a student organization designed to recognize outstanding elementary students who demonstrate excellence in scholarship and responsibility. Chapters of NEHS work to develop leadership and promote service to the school and community.

Students' academic records are reviewed to determine scholastic eligibility. Students must have a 94 GPA to qualify for membership. Membership in a local chapter is an honor bestowed upon a student. Selection for membership is based on outstanding scholarship and responsibility. Once selected, members have the responsibility to continue to demonstrate these qualities and to participate in chapter activities to build experience and improve skills in leadership and service. Each member is required to participate in two service projects each school year.

### **BETA CLUB**

Students must obtain an overall 88 academic average for placement and maintain an overall A-B academic average with no term average below 80. A member who receives a term average below 80 will be given a probationary period of one term to bring the grade to an 80 or better. A term is defined as eighteen (18) weeks.

Beta Club members must not receive suspension for any reason (external suspension or alternative school placement) to remain in good standing. Students will be suspended for one calendar year from the Beta Club for any of the following reasons: Cheating – Insubordination - Use/possession of alcohol/drugs, including tobacco - Non-payment of dues - Other serious rule violations as determined by school administration.

Students may be reinstated in the Beta Club if they meet all requirements for Beta Club membership during the one-year suspension. Failure to meet all Beta Club standards during the one-year suspension will result in dismissal. Each Beta Club is responsible for adopting a constitution and by-laws that address procedures to implement these guidelines. Beta Club constitutions and by-laws are available at each school.

### **DUAL ENROLLMENT**

The St. Clair County Board of Education has established dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and the participating postsecondary levels.

Criteria for participating in the dual enrollment program include the following:

- 1) The student will have a “B” average.
- 2) The student will obtain written approval of the principal and superintendent.
- 3) The student will be enrolled in Grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon recommendation of the student’s principal and superintendent and in accordance with Alabama Administrative Code Rule 290-8-9-.17 regarding gifted and talented students.
- 4) The student who is enrolled in Grade 10, 11, or 12 who does not have a “B” average in completed high school courses may be deemed eligible to participate in dual enrollment courses pending demonstrated ability to benefit as documented by successful completion and placement identification on assessments approved by the Department of Postsecondary Education. Students eligible under this section will be restricted to pursuing career/technical and health-related courses. Students enrolled under this provision must have earned a “B” average in high school courses related to the occupational/technical studies and have an overall Grade Point Average of 2.5
- 5) The student shall take courses at a postsecondary/college level – not remedial courses.
- 6) The student enrolled in courses during the normal high school day on or off campus is responsible for his/her own transportation. The St. Clair County Board of Education is not responsible for transportation or its liability.
- 7) Three (3) semester credit hours at the postsecondary level shall equal one credit at the high school level in accordance with Alabama Administrative Code Rule 290-3-1-.02.
- 8) Dual enrollment students who take English 101 and/or 102 and wish to use 101 for 11<sup>th</sup> grade English and 102 for 12<sup>th</sup> grade English must satisfactorily complete a summer reading component for each class. U.S. History 201 and 202 can be used for dual enrollment credits in American History for grades 10 and 11. Please see school guidance counselors for more information.

### **ALTERNATIVE CREDIT - AT RISK AND EXCEL-ERATE PROGRAMS**

High school students may be eligible to participate in an alternative credit for certain failed subjects. Students in need of an alternative credit may consult school guidance counselors, the school principal or call 594-7131 to obtain information about alternative credit options.



### **COOPERATIVE EDUCATION (WORK-BASED LEARNING)**

The purpose of cooperative education is to provide students with work-based experiences in licensed enterprises while developing responsibility, maturity, job competency, and decision-making skills. This work-based experience will be supervised by a work-place mentor and the Cooperative Education Coordinator. Participating in Cooperative Education is a privilege and a commitment.

The following is required to participate in Cooperative Education:

- Must be in the 12<sup>th</sup> grade.
- On track for graduation. (All necessary credits up to date and counselor approved)
- Have acceptable attendance, grades, and discipline record.
- Must hold/maintain a valid Alabama driver's license and proof of liability coverage for the automobile.
- Must provide own transportation – cannot depend on other people for your transportation.
- Must have completed ONE career-tech course.
- Must be employed in an approved occupation which is not considered hazardous as defined by Federal and Alabama Child Labor Laws.
- Must maintain continuous employment during the entire school year. If a student quits their job or is terminated during the year, they may be removed from the program and placed in whatever courses are available at the school.
- Must complete 140 work hours for each class period that the student is released from school. (Released two periods a day requires 280 work hours; released three periods a day requires 420 work hours)
- An *Application for Enrollment* must be completed with three teacher recommendations.
- The *Cooperative Education Regulations and Policies* document and the *Employment Training Agreement* must be signed by the student and their parent or guardian.
- Students must abide by all school rules and regulations and consider themselves under the jurisdiction of the school while at their place of employment.
- Specific numerical averages for cooperative education will be determined by the Coordinator based on completion of reports and assignments, employment performance as indicated on employer evaluations, and other evaluations deemed necessary by the Coordinator and incorporated into the final grade.

If a student does not fulfill the designated requirements and meet the minimum hours of employment for each class period, a failing grade will be submitted with no credit earned. This failing grade will be calculated into the final grade point average of the student.

### **ACADEMIC ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are defined as activities that are sanctioned by a public school which are not related to a student's academic requirements. Participation in Board sanctioned athletic programs will be on such terms and conditions as maybe approved by the Board and any athletic association of which the Board is a member. Schools may establish terms and conditions for participation in such programs as long as school eligibility Criteria are not inconsistent with system-wide eligibility or participation criteria, rules, regulations, or standards established by any athletic association or organization of which the Board is a member, or any rule, principle, or provision of applicable law.

- Students promoted to the 7<sup>th</sup> grade are eligible.
- Students in grades 8-12 - Eligibility is determined by grades earned during previous school year/summer school.
- For students entering grades 8-9 - Students must have passed a minimum of five new subjects with a composite average of 70 and must have been promoted to the next grade.
- For students entering grades 10-12 Students must have passed a minimum of six units of work (including any four core courses) with a composite average of 70 for those six units during the preceding two semesters of attendance. Any four courses must be included in the six passed and averaged.
- A maximum of two units (subjects) may be earned in an accredited summer school.
- All students must take and pass six units of work (ones not previously passed) during the current year (seniors on track for graduation fall under different guidelines).
- Non-traditional students include students who are home school students, virtual school students or students attending a charter school are eligible for athletics and extracurricular activities. Interested students should contact the school administration of the schools they are zoned if attending public schools.
- At the end of each grading period, the head coach/sponsor of each sport or extracurricular activity, and/or school athletic director will check the current grades of all students participating in the activity. If a student fails to maintain the academic standards in all of the courses during the preceding grading period, the student will be placed on probation from extracurricular activities, whereby the principal will be notified, and the student placed in a mandated academic remediation program (Academics First) to address the academic performance of the student.
- During the probation period, modifications in the student's participation in extracurricular activities may be made by the principal if such modification is necessary to ensure the student's ability to improve academic performance.
- Academic remediation will last a minimum of one grading period.
- At the end of each grading period while a participant in academic remediation, students must show evidence of satisfactory participation in the remediation program to maintain participation in extracurricular activities. [Reference: Ala. Admin. Code r 290—1-.02(18)]

### **Regaining Eligibility Status**

- Students may regain eligibility at the start of each term using the last two term grades. For AHSAA purposes, a "term" is defined as two 9-week grading periods which equal one semester.
- Physical education may only count as one (1) unit per year.
- No more than two (2) units may be earned during summer school.
- If a subject is repeated in summer school, the higher numerical grade for the subject may be used to compute the composite grade average.

### **ATHLETICS AND CHEERLEADING**

All athletic programs of the St. Clair County School System and in accordance with the St. Clair County Athletic Handbook, are conducted in accordance with the Alabama High School Athletic Association. All athletes and cheerleaders are subject to random drug testing. Students must show written proof of adequate insurance coverage prior to engaging in practice or participation in any athletic program sponsored by the school. Students must submit to and pass a physical examination prior to engaging in practice or participation in any athletic program sponsored by the school. Cheerleaders follow the same eligibility requirements as other sports. Additional information on cheerleader eligibility, selection, purpose, and goals may be found in the St. Clair County Cheerleading Constitution available at local schools or on the SCCBOE website.

**VIRTUAL SCHOOL/HOMESCHOOL STUDENTS PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES**

The St. Clair County Board of Education offers a free non-traditional public education provided through the Virtual (k12) Preparatory Academy. Courses are developed and taught by highly qualified, certified teachers or facilitated through high-quality online curriculum aligned to the Alabama State Department of Education (ALSDE). Course of Study and College and career Readiness Standards. All St. Clair County Schools are accredited through the Cognia accreditation process.

Effective with the school year 2018-2019, St. Clair County resident students and non-resident students within the state of Alabama in grades K-12 may apply to participate in the virtual school education option (Virtual (k12) Preparatory Academy). See Policy 5.25.

Virtual School Students who reside in the St. Clair County School System can participate in extra-curricular activities at the school they are zoned to attend but must follow the requirements set forth by each local school.

Homeschooled students who want to participate in public school athletics must comply with all state and local requirements. A student must enroll within the first 20 days of each semester and adhere to eligibility standards. Eligibility for subsequent years will require taking end of course exams in core courses.

**FIELD TRIPS**

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

- 1) Students going on school-sponsored trips are required to ride the bus to and from the appointed destination with all other students.
- 2) In unusual circumstances, with the permission of the principal, a student may ride in the car with his/her parents/guardians.
- 3) Parents serving as chaperones may accompany students on the outing. Other children are not allowed.
- 4) If space is a problem, parents must provide their own transportation.
- 5) Students whose parents are serving as chaperones are subject to the same rules as the rest of the class.
- 6) Students must pay in advance for field trips. These funds are requested in advance to pay for admission, buses, etc.
- 7) Out-of-State field trips must be approved by the St. Clair County Board of Education at least 1 month prior to the event.
- 8) Previously assigned assignments will be due the next school day following the field trip.
- 9) Parents attending overnight trips must have a background check.

**SCHOOL FEES**

Secondary schools may charge reasonable fees for certain activities and for non-required courses. Fees are non-refundable after 2 weeks. Current fees are as follows:

Technology Maintenance /\$40 per semester	Eden Career Tech Center /\$30 per semester
Shop – Industrial Arts /\$30 per semester	Culinary /\$40 per semester
Driver Education /\$20 per semester	Art I, Art II, Art III/ \$20 per semester
Family & Consumer Science /\$30 per semester	Agri-Business /\$30 per semester
Shop – Industrial Arts /\$30 per semester	Drama / \$20 per semester
Band /\$20 per semester	Chorus /\$10 per semester

Distance Learning Lab /\$10 per semester  
 Locker Rental (\$7.50 per term) /\$15 per year  
 Journalism/\$20 per semester  
 Science – Non-required Science Lab Fee /\$20 per semester

Gym Locker Rental /\$5 per semester  
 Parking /\$25 per year or \$15 per semester  
 Virtual School Technology Fee/\$150 per year

### **TEXTBOOKS**

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

- Keep the book clean inside and out.
- Refrain from marking the book.
- Avoid tearing, turning down or damaging pages.
- Refrain from placing the book where it may become soiled or damaged by the weather.
- Use care when applying or removing book covers

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

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

### **SPORTING EVENT CHARGES**

St. Clair County Schools charge admission for athletic events according to the schedule listed below. Tournament and Playoff Admission prices vary from regular schedule games. (Set by AHSAA)

Varsity Football-  
 All Other Sports-

Student Advance Ticket - \$5.00  
 Students and Adults -\$5.00

Gate Admission - \$7.00

## **HEALTH and WELLNESS**

### **ANAPHYLAXIS PREPAREDNESS**

Anaphylaxis is a severe, life-threatening allergic reaction that can develop within minutes of exposure to an allergen. It can occur the first time an individual is exposed to the allergen. St. Clair County Schools finds that an Anaphylaxis Preparedness Program is important to the safety and well-being of its students who are at risk of anaphylaxis as well as staff and visitors to St. Clair County Schools. More information may be found at the student health services section at [www.sccboe.org](http://www.sccboe.org).

### **CHILD NUTRITION PROGRAM**

Visit [www.sccboe.org](http://www.sccboe.org) website for current meal prices.

It is the policy of the St. Clair County Board of Education to provide the Child Nutrition Program to all students based on the parent's ability to pay. Eligible families are encouraged to take advantage of the free and reduced meal program. The system's eligibility for state and federal programs available to students is based on the number of children enrolled in the free and reduced-price lunchroom program.

The Child Nutrition Program requires one free/reduced lunch form per family or household. Electronic forms are available on our website: [sccboe.org](http://sccboe.org). You may complete a paper application in your child's school office, classroom, or lunchroom year-round. Families are required to complete a new lunch form each school year starting any day after July 1. The previous year's form expires thirty days after school begins.

The St. Clair County Board of Education Child Nutrition Program participates in the National School Breakfast, Lunch and Snack Program that operates under federal nutrition guidelines, as mandated by the National School Act of 1946 and the Child Nutrition Act of 1966 and its revision of 2010. These nutrition guidelines for schools are based on Recommended Dietary Allowances (RDA), student's caloric needs, and the Dietary Guidelines for Americans.

The St Clair County Board of Education will continue to participate in the Child and Adult Care Feeding Program which will allow us to serve an after-school meal to children ages 18 and under at no charge. This meal will be available at the end of the instructional day. After School menus will be posted at participating schools.

A computerized program allows for advanced payment of all meals and extra sales. This practice is strongly encouraged as this will help the cashier line move faster and give students more time to enjoy meals. A la carte pricing and extra items are available for purchase if funds are available in your child's account. No adult meals may be charged. No extra/a la carte items may be charged by students or adults.

Students will be issued a card to use for meal purchases. If a student loses his/her card, he/she will be given a replacement card at no charge. If the replacement card is lost, there will be a \$3.00 charge placed on the student's account for each replacement card. Children may also use their unique four or five-digit pin number at the cash register. Cashiers are available in the lunchroom to accept payment on accounts between breakfast and lunch. Visit [www.sccboe.org](http://www.sccboe.org) and go to the Child Nutrition Department to find the EZ School Pay link if you want the ability to add funds to a student's meal account online. You can also review the account details at no charge. A convenience fee will apply to online transactions.

School menus are sent home monthly with children grades K-8 and are also available on our website along with nutrition information.

Research has shown that there is a crucial relationship between nutrition and health, and nutrition and learning. Experts also agree that most food preferences and dietary habits are formed during childhood. The St. Clair County Child Nutrition Program is committed to taking advantage of the opportunity during a child's developmental years to promote and influence healthy food choices through school meals. If you have any questions concerning any aspect of the Child Nutrition Program, call 205-594-2022 to speak with the CNP Director, Stephanie Overstreet RD, SNS.

### **Breakfast and Lunch Guidelines**

For special School Breakfast pricing: Students must choose 3 or 4 out of 4 meal components: Meat or Meat Substitute, Grains, Fruit/Juice, or Milk. Students must choose at least ½ cup of fruit or juice.

For special Lunch pricing: Students must choose 3, 4 or 5 out of 5 meal components: Meat or Meat Substitute, Grains, Fruit, Vegetable, or Milk. Students must choose at least ½ cup of fruit or vegetable.

School breakfast provides one fourth of an average American child's nutritional needs and school lunch provides one third of an average American child's nutritional needs based on their grade group. The St Clair County Child Nutrition program is delighted to offer a variety of vegetables & fruits as well as whole

grains, and low fat and fat-free dairy products in recipes and products designed to appeal to children & teenagers.

Fast food items (in original containers) are not allowed in school lunchrooms. This rule applies to students, visitors, and employees.

#### **COMMUNICABLE DISEASES AND CONDITIONS**

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

In all cases, a statement of clearance from the Department of Health, a physician, or school nurse shall be required before the student or staff may re-enter school or return to work. All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions, and documents as confidential information. Before any medical information is shared with anyone in the school setting, a "Need to Know" review shall be made which includes the parents/guardians, student (if over 18), employee and his/her representative. All school employees are always required to consistently follow infection control guidelines in all settings and, including playgrounds and school buses. Schools operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible.

#### **DRUG ABUSE PREVENTION**

Drugs include barbiturates, central nervous system stimulants, hallucinogenics, depressants, marijuana, synthetic drugs, and all other drugs to which the narcotic and drug abuse laws of the United States or the State of Alabama apply. The possession, selling, being under the influence of, or use of non-prescribed drugs is prohibited on campus, buses, in parked cars, on school grounds or at any school-sponsored activity of the St. Clair County School System.

The principal or his/her designee(s) shall report any violation of law concerning drugs to the superintendent and to the local police department (or Sheriff's Department) when applicable and cooperate with law enforcement officials in their investigation.

- A student convicted by any court of selling drugs on the premises of the St. Clair County Board of Education or at any school activity will be recommended for expulsion.
- The first school staff member to encounter indications of use or possession of dangerous or illegal drugs by a student(s) shall document the facts surrounding the situation. Documentation should include the student(s) name and address, location in the building or school premises where the evidence was found, and a summary of the facts surrounding the case.
- The staff member obtaining the evidence should immediately report to the principal or his/her designee.
- The student should be given the opportunity to submit written or oral statements and to call a witness into the conference with the principal or his/her designee.
- The principal or his/her designee shall place the evidence in an envelope in the presence of the student. The envelope should be sealed and signed by the principal and his/her designee(s), the staff member who found the evidence and the student.
- The principal or his/her designee(s) should then call the police or proper law enforcement official and request someone to pick up the sealed envelope in the presence of the alleged guilty student. The

principal or his/her designee(s) should personally hand this material to the officer. The police officer will take the evidence for analysis and file the proper petition with the juvenile court or court of record.

- The parents/guardians are to be contacted and the matter discussed fully with them. The parents/guardians conference should be attended by the parents/guardians, staff member who documented the situation, student, principal, or his/her designee(s), and in some situations, law enforcement officials.

### **DRUG TESTING OF STUDENTS**

It is the objective of the St. Clair County Board of Education to assure that all students who wish to participate in competitive extracurricular student activities or drive to school be given the opportunity to do so in a safe, drug-free environment and that all students, while under the supervision of the school system, be completely free from the effects of the presence of illegal or controlled substances. To meet this objective, the Board reserves the right to require any student desiring to participate in competitive extracurricular programs or drive to school to submit to drug tests while under the supervision of the school system.

Any student who refuses to participate in a drug screening is considered positive and loses the right of participation in any St. Clair County Board of Education (SCCBOE) competitive extracurricular activity or drive to school for the remainder of the school year. Students may not withdraw from the drug test program during the school year. The student must also test negative for prohibited substances from an approved drug test before regaining privileges. The Board has the right to conduct random, unannounced drug screenings of students participating in competitive extracurricular activities/school driver as well as the right to conduct specific drug screenings of students whenever a school official observes circumstances which provide reasonable suspicion to believe that a student has used illegal drugs, or otherwise violated the substances abuse policy. Please refer to the drug policy and drug procedures for more details.

### **FOOD SAFETY**

Due to the increasing health risks for students with food allergies, the St. Clair County Board of Education requires any food that is being provided by a parent, guardian or other individual for celebrations, special snacks, field day events, or any school event where foods might be provided for classroom use must not be home-made and must come to the school in unopened, commercially-prepared containers or packages. All food packages must have labels listing nutritional information and ingredients, as well as the method of preparation.

### **HEAD LICE**

St. Clair County Schools follows the guidelines of the Alabama Department of Public Health and Centers for Disease Control and Prevention. Students may not attend school with lice in their hair. A student will be sent home with instructions as to proper treatment when lice are found. The student may return at any time on the same day to be re-checked but will not be allowed to return to class until he/she is free of lice.

To be readmitted, a parent/guardian must accompany the student to the school office to be examined for the presence of lice. No more than two consecutive absences will be considered excused due to lice. After two consecutive days, absences will be unexcused.

**IMMUNIZATION RECORDS**

The State of Alabama School Law, 16-30-4, requires **ALL** students to have **ONE** of the following three certificates on file at the local school-

1. An up-to-date Alabama Certificate of Immunization (COI)  
(May be obtained from your child's physician or local health department)
2. An Alabama Certificate of Religious Exemption  
(Must be obtained from your local health department)
3. An Alabama Certificate of Medical Exemption (for specific vaccine-preventable diseases)  
(Must be obtained from student's physician)

St. Clair County Board Policy 5.14 states students may be withdrawn from school for immunization records expired for more than 30 days.

**MEDICATION AT SCHOOL**

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

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

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

The self-administration of chronic medications is allowed under the following guidelines-

1. Medication must be a prescription. No over-the-counter medications can be self-administered.
2. Medication forms must be provided yearly with parent and physician authorization.
3. The school nurse must approve self-administration of medication.



4. If at any time a student is not felt to be capable of self-administration, and/or following school policy for use, self-administration of medication will not be allowed.

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

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

#### **SCHOOL NURSES (STUDENT HEALTH SERVICES)**

School nurses try to help children stay in school so they can learn. We do, however, follow Public Health Department guidelines to prevent the transmission of communicable diseases and conditions. Any student with fever, vomiting, diarrhea, head lice or an undiagnosed rash, will be sent home. This is for the protection of your child and other students. Visit the [STUDENT HEALTH SERVICES](#) section on our website, [www.sccboe.org](http://www.sccboe.org), for health guidelines.

#### **SUNSCREEN**

Alabama Law (Act 201-278) allows students to apply personal sunscreen without the need of special permission from a doctor or parent. Students can self-carry sunscreen. We highly recommend that for younger students needing assistance in applying sunscreen that spray sunscreen be sent to school.

#### **SUICIDE PREVENTION**

St Clair County has adopted a Suicide Prevention Policy which includes training for certificated staff, education in suicide prevention for students, and procedures to follow in the event of a student attempting self-harm.

#### **TOBACCO PRODUCTS**

All persons (students, employees, visitors, etc.) are prohibited from using tobacco and tobacco like products in any form (including electronic cigarettes) while on school property or at school-sponsored activities and/or events. School property includes schools, school campuses, school board-owned grounds, buildings, and vehicles.

## **SAFETY**

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

#### **ASBESTOS IN SCHOOL BUILDINGS**

The St. Clair County Board of Education has complied with all the requirements set forth under federal and state statutes concerning asbestos. Management plans have been developed to establish guidelines for managing building materials containing asbestos.

The St. Clair County Board of Education remains in compliance with EPA's Asbestos Hazard Emergency Response Act (AHERA) of 1986. The school system has conducted three-year re-inspections, six-month periodic surveillances and the training of employees as required by EPA's AHERA regulations. The District's Asbestos Management Plans are on file at the Facilities Office and at each individual school. They are available for review during normal business hours. If you have questions, please contact the LEA Designated Coordinator, at (205) 594-2056.

#### **BOOK BAGS, BACKPACKS and OVERSIZED PURSES**

Book bags, backpacks, and oversized purses (larger than 12" x 12") are to be properly stored upon entering school buildings. Athletic bags must be stored in a central location during school hours. Rolling backpacks or luggage bags are not allowed due to safety concerns. Exceptions will only be made with principal's permission due to medically documented limitations. Visit the [STUDENT HEALTH SERVICES](#) section at [sccboe.org](http://sccboe.org) for information regarding heavy backpacks.

#### **BUS SAFETY AND STUDENT TRANSPORTATION**

**THE CHARLES "CHUCK" POLAND, JR. ACT (ALABAMA ACT 2013-347) WAS PASSED MAKING IT ILLEGAL FOR ANYONE TO TRESPASS ON A SCHOOL BUS, OFFENDERS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW. PROSECUTION COULD RESULT IN FINES OF UP TO \$6,000.00 AND UP TO ONE YEAR IN JAIL.**

Due to the possible distractions to the bus driver, the use of cell phones, beepers, or other personal electronic communication devices, will not be allowed on the school bus. Under emergency situations (i.e. mechanical break-down of the school bus, accidents, or other possible safety issues) the use of these items may be allowed.

Students, while in transit, are under the jurisdiction of the St. Clair County Board of Education. All rules and regulations of the Code of Student Conduct are applicable.

- 1) Refusal to obey rules as stated herein or to obey rules made by the principal will make the student liable to be reported to the school administration.
- 2) Students must be at the bus stop five minutes before the scheduled bus pick-up time.
- 3) Students who walk a distance to meet the bus must walk on the side of the road to their left. While waiting for the bus, students must not stand or play in the highway.
- 4) Students must not attempt to board or exit the bus while the bus is in motion.
- 5) Students must not extend any part of their bodies outside a bus window.
- 6) Students may only exit the bus at the designated bus stop unless written permission is received from the principal.
- 7) Students should avoid loud voices and unnecessary conversation with the bus driver.
- 8) Students must cooperate with keeping the bus clean and avoid all forms of vandalism.
- 9) Students may not transport materials, except for books and other school equipment, without permission from the principal and/or his/her designee (balloons and/or glass objects are not allowed). Books, packages, coat, band instruments and other items should not be in the aisles or in the driver's compartment and should not be left on the bus. These items must be held in the child's lap and not occupy the seat of another child.
- 10) Tobacco (in any form) may not be used.
- 11) Students are expected to behave in a courteous manner. Horseplay is prohibited.
- 12) Bus stops will be centralized whenever practical.

- 13) Students must always exit the bus at the front door.
- 14) Bus drivers may assign seats.
- 15) Students may not ride another bus without written permission from the principal or his/her designee.
- 16) Students may not move within the bus while it is in motion.
- 17) Students are prohibited from eating, chewing gum, and drinking beverages on the bus.
- 18) Students may be videotaped while being transported on school buses.

#### Loading Procedures

- In the morning, students should wait safely off the roadway until the bus has stopped, traffic has stopped, the door is open, and the driver signals them to load.
- If it is necessary for students to cross the road to load or unload, they should cross at point 12 feet in front of the bus, never behind the bus.

#### Unloading Procedures (for students crossing roads)

Students should utilize the following procedure for crossing the highway after disembarking the bus:

- Walk to a location at least 10-12 feet in front of the right corner of the bumper, but remaining away from the front of the school bus
- Student should cross when clear and driver signals

#### Unloading Procedures (for students NOT crossing roads)

Students should exit the bus and walk to a safe location away from the bus stop area but still be visible to the bus driver.

### **BUS TRANSPORTATION DISCIPLINE**

- 1) Students will be reported to the school administration for school bus violations. All violations are applicable to the appropriate section of the Code of Student Conduct.
- 2) Students must obey instructions given by the driver. Bus drivers will give citations for minor offenses. Forms will be given to the student for a signature of the parents/guardians.
- 3) The principal or his/her designee will take appropriate action when a student receives a citation.
- 4) Students may be disciplined in the form of bus suspension/expulsion.
- 5) Parents/guardians of the student may appeal disciplinary action with an appeal directed to the Director of Transportation, Jerry Fuller, (205) 629-6255, PO Box 15, Odenville, AL 35120

### **CIVIL LIABILITIES AND CRIMINAL PENALTIES**

To assure that parents are informed of their school-related responsibilities, the Alabama State Board of Education has mandated that parents receive notification addressing civil liabilities and criminal penalties for misbehavior by students on school property or against school employees. The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees.

**Bomb Threat:** It is a crime to falsely report an incident with knowledge that the information reported, conveyed, or circulated is false. To initiate or circulate a false report or warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or emergency under circumstances that are likely to cause evacuation of a building, place of assembly, or transportation facility, or to cause public inconvenience or alarm is a Class C Felony. Falsely reporting other kinds of incidences is a Class A Misdemeanor.

**Drug, Alcohol, Weapons, Physical Harm or Threatened Physical Harm (Act 94-784):** The school principal shall notify the appropriate law enforcement officials when a person violates local board of education

policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) school days.

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

**Pistol Possession / Driver's License (Act 94-820):** Any person over the age of 14 years who is convicted of the crime of possession of a pistol on the premises of a public school, or a public-school bus, shall be denied the issuance of a driver's permit or driver's license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person is 16 or older possesses a driver's license on the date of the conviction, the driver's license will be suspended for 180 days.

**Teacher Assault (Act 94-794):** A person commits the crime of assault in the second degree (Class C Felony) if the person assaults a teacher or an employee of a public education institution with the intent to cause serious physical injury.

**Tobacco Products (Pro-Children's Act and 290-030-010-06 Administrative Code, Alabama State Board of Education):** The use of tobacco products is prohibited on school property, including buildings, vehicles and any other property owned by the board of education.

**Vandalism (Act 94-819):** The parents/guardians or other person having control or custody of any minor under the age of 18 with whom the minor is living and who has custody of the minor shall be liable for the actual damages sustained to school property plus the court costs caused by an intentional, willful, and malicious act of the minor.

**Weapons in Schools (Act 94-817):** It is a Class C Felony for any person to knowingly carry or possess a deadly weapon on the premises of any public school or any school bus with intent to do bodily harm. Note: Deadly weapons include but are not limited to hand grenades, explosive devices, pistols, rifles, shotguns, knives, stilettos, swords, daggers, or any type of club, baton, billy club, blackjack, bludgeon, or metal knuckles.

**Gun Free Schools Act (GFSA):** When it is determined that a student possesses a firearm at school, on school property, or at a school event/activity, the following procedures must be followed immediately:

- The student must be expelled, and the expulsion noted on records transferred to any other school.
- The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:
  - Report to law enforcement
  - Contact parents
  - Suspend from school immediately pending investigation
  - Complete an investigation as soon as possible with documented written report(s)
  - Expel student according to LEA policy
- Following the expulsion determination, the student cannot attend any regular public school for one calendar year.

- The LEA can modify the expulsion on a case-by-case basis as allowed by the Code of Alabama 1975 §16-1-24.3.
- Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
- GFSA and other state required disciplinary data will be reported to the SDE through the School Incident Report (SIR).

### **DISCRIMINATION, BULLYING and SEXUAL HARASSMENT COMPLAINT PROCEDURES**

Statutory definition of bullying (paraphrased; please see statute for exact language. {Ala. Code § 16-28B-3}.)

Harassment: 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 association with someone who has a particular characteristic, if it falls into a category listed in state BOE\* or local board's model. To be harassment, conduct may (a) place student in reasonable fear of harm to person or damage to property; (b) have effect of substantially interfering with educational performance, opportunities, or benefits of a student; (c) have effect of substantially disrupting or interfering with orderly operation of the school; (d) have effect of creating a hostile environment in the school, on school property, on bus, or school-sponsored function; (e) have the effect of being sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

- 1) Any student/employee who believes he/she has been or is being subjected to any form of sexual harassment, discrimination or other harassment shall immediately report the matter to the school principal using the Student Harassment and Bullying Form. The form is available at each school office and on the [sccboe.org](http://sccboe.org) website.
- 2) A student/employee may request to make his/her report to an administrator, teacher, and/or immediate superior of the same sex. The administrator, teacher, and/or immediate superior receiving the complaint should not be the person who is the subject of the complaint.
- 3) If the principal does not receive the complaint, he/she will be notified immediately. The principal/designee will investigate the complaint and notify the superintendent of his/her completed investigation. The superintendent or his/her designee and legal counsel will review the complaint for prompt and appropriate action, if warranted.
- 4) A written response of the student's complaint will be provided to the parents/guardians within ten (10) days of the date that the student first registered the complaint.
- 5) The student may appeal the decision within ten (10) days of the receipt of the decision by filing a written notice of appeal with the superintendent.
- 6) The superintendent shall present the decision and notice of appeal to the board at the next scheduled meeting of the board. The board shall make a final decision and notify the student and/or parents/guardians in writing of the board's decision within fifteen (15) days.
- 7) Students may also report bullying using the website [www.anonymoustips.com](http://www.anonymoustips.com).

Although it is always preferable to attempt to solve problems at the local level, aggrieved persons also have the right to file a complaint with the United States Department of Education. Directions for completing such filings may be found at [www.ed.gov](http://www.ed.gov).

**[LINK to STUDENT HARASSMENT AND BULLYING COMPLAINT FORM](#)**

Based on *The Jamari Terrell Williams Student Bullying Prevention Act*

**INTERROGATIONS**

The school principal or the assistant principal must be notified prior to any interrogation of a student by a non-school authority. When law enforcement officials make it known that they wish to talk to a student while the student is under the supervision of the school, the student will be informed by the principal/assistant principal that he/she has three choices:

- 1) The student may converse by telephone with his/her parents/guardians.
- 2) The student may decline to talk with the officer(s) until his/her parents/guardians are present.
- 3) The student may talk with the officer(s) either in or outside the presence of a school official.

School officials will make every reasonable effort in all cases to notify the parents/guardians when officials ask to interview students at school. In those instances when a parent/guardian cannot be present within a reasonable time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parents/guardians. Other non-school persons, except for DHR and/or parents/guardians(s), shall not interview students during school hours. No student shall be removed from the school without a warrant or pick-up order being officially served.

**PHYSICAL RESTRAINT and SECLUSION**

As a part of the policies and procedures of the St. Clair County School System, the use of physical restraint is prohibited in the St. Clair County School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the St. Clair County School System and its educational programs.

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

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

**SAFETY DRILLS**

Crisis Management is a central component of comprehensive school safety. The most important consideration in both crisis management and safe schools' efforts is the health, safety and welfare of the students and staff.

Schools routinely conduct drills to ensure student safety in the event of fires, severe weather, active shooting, or other emergency conditions. School safety plans and student handbooks at each school are developed according to current safety requirements and with advice of emergency preparedness officials. AL Admin Code section 16-1-44.

**SCHOOL OPENING, CLOSING**

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

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

Once a student is on school property, including school bus, the student is not allowed to leave school without permission and checking out through the school office.

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

#### **SEARCHES AND SEIZURE**

The St. Clair County Board of Education recognizes the applications of constitutional law to the area of student property. Therefore, all school administrators will follow the Alabama Code and the St. Clair County Policy.

The St. Clair County Board of Education may take all necessary action to ensure that its facilities are safe and secure and that this Code of Student Conduct is enforced. Such action may include the inspection and search of Board facilities and property brought onto Board facilities. The driver of the vehicle is responsible for any inappropriate item that is found in a vehicle on Board property. Students and others may be asked to walk through a metal detection device or to allow a search of personal property in conjunction with attendance at any Board-related event or when entering Board property. Any person who refuses will be denied admission to the Board facility and will be required to leave the premises immediately. It shall be the policy of the St. Clair County Board of Education to permit law enforcement agencies to make periodic visits to St. Clair County schools for the purpose of detecting the presence of illegal drugs. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to visitation. The Board will also utilize a narcotic detection dog to deter individuals from bringing illegal narcotics onto school property. The dog will be utilized to conduct routine random searches on school property including, but not limited to, school lockers, school classrooms and school parking areas. Anything on or in Board property is subject to inspection by the Board to enforce this Code of Student Conduct and to effectuate its purposes, subject only to any restrictions which may be imposed by federal, state, or local law.

The administrator will list the items impounded on the discipline form. The student will be given a copy. Such prohibited items shall include, but not be limited to, the following:

- Any weapon ● Drugs of any sort ● Alcoholic beverages ● Pornographic / Obscene materials ●
- Or any other object, controlled substance or material which would be a violation or evidence of violation of federal or state law, board policy, or of local school rules and regulations

School officials may make reasonable searches of a student if there is reasonable suspicion to believe that the student is carrying articles that may endanger him/her or other individuals in the school, or that such

articles possessed are contrary to law or the regulations of St. Clair County Board of Education policy. If a student is searched, a school official of the same sex shall conduct the search in a private setting with a third party of the same sex present. Schools and school buses may use video surveillance cameras to enhance student safety and security.

### **STUDENT DRIVERS**

Student drivers will be limited to students in Grades 10-12. 9<sup>th</sup> Graders may drive at the discretion of the principal. However, each high school has a limited number of parking spaces available and a fee is charged to obtain a parking permit. Students/ Parents/Guardians should refer to the local school handbook for additional information on parking privileges. Driving is a privilege which may be revoked if tardies, check-ins and check-outs or unexcused absences are excessive.

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

- Students driving cars or motorcycles to school must park in the student parking lot.
- Cars should be locked after arriving in the morning.
- Students driving cars or motorcycles to school must register the vehicle with the principal.
- Students are required to show a current driver's license and proof of insurance when registering the vehicle with the principal.
- An "Acknowledgment Concerning Use of Student Parking Lots" form must be completed, signed by the student and parents/guardians, and returned to the principal.
- Cars or motorcycles are not to be moved from the parking lot at any time during the school day until the authorized time for the student to depart from school.
- Students should not occupy cars or return to cars or motorcycles during the school day between the time of their arrival and their departure from the school campus.

### **STUDENT HARASSMENT PREVENTION**

No student shall be engaged in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Students who violate this policy are subject to disciplinary sanctions. Sexual harassment, bullying, and discrimination are prohibited in St. Clair County Schools.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when the behavior has the effect of interfering or creating an offensive educational environment or when submission to, or rejection of such behavior is used as a basis for decisions affecting the student/employee. Questions or comments may be directed to

Kevin Hathcock - St. Clair County Board of Education  
410 Roy Drive, Ashville, AL 35953  
(205) 594-7131 Extension 2278

### **TITLE IX**

Title IX is a federal anti-discrimination law which mandates recipients of federal funds, like school districts, to provide equal access to educational programs and services, regardless of gender, color, national origin, etc. The SCCBOE has appointed the principal at each school as the first point-of-contact for persons who have questions or concerns with Title IX issues. If such a concern arises and the local school principal does not provide an enough response to the concern, aggrieved persons may utilize the board's formal grievance policy, found in this book, to pursue a solution to their problem.



### **VISITORS**

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

### **VOLUNTEERS and CHAPERONES**

The St. Clair County Board of Education (SCCBOE) recognizes the potential benefits of volunteers that assist with extracurricular activities offered at the schools within our school system. All volunteers and chaperones must follow board policy. Volunteers and chaperones must be under the supervision of a board employee and must adhere to background screening through the Secure Volunteer website.

### **TECHNOLOGY USE AGREEMENT**

[LINK TO TECHNOLOGY USE AGREEMENT](#)

## **ROLES, RIGHTS, AND RESPONSIBILITIES**

### **NSF CHECKS**

All checks returned by your bank will automatically be forwarded by the SCCBOE's bank directly to Envision for collection. Envision will contact you to collect the face amount of the worthless check, plus the state allowed collection fee (currently \$30.00). If you do not properly respond or if Envision is unable to contact you, they may re-present your check to the bank electronically along with the applicable collection fees. If you have any questions regarding a NSF check, you may contact Envision at 1-877-290-5460 or email at [customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com).

### **PRIVACY RIGHTS: PARENTS, STUDENTS AND STUDENT RECORDS**

The St. Clair County Board of Education has adopted a policy guaranteeing the privacy rights of students and parents, regarding student records, as required by the General Education Act, as amended. Parents and students of the St. Clair County School System are hereby notified of their rights as pertaining to the privacy and release of student records.

Privacy rights include the right:

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

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are

- 1) The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education record that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the St. Clair County Board of Education to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the St. Clair County Board of Education decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the St. Clair County Board of Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

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

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

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

Coordinator of Federal Programs

St. Clair County Board of Education  
410 Roy Drive, Ashville, AL 35953

### **DIRECTORY INFORMATION**

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

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

Parents or guardians of students who object to the disclosure of any or all the items specified as directory information shall place written objections on file with the school principal prior to September 1 or within 10 school days of enrolling in school.

The principal of the school is the authorized custodian for the student records and is responsible for their confidentiality. Specific requests to exercise the rights and guarantees afforded parents and students by this law shall be directed to the principal of the school where the child is enrolled.

Please see the SCCBOE Policy (5.7 and 5.71) for more detailed information regarding the use and storage of student data, school records, and other forms of information handled by the district.

### **STUDENT GRIEVANCES AND COMPLAINTS**

Students have a right to assistance in handling grievances and complaints. The following steps are provided to guide students and parents/guardians in reporting problems and receiving formal resolution of grievances and complaints:

**Step #1:** Ask the teacher or person(s) who you feel treated you unfairly to discuss the grievance/complaint with you. This shall be done within ten (10) days of the day the situation occurred.

**Step #2:** If the problem is not resolved in step one, submit your complaint, in writing, to the principal within ten (10) days of speaking with the teacher or person(s) you feel treated you unfairly.

**Step #3:** The next step to resolving the problem is to contact the assistant superintendent, in writing, the St. Clair County Board of Education. This should be done within ten (10) days of the meeting with the principal. A meeting will be scheduled with the grievant and a school official will investigate. The school official will try to resolve the issue within twenty (20) business days and notify the grievant of his/her decision.

**Step #4:** If a resolution is not reached, the grievant may notify the Superintendent within ten (10) days. A meeting will be scheduled by the superintendent with the grievant and he/she shall investigate with the other parties to bring a satisfactory solution to the problem. The Superintendent, working with the St. Clair County Board of Education Board Members, will inform the student and/or his/her parents/guardians in writing of his/her decision within twenty (20) days of the meeting.

## STUDENT CONDUCT, SUPERVISION, AND DISCIPLINE

### STUDENT DRESS CODE

The St. Clair County Board of Education promotes an environment where students can dress comfortably. Proper standards of dress and grooming are always expected of all students. As a general guideline, any manner of dress deemed inappropriate or disruptive during the scholastic day and/or during the practice for, or performance in, extra-curricular activities will not be allowed. **The school administration has the authority to determine whether a student is following dress code regulations.**

[LINK TO DRESS CODE](#)

### DUE PROCESS

The Board recognizes that observance of applicable substantive due process entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, e.g., based upon a rational or compelling state interest; and (2) the means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of school officials within the School District. To assure compliance with these two substantive aspects, the Board has approved the following guidelines as applicable to all policies, rules, and regulations.

- 1) Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.
- 2) Each local regulation shall be based on a Board policy.
- 3) All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, and administrative regulations of duly authorized agencies, e.g. State Board or State Department of Education.
- 4) Both policies of the board and regulations designated by local school administrators shall be specific and precise.
- 5) No board policies or local school codes of conduct shall deny any student his/her constitutional rights.
- 6) Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
- 7) Authority exercised by administrators, teachers, or school officials, shall be capable of withstanding close judicial scrutiny and be free from arbitrary, capricious, discriminatory, or otherwise illegal practices.
- 8) Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

Procedural due process within the school district shall relate primarily to the area of discipline and disciplinary measures, e.g., short-term suspension, long-term suspension, and expulsion. The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

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

- 1) The student shall be given oral or written notice of the charges against him.
- 2) The evidence against the student shall be explained to him; and

- 3) The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension (more than 10 days) or expulsion, the board shall afford the student the following:

- 1) The right to an administrative hearing.
- 2) The right to be represented by an attorney and to present evidence on his/her behalf.
- 3) The opportunity to question witnesses.
- 4) A written record at the hearing and a written record of the decision; and,
- 5) The right of appeal to the St. Clair County Board of Education.

A school may not unilaterally expel or cease the provision of educational services to a student with a disability whose education is governed by an individualized education plan (IEP).

#### **ADMINISTRATIVE DISCIPLINARY OPTIONS**

Administrators have the following options available to them for punishment of students who violate the Code of Student Conduct as published in this handbook. The board has the right to grant administrators additional options. Any time a referral is submitted that warrants formal disciplinary actions, a reasonable effort will be made by the school to contact the parents/guardians by telephone during school hours, written notice delivered by the student, or by the US Postal Service.

It is the responsibility of the student to notify his/her parents/guardians of all written communications from the school. Failure to do so may result in further disciplinary action.

**Detention:** Each local school may assign students to detention for violation(s) of the Code of Student Conduct. Detention assignments may be held before or after school. Parents/guardians notices must be signed and filed in the school office.

**Saturday School:** Saturday School is established for students who violate the Code of Student Conduct. The student is assigned behavior modification modules reflective of the behavior(s) demonstrated. The local school administrators may assign students in Grades 4-12 to the program. The Saturday School allocation for each school is based on enrollment.

**External/Internal Suspension: Short-term** Suspension (external or internal) is defined as the temporary removal of a student from his/her regular school program for a period that does not exceed ten (10) days. In certain instances, a long-term suspension (external or internal) of more than 10 days may be appropriate.

The St. Clair County Board of Education recognizes its authority to maintain good order and discipline within the schools of the district. Therefore, the Board of Education gives to the school principal the discretion to suspend a student for just cause. The principal shall promptly advise the superintendent of all such suspensions, stating the reason(s) for the suspension.

No suspended student shall be allowed to leave the school premises during the school day until a parent/guardian or other proper authority assumes responsibility for him/her. A student who has been suspended by a school principal shall not be eligible to enroll in another school in the district until such time that he/she is reinstated in the school from which he/she was suspended.

A suspended student or expelled student shall not be eligible to be present on school property, to attend on-campus or off-campus school-sponsored activities, to participate in any school-sponsored activity, or

to enroll in any public school in the St. Clair County School System until the suspension or expulsion is properly cleared.

**Alternative Education Placement:** Students may be assigned to attend the Ruben Yancy Alternative School. The program is designed to decrease the number of students suspended for violating the Code of Student Conduct. Students must be referred by local school administrators with admission coordinated with the Alternative School staff. The program serves students in Grades K-12. Alternative Education Placement shall not be considered External/Internal Suspension, which punishment is defined below. A student assigned to Alternative Education Placement shall not be eligible to be present on school property, to attend on-campus or off-campus school-sponsored activities, to participate in any school-sponsored activity, or to enroll in any public school in the St. Clair County School System until his/her Alternative Education Placement is properly cleared.

Parents/guardians of students assigned to the program on a disciplinary referral must provide transportation. School administrators and parents/guardians must have an in-school meeting prior to the student attending the program. The student's referral to the program can be extended based on his/her behavior.

**Disciplinary Probation:** Students assigned Disciplinary Probation can temporarily return to the classroom and campus under conditions set by the principal and/or board and are assigned to the school specified staff member who will monitor the student's adjustment to the school environment.

- When a student is placed on disciplinary probation, the student and the parents/guardians shall be notified in writing by the school administration with a copy sent to the superintendent of the reasons for probation and possible disciplinary action for probation violation.
- The notification shall include the procedures or action the student shall take to be removed from probationary status.

**Referral for Expulsion:** Expulsion is defined as the removal of the right and obligation of a student to enroll and attend a public school under the jurisdiction of the St. Clair County Board of Education.

The St. Clair County Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action. A student referred for an expulsion hearing may receive an immediate suspension of up to ten (10) days. The superintendent may extend a suspension or place a student in an alternative education setting pending the decision of the board to expel said student. If a student is suspended and recommended for expulsion, the local school principal shall notify, in writing, the parents/guardians and the superintendent of education and shall afford the student Due Process as provided in the Due Process section of the Code of Student Conduct.

An expelled student shall not attend St. Clair County Schools, enter onto **any** Board property, or attend or participate in any school or Board-related activities, regardless of the nature or location of the activity. Any student removed from the school system who is found in violation of the above will be considered trespassing.

Terms and conditions for readmission to the St. Clair County School System may be set as a part of the terms of expulsion. Students seeking readmission to St. Clair County School System following the service of a term of expulsion (i.e., one-year expulsion) must apply for readmission the Superintendent.

Students transferring from school systems outside the St. Clair County School System or from private or parochial schools shall not be eligible for enrollment if they are under suspension or expulsion. Upon the

clearance of the suspension or expulsion and eligibility for readmission to their former school, the student shall be eligible to enroll in the St. Clair County School System if other applicable requirements are met.

**School Bus Suspension:** School bus suspension is defined as the denial of the privilege of riding a school bus, based on misconduct that transpires when the student is being transported at public expense. This penalty shall be for a specified period to be determined by the principal/designee(s). Students will not be re-assigned or allowed to ride another bus during the time of suspension.

When a student is placed on school bus suspension, the student and the parents/guardians shall be notified in writing by the school administration with a copy sent to the superintendent/designee of the reason(s) for suspension and possible disciplinary action for violation. The notification shall include the procedures or actions the student shall take to again become eligible to ride a public conveyance to and from school.

## **CONDUCT VIOLATIONS AND DISCIPLINARY SANCTIONS**

St. Clair County Board of Education students and their property are subject to all the rules and regulations of the St. Clair County Board of Education during the school day, during school-sponsored activities, while on or in School Board property and facilities, while being transported on school buses and at times and places including, but not limited to, school-sponsored events, field trips, athletic functions and other school-related activities. All regulations and prohibitions also apply to automobiles and other property brought onto Board property. In addition to the foregoing, application of this Code of Student Conduct may be extended to the immediate vicinity of the school and during after-school hours when and where student conduct could have a detrimental effect on the health, safety and welfare of other students and the school or where the conduct could otherwise disrupt the educational process.

The Code of Student Conduct may be applied to students involved in off-campus conduct or activity which threatens to interfere with the provision of instructional or educational services, to disrupt the school environment or which otherwise adversely implicates the school's legitimate educational or administrative interests.

It is fundamental that orderly schools have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes a violation of the Code of Student Conduct. Violations are grouped into four classes that range from the least serious (Class 1) to the most serious (Class 4). Appropriate school personnel shall investigate, verify, and determine classification of student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events. This section includes a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases accordingly.

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