

STUDENT HANDBOOK WALKER COUNTY SCHOOLS

INTRODUCTION

The Walker County Board of Education adopted the following Disciplinary and Academic Standards for students enrolled in Walker County Schools. The purpose of these standards shall be to maintain an overall positive school environment and atmosphere that enhances student and teacher morale and increases parental and public support of our schools.

A uniform code of conduct for students is important to the pursuit of academic excellence in order that the students may have meaningful learning experiences. This can only be accomplished in schools where the environment is free from distraction caused by disruptive behavior.

This handbook for students includes selected policies of the Walker County Board of Education. A complete copy of the Board Policies is located in the principal's office of each school and is classified as public information. The purpose of this handbook is to notify students and parents of some of the more pertinent policies and rules that govern student activities, course requirements, and student behavior.

The principal of each school is authorized and directed to develop additional rules and regulations consistent with policies, rules, and regulations of the Walker County Board of Education which may be necessary to govern the conduct of students under his/her supervision. Local school rules and regulations are normally printed at the beginning of the school year and distributed to students at the local school. Walker County Schools Student Handbook is a system-wide publication and is intended as additional communication from the school to the home.

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STUDENT CONDUCT

In order that the school may establish the proper learning environment, each student is expected to conduct himself in a reasonable manner at all times. Students attending school functions/activities are under the control and authority of the school. Students who violate acceptable standards of conduct during school hours or at any other time that they are under the authority of the school shall be subject to disciplinary action. In some instances, the behavior of students off school grounds and unrelated to school activities can result in disciplinary measures being imposed by the Walker County Board of Education.

STUDENT COMPLAINTS AND GRIEVANCES

Students have both the right and the responsibility to express school-related concerns and grievances to the teachers and school administrator(s). The normal procedure usually followed by any student regarding a personal grievance is to discuss the matter with the teacher directly involved. When the nature of the grievance dictates otherwise, the student, upon notifying the teacher directly involved, may request a meeting with the school principal. Such meeting should be granted within two (2) working school days at a reasonable time and place. The student's parent(s) or guardian(s) may be present at such meeting. For the purposes of this policy, a grievance is defined as a claim submitted by a student of a violation, misinterpretation, or inequitable application of local board policy, local school rule and regulation or local administrative procedure. The term "grievance" shall apply to matters which fall within the discretionary powers of the principal, Superintendent of Schools and/or Board, but shall not apply to areas where the principal, Superintendent of Schools or Board has no authority to act.

It is expected that most grievances will be resolved satisfactorily at this level; however, in the event that the grievance cannot be settled by this procedure, then the student, through his/her parent(s) or guardian(s), may pursue the grievance to the Superintendent of Schools and then to the Board.

DUE PROCESS

Students shall be treated with fairness in all disciplinary matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short- and long-term suspension, or expulsion are applied. Before being punished for violation of a Board policy or local school rule, the following and minimal due process shall be followed:

1. The student shall be given oral or written notice of the charge(s) against him/her.
1. The evidence supporting the charge(s) shall be explained to the student.

2. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

CORPORAL PUNISHMENT

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools of the School District. If such punishment is required, it shall be administered with care, tact, and caution by the principal or his/her designee in accordance with Board policies. The school will need written notification if the parent(s) disapproves of corporal punishment. At no time will school personnel administer corporal punishment to any student for failure to make passing grades or for other academic issues.

DETENTION

As punishment for misconduct, a student may, under certain conditions, be assigned to detention either before or after school hours. Such students shall be required to stay after school under the direction of a member of the school staff and shall be required to complete certain assignments. The parent or guardian shall be responsible for providing transportation for the detention period. The administration of each school shall make an attempt to notify the parent or guardian of any assigned detention after regular school hours.

SUSPENSION

In-school suspension is the temporary removal of a student from the classroom setting for a period of time as the result of misbehavior. The student will be confined to a designated area, assigned work for the day, and will be monitored throughout the day. The administration of each school shall make an attempt to notify the parent or guardian of any assigned detention after regular school hours.

Out-of-school suspension is the temporary removal of a student from the school as the result of misconduct. The days of the suspension will be treated as unexcused absences, and the student will not be allowed to make up any work missed. In addition, the student will not be allowed to participate in or attend any activities on school grounds. If a student returns to school without satisfying the conditions of the suspension, the student will be subject to further disciplinary actions and the parents/guardians could have legal charges brought against them.

EXPULSION

A student shall be subject to expulsion from all Walker County Schools in cases involving serious and/or continued misconduct after all other reasonable disciplinary measures have failed to secure satisfactory results, and/or the general welfare of the school is seriously threatened. The Walker County Board of Education has the authority to expel a student after all due process procedures have been followed. Expulsion may be either temporary or permanent. The student will not be allowed on

any Walker County Board property.

ALTERNATIVE SCHOOL

The Walker County Board of Education has the authority and jurisdiction to place students in the Alternative School. A student who has shown that he/she cannot operate in the normal school setting may be sent to the Alternative School upon the recommendation of the principal or his/her designee and the approval of the Director of the Alternative School. The Alternative School has a more restrictive set of rules and regulations. The primary purpose of the Alternative School is behavior modification. All students referred to the Alternative School must make an appointment and be accompanied by their parent or guardian.

STUDENT CODE OF CONDUCT: CLASSIFICATION OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into three (3) classes: minor, intermediate, and major and are applicable to all elementary (K-6) and secondary (7-12) students of the School District. Before determining the classification of a violation, the principal or his/her designee will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designee will implement the disciplinary procedure.

MINOR OFFENSES - CLASS I

1.01 Excessive distraction of other students

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or to any other students

1.02 Nonconformity to local school or Board dress code

Repeated violation of this offense may result in this being classified a Class II or III offense

1.03 Minor disruption on a school bus

Major disruption will be classified as Class II or III offenses

1.04 Inappropriate public display of affection including, but not limited to, embracing and kissing

1.05 Failure to follow instructions (not to be used for failure to complete academic assignments)

- 1.06 Unauthorized use of school or personal property
- 1.07 Pushing, touching, excessive horseplay
- 1.08 Littering school property
- 1.09 Possession of paint balls, YO-YOs, playing cards, trading cards, etc.
- 1.10 Any other violation(s) which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

**DISCIPLINARY ACTIONS/MINOR OFFENSES - CLASS I
ADMINISTRATIVE OPTIONS**

- 1. In-school conference and parental or guardian contact when warranted (Special circumstances may warrant disciplinary action as outlined under subsequent offenses.)
- 2. In-school disciplinary action such as probation, detention, completion of extra academic assignments before or after school, in-school suspension, corporal punishment, physical work assignments, or suspension at the discretion of the principal or his/her designee. All work assignments must be done on the local school campus and supervised by a certified Board employee and the program must not violate any child labor law or violate Board policy.

INTERMEDIATE OFFENSES - CLASS II

- 2.01 Excessive Class I violations
- 2.02 Defiance of School Board employee's authority
Any verbal or nonverbal refusal to comply with a lawful directive or order of a School Board employee. (This may be coded as a Class III offense at the discretion of the administration.)
- 2.03 Use or possession of tobacco products
Holding of a cigarette/cigar, etc., inhaling the smoke of tobacco, or the using of any other tobacco products; also to include possession/use of matches and lighters
- 2.04 Minor vandalism/Defacing school property
Intentional and deliberate action resulting in damages of less than \$100 to public property or the real or personal property of another
- 2.05 Inciting student disorder (minor)
- 2.06 Gambling
The intentional, unlawful participation in gambling activities involving amounts

less than \$100

2.07 Stealing-Larceny-Petty Theft

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

2.08 Possession of small pocket knives (blade 2" or less) or possession of bullets, shells, etc.

2.09 Use of obscene manifestations/profanity (written, verbal, or gesture) directed toward another student

2.10 Leaving class or campus without permission/unauthorized absences (skipping)

2.11 Minor intimidation of a student

Minor intimidation of another student by minor physical force, verbal threats, name calling, teasing, bullying, etc. (Bullying may be considered a Class III Offense depending on the circumstances.)

2.12 Unauthorized use or operation of privately or personally owned vehicles on Walker County Board of Education property

2.13 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

2.14 Possession of laser locks, pointers and/or lights on any Board property
This violation could be coded a Class III offense (flagrant use of), depending upon the circumstances surrounding the instance.

DISCIPLINARY ACTIONS/INTERMEDIATE OFFENSES - CLASS II

STUDENTS SHOULD BE SENT TO THE OFFICE FOR ANY CLASS II OFFENSE.

ADMINISTRATIVE OPTIONS

1. Parental or guardian contact and in-school disciplinary action such as probation, detention, completion of extra academic assignments, physical work assignments before, during, or after school, corporal punishment

1. Suspension for one (1) to five (5) school days

3. Alternative School referral

4. Recommendation for expulsion

MAJOR OFFENSES - CLASS III

3.01 Excessive Class II violations

3.02 Drugs, Alcohol, Drug Paraphernalia

Unauthorized possession, transfer, use (under the influence of) or sale of drugs, drug paraphernalia (to include rolling papers or seeds), or alcoholic beverages. This also includes dispensing or selling substances which may be represented as having a narcotic or hallucinogenic effect even though the substance may not have such effect

3.03 Battery/Assault on a School Board Employee

The intentional, unlawful threat by word or act to do violence to a board employee, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the other person that such violence is imminent; also to include such offenses which occur after school hours and/or off school grounds if reasonably related to a school activity

3.04 Arson

The willful and malicious burning of any part of Board property

3.05 Robbery/Stealing/Burglary

The taking of property by force, the intentional taking of property valued at more than \$100, entering a school building after the premise is closed

3.06 Gambling

The intentional, unlawful participation in gambling activities involving amounts of more than \$100

3.07 Criminal Mischief

Willful and malicious injury or damages at or in excess of \$200 to public property, or to real or personal property belonging to another

3.08 Possession of firearms/Discharging of a firearm

Any firearm (including a starter gun and air rifle) which will, or is designed to, or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any component of a gun to include a clip or any other part of a gun

3.09 Possession of weapons to include large knives (2" or more), razor blades, cutting tools, brass knuckles, or other similar objects or devices

3.10 Bomb threats/unnecessarily dialing 911/Unjust activation of fire extinguisher

Any such communication(s) concerning school board property which has the effect of interrupting the educational environment; Each of these offenses is a felony criminal offense.

3.11 Possession/igniting of explosives

Any destructive device, fireworks, firecrackers, smoke bombs, stink bombs, or any type of explosives (any part of an explosive device, whether active or

inactive)

3.12 Sexual acts/Unsolicited proposition to engage in sexual acts/Offensive touching or pinching/Violation of Sexual Harassment Policy

Acts of a sexual nature including, but not limited to, pinching, touching, battery, intercourse, attempted rape, rape, inappropriate touching of oneself, or any sexual act

3.13 Inciting or participating in major student disorder

Leading, encouraging or assisting in major disruptions which result in destruction or damage of private or public property or personal injury to participants or others; also to include disruption of the normal school day operations

3.14 Open defiance of a teacher or Board employee

3.15 Threats/Extortion

(Principals should use their discretion as to the seriousness of the situation, the age of the student(s) involved, and the impact on the school as to which classification [Class II or III] the incident should merit)

3.16 Directing obscene, profane language or gestures to a School Board employee

during or after school hours on or off school grounds if reasonably related to school activity

3.17 Assault/battery/bullying of another student

The student will be placed in the Alternative School a minimum of 5 days.

3.18 "No Fight Policy"

A fight is any physical conflict between two or more individuals, to include provoking, agitating, and/or inciting a fight/confrontation (racial slurs, name calling, threats, etc., that lead to physical confrontations)

A minimum five day placement in the Alternative School for each participant

3.19 Fleeing School Board employee/providing false information/refusal to

cooperate with School Board employee or student who refuses a reasonable search

3.20 Indecent exposure/Public lewdness/Mooning/Pornographic material

3.21 Trespassing/Loitering

Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited is warned by an authorized person to depart and refusing to do so (any student currently suspended or expelled may not be on Board property - this includes after school activities - ball games, dances, etc.)

3.22 Unauthorized use, misuse, or abuse of Board or local school computer system

to include the internet (*User Agreement and Parent Permission Form required prior to student's use of the internet*)

3.23 Violation of Gang Policy/Illegal Organizations (to include the possession and/or distribution of literature)

A gang is a group of 2 or more people who interact together to the exclusion of others, exhibit antisocial behavior, imply membership or affiliation by written communication, oral remarks, gestures, emblems, or dress.

The types of dress, activities, acts, hand gestures, graffiti, drawings, behaviors, or grooming displayed, reflected, or participated in by the student shall not:

- 1 Lead school officials to believe such behavior, apparel, activities, acts or other attributes are gang related;
- 2 Disrupt or interfere with the school environment, activities and/or educational objectives;
- 3 Create an atmosphere in which the well-being of a student, staff members, or other person is hindered by undue pressure, physical or mental intimidation, overt gesture, or threat of violence; imply, stimulate or exhibit any reference which is judged to be related to or associated with gang affiliation or gang activity.

This includes any on-campus activities, fraternities, sororities, secret organizations, or non-affiliated school clubs. This includes hazing on or off school grounds.

3.24 Any material and/or conduct that contributes to antisocial or terroristic acts or threats, and/or any materials that depict the same, and/or failure to report any prior knowledge of potentially dangerous situations to proper authorities

3.25 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

DISCIPLINARY ACTIONS/MAJOR OFFENSES - CLASS III ADMINISTRATIVE OPTIONS

1. Suspension and/or recommendation for expulsion after parent contact and conference
2. Recommendation for expulsion
3. Alternative School referral

STUDENT CONDUCT OFF SCHOOL GROUNDS

Students are subject to discipline, up to and including suspension and expulsion, for misconduct even if misconduct occurs off school property and during non-school time. Such discipline may result:

- 1 If the incident was directed to a Board employee, Board employee's family or personal property of Board employee; or,
- 2 If the incident was initiated in the school building or on school grounds; or
- 3 If the incident occurred or was initiated off school grounds and on non-school time and if, after the occurrence, there is a reasonable likelihood that return of the student would contribute to a disruptive effect on the school's educational program or threaten the health, safety, or welfare of students and of school property.

Student misconduct that may result in such discipline includes but is not limited to:

- 1 use, possession, sale or distribution of dangerous weapons, including knives or guns;
- 2 use of physical force.

The Board may impose discipline up to and including suspension and/or expulsion if it is determined that a student's:

- 1 use, possession, or sale of controlled substances in the community has a reasonable likelihood of endangering the safety of students or employees because of the possibility of sales in the school;
- 2 use of weapons (guns, etc.), or violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment or causing disruption to the school environment; or
- 3 Similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in the school or of bringing retaliation or revenge onto the school scene for such misconduct off school grounds.

STUDENT DRESS CODE

The Board and administration recognize the importance of the rights and privileges of each individual in the School District. The Board is also aware that schools are for the purpose of providing educational opportunities for all students in an atmosphere that is conducive to learning and as free as possible from disruption. Any student-worn article of clothing determined to be disruptive to the learning environment or hazardous to the health and safety of students will not be allowed. Therefore, in an effort to provide the best educational opportunities in the schools, the Board subscribes to and approves the following dress code:

All students are expected to practice good hygiene habits daily. All articles of clothing should be clean and odorless. Students are required to be nit and lice free.

HEAD COVERINGS: Head coverings must be removed when entering the building and/or school buses (examples: hats, caps, sweat bands, bandannas, visors, sunglasses, etc.).

JEWELRY: 1. Any body piercing jewelry other than ear jewelry for girls is not allowed. All other jewelry should not be excessive. Earrings are not

permitted on boys; body piercings are not allowed and any other jewelry deemed by the administration to be distracting, excessive or a hazard is not to be worn by boys or girls.

2. Neck jewelry should be restricted to around the neck and not hang outside of shirt. Bracelets, belts, gloves, necklaces and other accessories with spikes, studs, metal balls or chains are not allowed. No hemp jewelry is allowed.

HAIR: Hair must be clean, well groomed and should not impair vision. Male

students with facial hair must keep it neat and well groomed. No strips cut into the eyebrows will be allowed. No hair style, hair color, makeup, clothing or other article which is disruptive to the learning environment or which identifies a student as being a member of a gang and/or subversive or unlawful organization will be allowed (examples: Mohawks, names, letters, symbols, etc.)

UNDERGARMENTS: Proper undergarments must be worn with all clothing with no substitutes or exceptions. At no time may underwear be exposed.

SHIRTS: 1. Students will not be allowed to wear tank tops, tube tops,

transparent tops, midriffs, muscle shirts, spandex or other clothing which is torn or cut.

2. Shirts and tops must cover the top of the shoulders and the arm pits and

have sleeves or be worn with a top that does have sleeves.

3. Shirts and tops should be long enough to cover the midriff when sitting

or standing; and shirts and tops must be buttoned high enough to cover the chest, and the back of the body cannot be exposed.

TEST FOR MIDRIFFS:

1. Interlace fingers together behind head - NOT neck.

2. Hold elbows level with ears.

3. Does skin show?

4. Tapered shirts with tails designed to be worn inside the pants shall be tucked into the pants and buttoned except for the collar button; this includes flannel shirts. Shirts designed to be worn outside the pants may be worn out as long as the shirt does not extend below the bottom of the back pockets.

DRESSES AND SKIRTS: 1. Dresses must cover the top of the shoulders and the arm pits and have sleeves or be worn with a top that does have

sleeves.

2. Dresses must be buttoned high enough to cover the chest, and the back of the body cannot be exposed.
3. All dresses and skirts must be worn at the top of the knee.

PANTS: All pants and other items of clothing must be clean with no open holes; no shredded or split pants (all pants must be properly hemmed or with cuffs); all pants must fit properly--no sagging/dragging pants; no exposed underwear. Pants with belt loops must be worn with a size appropriate belt for students in Grades 5 - 12. No sweat pants allowed for Grades 5 - 12; however, students in Grades 5 - 12 may wear sweat pants during Physical Education or athletic practice.

No pants of lycra, spandex or similar materials are allowed.

SHORTS: Shorts shall be permitted provided that the shorts are neatly hemmed and conservative and modest in appearance. Length of shorts should touch the knee.

Specifically prohibited are cutoffs, frayed-hem shorts, bicycle shorts, gym shorts, form fitting and skin-tight shorts of lycra, spandex or other similar materials.

SHOES: Shoes shall be worn at school at all times. Prohibited footwear includes rubber shower clogs or thongs, bathroom slippers, rubber flip-flops or any footwear not intended for outdoor wear.

OTHER AREAS:

1. Clothing shall not be so tight or loose as to be overly revealing.
Articles

of clothing must be appropriate and worn as designated for school wear.

2. Tattoos, clothing and accessories displaying obscene, distracting, or suggestive language, unacceptable graphics or advertisements for illegal substances (to include alcohol and tobacco) may not be worn or displayed. This will include anything that is derogatory to any race or religion.
3. Fingernails that are considered to be distractive or dangerous are not allowed.

1. **All book bags/backpacks must be of the see-through variety** (mesh or clear plastic). During the regular school hours, all bags used for extracurricular activities must be checked in with the sponsor/ director/

coach immediately upon arrival at school. **A book bag/backpack is any container large enough to carry an average size textbook, including sacks, purses, bags, etc.** See-through mesh laundry bags may be used as a book bag. All book bags, backpacks, etc., that have rollers are prohibited without a reasonable medical excuse.

5. The school administration may judge the appropriateness of any "fad" or questionable article of apparel or item.
1. All students are expected to comply with the Dress Code. The Principal, Superintendent and Board may review an individual situation to decide if any modifications in the Dress Code are needed for the health and safety of a particular student. Principals may make certain modifications for certain groups during performances or special activities. The approval of the modification must be made prior to the date of the violation.

HEAD LICE GUIDELINES

The teacher or someone designated by the administration of each school will do the initial screening for lice infestation. One or more persons in each school will be trained to screen children as the children return to school from a lice-related problem. This person/persons may be a teacher, aide, school nurse, or someone designated by the school administration. The guidelines to follow are:

- 1 Each school will send form letters to parents with instructions for treatment.
- 2 The child must be accompanied by a parent/guardian upon return to school.
- 3 Students must be lice and "nit-free" before they are allowed to return to school.

Students will be allowed three (3) days' excused absences per semester for lice-related problems. After the three (3) days' absences, each additional absence will be coded as unexcused lice infestation. If the number of unexcused absences are more than three (3) per school year, the absences should be reported to the Early Warning Attendance Officer.

TV SURVEILLANCE CAMERAS

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Walker County Board of Education may use surveillance equipment for students, staff, and authorized visitors. The Walker County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the System. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment. Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in

secure places with access by authorized persons only. All school personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

METAL DETECTORS

When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons or the threat of weapons has occurred at school, the administration is authorized to use stationary or mobile metal detectors. Students shall be notified in advance that a metal detector search will be conducted and such search shall be conducted only by school personnel. Training shall be provided for authorized persons on the use, maintenance and storage of said equipment and on laws and procedures for conducting searches.

Any search of a student's person as a result of activation of the detector will be conducted in accordance with the policy of personal searches and in private. Multiple activations of the metal detector shall be required before a search of the student, the student's book bag, purse or briefcase is conducted.

Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes. This policy shall be communicated annually to all school personnel, students and parents.

AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. The privilege to operate a private vehicle on school property may be revoked if safety and/or local school rules are violated, including sitting in automobiles parked on school property during school hours.

Students will be required to present evidence of an Alabama driver's license and proof of current liability insurance before they are authorized to bring a vehicle onto school premises.

Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.

Students in elementary/middle school shall be prohibited from operating motorized vehicles and bicycles on school campus during the regular school day or during school-sponsored events.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of students' automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

Students who are unauthorized to use or operate privately or personally owned vehicles to the Walker County Center of Technology are guilty of a Class II violation.

GUN-FREE (WEAPON) POLICY

In accordance with the Federal Gun-Free Schools Act of 1994 (Section 14601), the Walker County Board of Education prohibits any student from bringing to or possessing a weapon at any Walker County School or any school-sponsored event.

For the purposes of the Gun-Free Schools Act of 1994, weapon means a firearm as defined in Section 921 of Title 18 of the United States Code. According to Section 921, the following are included within the definition:

- 1 Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- 2 The frame or receiver of any weapon described above
- 3 Any firearm muffler or firearm silencer
- 4 Any explosive, incendiary or poison gas:

(1) bomb,

(2) grenade,

(3) rocket having a propellant charge of more than four ounces,

(4) missile having an explosive or incendiary charge of more than one-quarter ounce,

(5) mine, or

(6) similar device.

- 1 Any weapon which will or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- 2 Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Any student violating this policy will be expelled at the discretion of the chief administering officer from the regular school program for a period of not less than one calendar year. In addition, the student will be referred to the Juvenile Court System and/or proper legal authorities.

PHYSICAL RESTRAINT POLICY

The principal or his/her designated person(s) has the authority to use

reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

MEDICATION ADMINISTRATION POLICY

The goal of the Walker County School System regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. Medication prescribed for three (3) times a day should be given at home in the morning and at bedtime. The only exception to this schedule is medication that must be given before or along with meals.

PARENTS/GUARDIANS' RESPONSIBILITY:

1. The parent/guardian must sign the Walker County School Medication Authorization Form SH-MI (See form on page 59) for each medication administered and for each change in dosage of medication.
2. The parent/guardian must provide the school with medication that is correctly labeled in prescription bottle/container.
3. The parent/guardian must provide the school with another signed statement if medication orders are changed during the school year.
4. The parent/guardian must provide the school with a side effect/reaction form furnished by the pharmacy.
5. The parent/guardian or the parent-designated responsible adult shall deliver all medication to school personnel designated by the principal. The Walker County Board of Education does not want to place any child in a situation where he or she may be confronted for drugs. When the parent/guardian or authorized adult brings the medication, this ensures no other child will tamper with the medication.
6. The parent/guardian shall pick up the student's medication at the end of the school year.
7. The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.

STUDENT'S RESPONSIBILITY:

1. Students will not deliver medication to school.
2. Students may self-medicate (inhalers, insulin injections) only when they have met criteria for self-administration according to the Walker County Board of Education Medication Administration Policy.
3. Students who have doctor's orders to have medication on their person, i.e., asthma inhaler, will not share medication with other students.
4. Students will report to the designated area at the designated time for their medication.

THE SCHOOL CANNOT GIVE MEDICATION FOR MINOR PAIN. SCHOOL PERSONNEL CANNOT BE PLACED IN THE SITUATION TO JUDGE BETWEEN MINOR AND MAJOR PAIN UNLESS THEY ARE TRAINED AND LICENSED MEDICAL PERSONNEL. IF THE STUDENT COMPLAINS OF PAIN, THE PARENT WILL BE NOTIFIED.

MEDICATION WILL NOT BE GIVEN TO YOUR CHILD UNLESS THESE GUIDELINES ARE FOLLOWED. THESE GUIDELINES ARE RECOMMENDED BY THE ALABAMA STATE DEPARTMENT OF EDUCATION.

A VIOLATION OF THE MEDICATION POLICY WILL BE CODED AS THE PRINCIPAL DEEMS NECESSARY.

DRUG SEARCH POLICY

The Walker County Board of Education has responsibility for the health, safety, and well-being of all students within the Walker County School System. Any situation or problem that presents a clear threat to the health, safety, and well-being of any student or group of students within the system must be addressed and a firm, clear and immediate solution and plan of action be determined. Alcohol and other illegal and controlled substances pose a threat to students. The Board of Education intends to stand firm against such threat to its students.

It shall be the policy of the Walker County Board of Education to support and to cause to occur regular visits by the Walker County Commission Regional Canine Drug Unit in all areas of schools and school grounds under the control of the Board. These areas include, but are not limited to, the following:

1. Parking lots and privately owned automobiles parked in school parking lots or on school property;
1. Hallways, corridors, restrooms, dressing rooms, and all types of physical education or athletic facilities;
1. Lockers, baskets, shelves, or any area where students may deposit personal belongings;
1. Classrooms, cafeterias, auditoriums, gymnasiums, boiler rooms, and storage areas; and
1. Any other areas not covered above which are under the control of the Walker County Board of Education.

It shall be the policy of the Board to cause, where reasonable suspicion is indicated, searches to occur without any prior warning, with the exception of the passage and posting in each school of this policy.

Any illegal or controlled substance located in automobiles, lockers, or any other area under the control of the Board shall be used as evidence, and the person whose vehicle or locker in which the contraband substance is found shall be prosecuted for being in possession of an illegal or controlled substance. Further, such person shall be considered for expulsion by the Walker County Board of Education.

DISTRIBUTION OF MATERIALS

The sale or distribution of any goods or materials on any school property by an individual or group of individuals is prohibited unless prior authorization has been obtained from the principal.

ADMISSION TO AND CONDUCT AT SCHOOL EVENTS

The Walker County Board of Education recognizes that there is a certain minimum standard of conduct and behavior required of all persons, including students, who attend athletic events and other events sponsored by or conducted as part of the educational program of the Walker County Board of Education.

Unless otherwise announced and subject to such admission charges as may be imposed, all athletic contests, concerts and graduation exercises, and other similar activities conducted by the Walker County Board of Education, shall be open to the general public, except that **no person who has been expelled from school or who is currently suspended from any Walker County School shall be permitted to attend any such events unless specifically authorized to do so in writing by the principal or his/her designated agent in charge of such event.**

INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS

Desks and lockers are public property, and school authorities may make regulations regarding their use. Students, however, have the right to a reasonable amount of privacy in their lockers and desks.

School officials (school principal or approved designee only) may make searches of a student, his/her personal belongings and vehicles, if there is reasonable cause to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulation of the Board.

INTERROGATIONS AND SEARCHES BY LAW ENFORCEMENT OFFICIALS

The Board respects the rights of all persons in the schools and will uphold those rights. At the same time, school property cannot be regarded as a sanctuary from enforcement of the law.

Law enforcement officials, school board employees or their designee may question any student concerning a matter relating to school activities or problems without notifying parents or guardians prior to questioning.

Students who refuse to be questioned or reasonably searched will be coded a Class III Violation.

PARENTAL NOTIFICATION OF CIVIL LIABILITIES AND CRIMINAL

PENALTIES

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

ATTENDANCE AND CONDUCT (ACT 94-782) EARLY WARNING/TRUANCY CONDUCT INTERVENTION

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

TEACHER ASSAULT (ACT 94-794)

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

DRUG DEALING (ACT 94-783)

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

REMOVAL OF JUVENILE TO ADULT STATUS (ACT 94-481)

To provide that any person who has attained the age of 16 at the time of the act or conduct charged, which act or conduct if committed by an adult would constitute a Class A felony or certain other listed serious offenses, shall be charged, arrested, and tried as an adult.

CELL PHONES, ELECTRONIC PAGERS OR COMMUNICATION DEVICES (ACT 16-1-27)

- (a) No board of education shall permit any pupil to carry a pocket pager or electronic communication devices in school except for health or other extraordinary needs without approval by the board of education.
- (b) Any pupil found in violation of the provision section shall be subject to suspension or expulsion by the board of education.

Student possession of beepers, portable phones, TVs, cassette tapes, CDs, headsets, recorders, and radios is not allowed on school grounds.

**DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR
THREATENED PHYSICAL HARM (ACT 94-784)**

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

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

VANDALISM (ACT 94-819)

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

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

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

**DROP-OUT/DRIVER'S LICENSE (ACT 94-820 WHICH AMENDED ACT 93-368
AS CODIFIED IN §16-28-40, CODE OF ALABAMA 1975)**

The Department of Public Safety shall deny driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

COMPULSORY ATTENDANCE AGES

Every student residing in the School District who is between the ages of seven

(7) and sixteen (16) years shall be required to attend school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the sixteenth (16th) birthday. If any child fails to attend school without a legal excuse, that child and the person who has custody of that child will be referred to the juvenile court.

SMITHERMAN ACT (Act 99-705)

This act amends/extends the truancy laws of the State of Alabama to include all students that are enrolled in school, not just the students that are between 7-16. Parents and guardians of any student violating the truancy laws will be referred to the Early Warning/Truancy Program.

CLARIFICATION OF TRUANCY PROCEDURE

The school must use the truancy calendar for determining those students that are referred to the early warning truancy program. This calendar should correlate with each school's computer printout for attendance.

FIRST UNEXCUSED ABSENCE: Teacher or principal explains consequences the Early Warning Program.

SECOND UNEXCUSED ABSENCE: School contacts parents by letter or conference to explain the Early Warning Program

THIRD UNEXCUSED ABSENCE: School sends the completed form to the Alternative School for processing

FOURTH UNEXCUSED ABSENCE: School sends the completed form to the Alternative School for filing Petition

The early warning/truancy program is for the full year, not semesters.

UNEXCUSED TARDY-LATE TO SCHOOL/LATE TO CLASS (Per Nine-Weeks)

1st time - Administrative discretion

2nd time - Administrative discretion

3rd time - Administrative discretion

4th time - Administrative discretion/Parent conference

5th time - Administrative discretion

6th time - Administrative discretion

7th time - Parent conference

8th time - Placement in Alternative School (2 days minimum)

9th time and each additional tardy - Placement in Alternative School (Time doubles from previous placement.)

Tardies 1-7 will be considered a 1.10 offense and tardies after 7 will be a 2.01 offense. Late to School and Late to Class should be coded separately each nine weeks and are inclusive of all classes rather than by individual classes.

ABSENTEEISM

Alabama law provides that proof of authorized absences other than days authorized by the principal shall be the responsibility of the parent or guardian. Parents shall be responsible for sending a note or explanation to the school the day the child returns to school or within a three day period. Failure of the parent or guardian to send the request will result in the absence being marked unexcused. The Principal determines whether the absence is excused or unexcused. Upon returning to school, all excuses must be submitted in writing within three (3) school days. A student will be counted absent for that day if he/she checks into school after 11:30 a.m. or checks out before 11:30 a.m.

EXCESSIVE ABSENCES

1. A written notice stating the number of absences recorded will be given to student after he/she has missed a class three (3) times during a nine (9) weeks grading period. These absences may be a combination of excused, unexcused, parental notes, medical passes, etc. No more than three (3) of these absences will be excused by parental notes.
2. After a combination of the three (3) absences mentioned above, parental notes will no longer be accepted as excused absences, unless prior permission is granted by the principal.
1. If a student is absent for a reason that is unexcused, he/she will receive a grade of zero (0) for all work missed. Teachers are not required to provide make-up work or examinations for students absent for unexcused reasons. Students with unexcused absences are not allowed to receive credit for work missed during the unexcused absences.

If a student is absent for a reason that is excused, he/she will be allowed to make up all work missed. The student is responsible for contacting the teacher for make-up work on the day he/she returns to school. Students cannot wait until the end of the grading period to make up the missed work. The work should be completed and returned to the teacher in the following manner: the student will be given the same number of days to make up work as the number of days missed (example: one day absent, one day to make up work; five days absent, five days to make up work). The number of days allowed to make up work does not include the day the student returns to school. Students who have been made aware of assignment deadlines or assigned tests and/or who have not missed presented material should take and/or turn in assignments upon return to school, subject to the principal's discretion.

A student shall be excused for absences from school for the following reasons:

- 1 Illness accompanied by a doctor's excuse
- 2 Death in the immediate family
- 3 School closing due to weather
- 4 Legal requirements
- 5 Prior permission by Principal (emergency or hardship)

Students with unexcused absences will not be allowed to participate in or attend a school function such as an athletic event, prom, band trip, etc., if they are not in school for at least one-half (1/2) of the instructional day of the event.

6. If a child is picked up before 11:30 a.m., a note of excuse from the parent must be provided for the school's records, even if the school requests that the child be picked up.
7. Students 16 years or older who miss eight (8) days for unexcused absences

during an 18-week term may be dropped from the school roll after notification to the student and parents or guardian has been made.

CHECK-INS/CHECK-OUTS

Check-ins and check-outs must go through the school office. Three (3) parental check-outs will be allowed per nine weeks if the principal deems the reason for checking out is legitimate. If a student goes over this three (3) limit check out, the work missed cannot be made up unless the principal approves.

STUDENTS LEAVING SCHOOL CAMPUS

A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions that follow:

1. Students can only be checked out by parent/guardian or other individual as indicated on the School Authorization form, either in person or by telephone.
1. Checkouts of married students shall be left to the discretion of the school principal.

Any student violating this policy shall be subject to disciplinary action by the local school principal.

SCHOOL ACTIVITIES/ABSENCES

School-sponsored or sanctioned activities are exempt and do not count toward the total absences allowed; however, arrangements must be made for make-up work as required.

SCHEDULE CHANGES

No request for schedule changes will be honored after school begins.

STUDENT TRANSFERS INTO THE WALKER COUNTY SCHOOL DISTRICT

Transfer Eligibility - Students transferring into any school within the Walker County School District shall meet the criterion that follows:

1. A "Background Verification Form" must be completed and researched prior to admission.
2. The transferring pupil must be eligible (not suspended or expelled and have no discipline pending) to attend the school from which he/she is transferring.
3. The student must reside with the parent(s) or legal guardian(s) and must live within the Walker County School District. Exceptions may be approved on a case by case basis by the local school principal in conjunction with the Superintendent of Schools.

Rules and Regulations for Enrolling Transfer Students From Outside the Walker County School District - The local school principal or designee shall be responsible for complying with the following rules and regulations when enrolling a transfer student:

1. Secure a "Background Verification Form," and the student and parent/guardian must sign the form. Fax the *Background Verification Form* to the Alternative School for research. Do not accept the student until research has been completed.
2. Require the parent/guardian to complete a *Request for Records* form for

- disclosure of pertinent information.
3. Refer a questionable student and parent/guardian to the Alternative School for further research.
 4. Secure a valid immunization certificate from the student or parent/guardian.
 5. Secure a transfer document for the student or parent/guardian which certifies dates of attendance and gives the school's address.
 6. Require the student or parent/guardian to complete the *School District Enrollment Form*.
 7. Provide the student with a student handbook and/or orally explain the rules and regulations of the school.
 8. Require the presentation of a birth certificate or health department verification form.
 9. Require the presentation of a Social Security Card.
 10. Provide for the student an opportunity to apply for free or reduced lunches and to purchase school insurance.
 11. Identify any special needs or special placement necessary to insure IDEA responsibilities are met.
 12. It is the responsibility of the parent or guardian to present to the school in writing of any limitation concerning the custody rights and/or visitation in regard to his/her child.

After the previous rules and regulations have been met, the student may be temporarily placed in class(es) until official transcripts and records are received. The Walker County Board of Education will adhere to regulations encompassing requirements already established in state and federal laws.

INTRA-DISTRICT TRANSFERS

Students desiring to attend a school outside the normal transportation area shall be allowed to enroll in that school on the first day of registration at the beginning of the school year; however, the student will not be allowed to transfer back to the original school except under the conditions listed below. All intra-district transfers occurring after the first day of school will be granted for the following reasons:

1. A bona fide change of residence in which the new residence is within the transportation area of the school to which the student is transferring; or
2. Mutual consent of the principal of the school from which the student is transferring and the principal of the school to which the student is transferring; or
3. Hardship or extenuating circumstances. The Superintendent and Board of Education may review extenuating circumstances and make rulings on the merits of each individual.

In the event of overcrowding or prior excessive discipline or attendance problems, Intra-District transfers may be denied including, but not limited to, the first day of school, except where the parent(s) or guardian of the child has made a bona fide change of residence in which the new residence is within the transportation area of the school to which the student is transferring.

TRANSFERS FROM NON-ACCREDITED SCHOOLS/SCHOOL SETTING

Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit. Credits for elective courses shall be transferred without validation. However, the transfer of credits and/or appropriate placement for core courses (English, math, social studies, and science) follows certain procedures based on whether the credits are non-contested or contested.

Non-contested credit for core courses shall be transferred as follows:

1. Using all official records (example - cumulative, report cards, etc.) and nationally standardized tests, the principal or his designee shall determine placement and notify the student and the parent(s)/guardian(s).
2. If the parent(s)/guardian(s) agree with the placement decision, the student shall be placed.
3. Following the placement for any initial core course successfully completed, transfer of previous credit earned at a non-accredited school(s) in that subject area shall be accepted without further validation.

Contested credit for core courses shall be transferred as follows:

1. If the parent(s)/guardian(s) disagrees with the placement decision, the principal or his designee shall supervise the administration of the school's most recent semester/nine-week test for each prerequisite core course in which the parent/guardian is requesting enrollment. For each test the student passes as determined by the school grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite course(s).
2. For any test failed, placement shall be made as originally recommended by school officials and no credit shall be transferred for the prerequisite course(s) in that subject.

LEGAL CUSTODY

It is the responsibility of the parent or legal guardian to notify the school in writing of any limitations concerning the custody rights and/or visitation rights with regard to his/her child. A notarized statement is not a legal transfer of custody. Only a state or federal court can authorize a transfer of custody.

IMMUNIZATIONS, BIRTH CERTIFICATES, AND SOCIAL SECURITY NUMBERS

Certificates of immunization against diseases designated by the state health officer, birth certificates, and Social Security numbers shall be required before a student can be enrolled.

ASSIGNMENT OF STUDENTS TO SCHOOLS

Each student is required to attend the school in which he/she originally enrolls on the first day of school unless there is a change of residence or unless given permission from the two principals concerned.

RULES AND REGULATIONS FOR WITHDRAWING FROM SCHOOLS

The local school principal or designee shall be responsible for complying with the rules and regulations when withdrawing a student from school. In the event students do not comply with all procedures related to withdrawing from school, their records may be withheld pending compliance. The Board subscribes to the following rules:

1. The school District Withdrawal Form shall be completed and given to parent/guardian of all students withdrawing from school.
2. An attempt will be made to determine the name and address of the school in which the student will be enrolling, if applicable.
3. The student's parent/guardian must come to the school and approve the withdrawal if said student is under sixteen (16) years of age.
4. All state-owned textbooks and library books must be turned in prior to withdrawal.
5. All legally permissible financial obligations must be paid prior to withdrawal.
6. The student's Immunization Form, report card, and transcript of current grades will be given to the student or parent/guardian.

STUDENT PREGNANCIES

A pregnant student will be required to attend school and to participate in regular school programs until such time that the student's school attendance and participation in school programs endanger the health and safety of the student, as determined by the student's physician. The pregnant student who remains in school during the pregnancy should be under the direct care of a licensed physician and should notify the school principal or counselor by a written statement from the parent after the

pregnancy is confirmed.

EXTRACURRICULAR ACTIVITY RESIDENCE ELIGIBILITY

In order to participate in any interscholastic event, students must meet the eligibility requirements for residence formulated by the Alabama High School Athletic Association and the District. For the purposes of this policy, interscholastic activities include those activities that ordinarily occur outside the school day, including athletics, band and cheerleading. Interscholastic activities shall include tryouts for athletics, band and cheerleading. All rules and regulations of AHSAA apply to extracurricular activities.

No student who enrolls in one school and later transfers to, or enrolls in, another school shall be eligible to participate in interscholastic activities except as follows:

1. A student who attends a feeder school, upon completion of the highest grade taught at that school, shall be eligible at the member school that serves the area in which the student's parents reside if all other requirements are met. The student shall also be eligible to participate in spring tryouts at the member school.
1. A student shall become eligible after completion of one year's attendance in a school and completion of all other requirements.
2. A student whose parents make a bona fide move from one school zone to another shall be eligible at the new school that serves the area where his/her parents reside. If the change of school precedes the bona fide move, the student is ineligible until the parents make a bona fide move.
3. If a student attends a member school that does not serve the area where the student's parents reside, the student may return to the home school and be eligible at the beginning of any school year. If the change is made after school has started, the student will not be eligible until the beginning of the next school year.
4. If a student attends a non-member school that does not serve the area where the student's parents reside, the student may return to the home school and be eligible at the beginning of the next school year.

School bus routes within the county shall determine school zones. In all circumstances, if this policy or any portion thereof is determined to be in conflict with the rules of the AHSAA, the rules of the AHSAA shall prevail for that portion found to be in conflict and the remainder of this policy shall remain in full force and effect.

EXTRACURRICULAR ACTIVITY PARTICIPATION-ACADEMICS FIRST (Mandated by the Alabama State Department of Education)

Effective for all students in Grades 7-12 beginning with the 1999-2000 school year, eligibility for participation in extracurricular activities shall be determined by grades

earned during the 1999-2000 school year and 2000 summer school, and shall remain in effect for each succeeding year in the same format as described herein and as is specifically provided in subsection (b) below. Local boards of education shall implement this policy as a minimum for all students in Grades 7-12 under their control. Each local board of education shall notify the State Superintendent of Education that it is in effect in all applicable schools within its jurisdiction.

a. DEFINITIONS

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s).
2. Regular curricular activities are defined as those that are required for satisfactory course completion.

b. ELIGIBILITY REQUIREMENTS

1. Students entering Grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of 70. Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. Students promoted to the seventh grade for the first time are eligible. (A semester is defined as one-half of a school year as defined by the board of education adopted school year calendar.)
 2. Physical education may count as only one (1) unit per year.
 3. No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
-
1. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in (b)1 above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.*
 2. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by each local board of education as they pertain to other extracurricular activities.
 3. Each eligible student entering Grades 10-12 must have a minimum composite

numerical average of 70 and a minimum of six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.

4. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
5. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.

c. PARTICIPATION REQUIREMENTS

1. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local board of education for approval.
2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local board of education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.
3. Notwithstanding anything to the contrary in this regulation, activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.
4. Decisions on a student's participation in extracurricular activities should be developed and reached on a local school/system level consistent with the requirements found in the Individuals with Disabilities Education Act (1997) and its implementing regulations, both federal and state, as well as Section 504 of the Rehabilitation Act of 1973 if the student is identified as eligible under these statutes, rules, and regulations, and such participation is determined to be appropriate.

*Note: Unit calculations for regaining eligibility at the end of the first semester may not coincide exactly with units for graduation for students in schools on six or seven-period days.

SELECTION AND MANAGEMENT OF CHEERLEADERS

It is the official policy of the Walker County Board of Education that no person, on the basis of sex, race or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity offered by this association. Any student who desires to tryout for cheerleader will receive a copy of the Walker County Policy/Constitution that will include all rules and forms.

If a student is not on the block schedule and is below grade nine, the student

must pass five subjects from the preceding semester with a composite numerical average of 70. To continue participation as a cheerleader in the fall, the cheerleader must maintain this average (70) until the end of the school year, including summer school.

If a student is on the block schedule, the student must have a minimum composite numerical average of seventy (70) on three out of four Carnegie units from the preceding term (beginning of new school year) and be passing in all core subjects. To remain eligible, the student must also maintain the minimum composite numerical average of seventy (70) on three out of four Carnegie units for the second term and be passing all core subjects. Failure to maintain academic eligibility will not be considered a permanent dismissal.

Tryouts will be announced at least one month prior to training and should be made a part of the calendar at each local school. All applicants will be given a copy of the Walker County Policy/Constitution. Any other information pertinent to the tryouts will be distributed prior to the beginning of the training program. The student/candidate must return a statement of receipt for these documents signed by both the student and the parent/guardian prior to the beginning of the training program. Cheerleaders will be elected based upon the following percentages: judge's score--75% and teacher's evaluation--25%. Tryouts and clinics should be closed to the public.

There will be a minimum of five days training provided prior to tryouts for high school (grades 9-12). For 7th and 8th grades, the training time will be left to the discretion of the sponsor relative to tryouts. Mandatory attendance at training sessions will be at the discretion of the principal and sponsor. All training must take place outside of regular school hours. Participants will be responsible for their own transportation following after-school training sessions. Training should be conducted without regard to race, gender, or national origin. All students who participate in cheerleading activities must be insured under a catastrophic student accident policy. Students who do not have personal insurance must buy the School Day Insurance before being allowed to participate in said activity.

After tryouts, no individual scores will be announced. Candidates and his/her parents may view their individual score sheets by appointment only and only under supervision. Newly-selected cheerleaders become subject immediately to all provisions and regulations of the cheerleader constitution. All cheerleaders must have physician's approval and have on file a completed Alabama High School Athletic Association Pre-participation Screening Certificate (completed by a physician). Cheerleaders will attend summer camp at their own expense.

All parents are responsible for transportation to and from athletic events unless transportation is provided by the school. A ride from the school must be waiting for the cheerleaders upon the return of the away bus/car. All cheerleaders must be at all home and away games as designated by the principal and coach.

SCHOOL CLOSING

It is the responsibility of the parent/guardian to make arrangements for the supervision of their children in the event of an early dismissal, late start, or cancellation due to inclement weather. It is important that students and parents listen to the local radio and television stations and not call the school. School telephone lines must be kept open for emergency instructions and/or communications.

HALL PASSES

Students must have a hall pass to be in the halls during class time. The pass must be issued by a teacher or a duly authorized person. Students who do not have hall passes will be sent back to their assigned class. This applies to all classrooms and all students without exception. Failure to have a hall pass could result in disciplinary action.

OFFICE TELEPHONE

The telephones in the office are to be used for office business. Use is limited to emergencies only. A student must have a pass to use the phone.

VISITORS/PARENTS

For the security of the school and the safety of students the following guidelines must be followed:

1. Visitors/Parents, including parents who are coming for scheduled conferences, must check in through the office and state their reason for being on campus. Teachers are instructed to alert the office whenever there is an unauthorized visitor in the building.

Visitors/Parents are not allowed in the classrooms or in the commons area without permission from the office.

Visitors/Parents are not allowed on the school grounds anywhere before or after school without permission from the office.

Students who do not have permission and are outside talking to visitors will be subject to disciplinary action.

Students are not allowed to bring guest(s), including younger brothers and sisters, to class with them during the school day.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged by the school. Such conferences, however, must be scheduled during the teacher's planning time. Parents may schedule conferences with teachers by calling the office (at least one day's notice is encouraged). If a parent needs to talk to a teacher on the phone, the parent should call during the teacher's planning time.

CHECKS/RETURNED CHECKS

Any check that is submitted to a school of the Walker County Board of Education must include proper identification consisting of the check writer's driver's license number, social security number or the date of birth. Unsigned, post-dated or counter checks will not be accepted.

Once a bad check is received from an individual, that person will no longer be allowed to submit checks to the school or the Board, but must use cash, a cashier's check, or a money order, whichever is applicable. The only exception would be if there is a

bank error. Then an explanation from the bank showing the error to be theirs must be submitted.

A NSF fee of \$30.00 will be charged for all bad checks. A certified or registered letter will be sent to the check signer to notify him/her that the check is bad. All bad checks and NSF fees that are not paid within 10 days from receiving notification of the bad check will be forwarded to a collection agency.

LOST AND FOUND

Students must assume sole responsibility for loss or damage to any property belonging to them. Students are encouraged to write their names on all books and to put some identification mark in all personal belongings. The school officials will dispose of unclaimed articles after a reasonable time.

FIELD TRIPS AND EXCURSIONS

1. Students shall be expected to exhibit good behavior and shall be subject to the same dress code and of conduct applicable to regular classroom activities.
2. Students must have written permission signed by their parents/guardians on file with school officials prior to departing on a school-sponsored field trip, either by school bus or approved private transportation.
3. Students must use transportation approved by the principal or designee.
4. At the principal's discretion, students who have displayed inappropriate or disruptive behavior may not be allowed to participate.
5. Teachers sponsoring field trips will be expected to accompany students on the bus and will be primarily responsible for discipline on the bus.
6. Field trips for students who are on the block schedule are discouraged.

STUDENT TRANSPORTATION

All transportation programs shall be operated in accordance with provisions of The Code of Alabama and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of the students.

The policies listed below shall be followed by students when being transported via Board-owned vehicles, including the activity bus:

1. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus and shall be subject to all school rules and regulations applicable during regular school hours.
2. Students will board and leave the bus only at an approved stop.
3. Students should not attempt to talk to the bus driver while the bus is in motion.
4. Students will not throw objects on the bus nor from the bus at any time.
5. Students are not to get off the bus at any time from the point of departure until they reach their destination except in cases of emergency and upon notification of the bus driver by written note signed by the student's parent(s)/ guardian(s) and school principal.
6. Students should not have their arms or any parts of their bodies out of the

- windows at any time.
7. Students should remain seated until the bus comes to a full stop; no moving around while the bus is in motion.
 8. The bus driver has full authority over the students while they are riding the bus; he/she will be firm but fair with each student. Failure to obey a driver can result in suspension from riding the bus by the school principal. Violations will be reported promptly to the local principal by the driver.
 9. Profane, indecent, or abusive language will not be permitted.
 10. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student or his/her parent/guardian.
 11. The Superintendent of Schools or designee is authorized to suspend a student's transportation privilege due to misconduct or misbehavior while enroute to and from school. Such suspension shall be temporary. If the principal recommends that the student be permanently removed from the bus, the student will be temporarily suspended pending a hearing before the Board at its next regular meeting at which time the Board will review the action of the Superintendent of Schools or designee and determine if such suspension shall be terminated, extended, or made permanent.

Student transportation for selected activities is provided by the Board as a service to the students of the School District. The Board reserves the right to deny a student or students the privilege of being transported at public expense, provided the policies and school rules and regulations outlined above are not followed.

LUNCHROOM POLICIES

The cafeteria, besides being a lunchroom, is a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one should find in the home.

Some simple rules of courteous behavior which make the lunch period pleasant and relaxed are (1) observing good dining room standards at the table; (2) leaving the table and surrounding area clean and orderly; (3) putting trash in the proper containers; (4) not leaving the cafeteria while eating, carrying food, or drinking.

THE COMPETITIVE FOOD RULE

The United States Department of Agriculture and the State Department of Education prohibit the sale of competitive foods during the time that meals subsidized by the National School Lunch and School Breakfast Programs are being served to children. Competitive foods are any foods sold in competition with the National School Lunch and School Breakfast Programs. These foods include, but are not limited to, carbonated drinks of any kind, snack foods, and food brought in from commercial establishments. Students violating this policy may be subject to disciplinary action by school officials. During the time the school lunch program is in operation, students are not to eat lunch in or from commercial establishments.

SUPERVISED LUNCH PERIODS

All students shall have a supervised lunch period. These periods shall be arranged by the local school principal. The school principal is responsible for the overseeing of the lunchroom. The discipline of the students during the breakfast and lunch periods is the responsibility of the principal and/or the teachers as assigned by the principal.

PHYSICAL EDUCATION

Physical education is a required subject for grades K-8, and all students must participate unless there is a medical reason justifying exemption. The following guidelines will apply:

1. Students in grades 7-12 are required to dress out. A change of clothes, not limited to shorts, will be required. Students in grades 5 and 6 are required to dress out if time allows.
2. It shall be the responsibility of the parent or guardian to notify the school in writing of any physical limitation or illness of the child which would prevent participation on a temporary or permanent basis.
3. More than three (3) days of unexcused non-participation by a student during a nine weeks' period will result in a lowering of his/her physical education grade for that nine weeks.

LIBRARY BOOKS

Library books are the property of the Walker County Board of Education. It is the responsibility of the parent/guardian/student to keep up with library books. Lost or damaged library books must be paid for by the parent/guardian/student.

TEXTBOOKS

All textbooks are loans to students during the year. Students are required to pay for lost or damaged textbooks before they can receive additional books.

A. Penalties/charges for lost textbooks:

1. Full price if book was new when issued and has been used less than one year
2. A variable of 50% to 75% of the original cost of the textbook to the state, if textbook has been in use for a year or more
 - 1 Seventy-five percent for books one year old
 - 2 Seventy percent for books two years old
 - 3 Sixty-five percent for books three years old
 - 4 Sixty percent for books four years old
 - 5 Fifty percent for books five years old or older
3. Half price if textbook was rebound when issued

B. Penalties for damaged textbooks:

1. Consider the textbook a total loss if one or more pages of contents are missing.

2. Consider the textbook a total loss if water-soaked or if pages are swollen or mildewed.
3. If a textbook is eligible to be rebound and/or used by another student, but is physically marked, defected, broken, cut, etc., charges may be required.

If the parent, guardian, or person having custody of a student to whom the textbook was issued fails to pay the assessed damages within thirty (30) days after notification, the student shall not be entitled to further use of textbooks until remittance of the amount of loss or damage is made.

COUNSELING PROGRAM

The school counseling program is an integral part of the total educational plan and is concerned with maximizing responsible freedom and developing competency. Given that student growth and development evolve over time, school counseling is developmental by design, is comprehensive in scope, and is systematic in its implementation.

The school counselor will keep information related to counseling services confidential unless disclosure is in the best interest of the student, is required for the welfare of others, or is required by law. When disclosure is required, only information that is essential will be revealed.

COUNSELING SERVICES/LEGAL PRIVILEGE

The ethical promise of confidentiality by a school counselor to a student-client does not necessarily mean the counselor has a legal privilege not to repeat what the student said in counseling session, if the counselor has been asked to do so under oath in court or other legal proceeding.

PERMANENT RECORDS OF STUDENTS

The permanent record card contains identifying student information, semester grades, units of credit, attendance, citizenship, and the student's interests and activities. This card may be viewed by the students and/or parents upon request. Parents always retain the right to review the content of student records in accordance with provisions of the Family Education Privacy Act.

HOMEWORK

The classroom teacher shall be left with the authority to determine actual homework assignments consistent with Walker County Board of Education Policies and Guidelines.

TUTORING

Students who have failed academic courses shall not be granted high school credits through tutoring. Students shall be granted credits toward graduation after completion of courses through an approved/accredited institution(s).

CHEATING

Cheating is defined as the giving or receiving of information during a testing period or on certain assignments. Students who are found guilty of cheating shall receive a grade of zero (0) for the work and shall be subject to further disciplinary action.

EXEMPTION POLICY

Students who are not on the block schedule may exempt a maximum of two (2) semester examinations. Students who are on the block schedule may exempt a maximum of one (1) exam per term (18 weeks). These exemptions are based on the following criteria:

1. A student who has an "A" average and 3 or fewer absences per class
2. A student who has a "B" average and 2 or fewer absences per class
3. A student who has a "C" average and 1 or fewer absences per class
4. A student who passes all areas of the Alabama High School Graduation Exam on the first attempt may exempt one exam for the term during which the AHSGE is given.
5. A student who has received three (3) or more Class II offenses or any Class III offenses or has been placed in the Alternative School for any length of time will forfeit the opportunity to exempt any semester examination.
6. Any student who raises his/her total battery stanine by one or more points on the SAT (Stanford Achievement Test) will receive a final exam exemption during the fall of the succeeding year.

The score to raise will be that of the total battery stanine from the SAT taken in the spring. Any student that did not take all parts of the spring test will not have the needed stanine score and, therefore, will not be eligible for exemption under this policy.

EXCEPTION: All students who score in the 7-8-9 stanine are eligible for exemption. For example, if a student did not receive the needed stanine score during the Spring 1999 test, he/she may exempt if he/she scores in the 7, 8, or 9 stanine on the total battery of the Spring 2000 test.

Example 1: A student's stanine score in the Spring 1999 was 7. His score was also 7 in the Spring 2000. This student is exempt.

Example 2: A student's stanine score in the Spring 1999 was 9. His score in the Spring 2000 was 7. He is exempt.

Example 3: A student's stanine score in the Spring 1999 was 3. He can only exempt if he scores 4, 5, 6, 7, 8, or 9.

Example 4: A student's stanine score in the Spring 1999 was 7. His score was 6 during the Spring 2000. He is not exempt. He may, however, be exempt under

the exemption policy referencing grades and absences.

NOTE: A student may receive 2 exemptions during the fall semester only if: (1) he/she meets the restrictions of the policy that references grades and absences, and (2) he/she raises his/her stanine score or the score stays in the 7-8-9 stanine.

Exemptions may not be saved for the Spring Semester. The only exemptions available for the Spring Semester will be under the guidance of the policy referencing grades and absences.

PROGRESS REPORTS

Progress reports will be sent home at the conclusion of the four and one-half (4-1/2) week of each nine (9) week grading period for students who have an average of below 70 in any subject.

Kindergarten students will receive progress reports three times yearly.

REPORT CARDS

A student who has an incomplete in a class for any reason will receive an "I" on his/her report card for the class. If the unfinished work is completed within five (5) school days (as determined by the teacher and administration), the "I" will be removed and the student will receive a grade.

Students and parent or guardian are responsible for safeguarding report cards while they are in their custody. If a report card is lost or damaged beyond use, a replacement report card will be fully completed prior to issuing them to students. All replacement report cards must be clearly designated as replacement cards. A fee of up to \$2.00 may be charged for a replacement card.

HONOR ROLL

1. The Honor Roll will be based on all subjects.
2. Students who have no grade lower than a 90 shall be on the "A" Honor Roll.
3. Students who have no grade lower than an 80 shall be on the "A-B" Honor Roll.
4. No student with a "U" or an "I" will be listed on the Honor Roll.

PROMOTION AND RETENTION

The Walker County Board of Education desires to continue to offer a comprehensive and sound program of instruction for each student. Before a student moves to a higher level, mastery of basic skills in reading, language, and math are necessary for success in other areas. Reading and math skills should be taught and remediated throughout the school year.

In grades one through six, if a student does not meet minimum standards and does not have passing grades for math and reading, then a student may be retained. In

determining the promotion/retention of a student, the student should be evaluated according to his/her academic level at the beginning of the school term and the amount of progress made throughout the school year. The final decision will be made by the principal.

KINDERGARTEN TO FIRST GRADE

The decision as to whether to promote a kindergarten student to first grade shall rest solely with the student's kindergarten teacher and the school principal with the consent of the parent. Such decision shall be final and shall be based on indications of immaturity that would keep students from coping with the academic expectations of the first grade program.

FIRST GRADE TO SECOND GRADE*

To be successful in second grade, the student should:

1. Complete first grade readers with at least 70% mastery of reading skills and have a passing grade in reading.
2. Attain at least 70% mastery for math skills and have a passing grade in math.

SECOND GRADE TO THIRD GRADE*

To be successful in third grade, the student should:

1. Complete second grade readers with at least 70% mastery of the reading skills and have a passing grade in reading.
2. Attain at least 70% mastery in math skills and have a passing grade in math.

THIRD GRADE TO FOURTH GRADE*

To be successful in fourth grade, the student should:

1. Complete the third grade readers with at least 70% mastery of skills and have a passing grade in reading.
2. Attain at least 70% mastery in math skills and have a passing grade in math.

FOURTH GRADE TO FIFTH GRADE*

To be successful in fifth grade, the student should:

1. Complete the fourth grade readers successfully with at least 70% mastery of skills and have a passing grade in reading.
2. Attain at least 70% mastery in math skills and have a passing grade in math.

FIFTH GRADE TO SIXTH GRADE*

To be successful in sixth grade, the student should:

1. Complete the fifth grade readers successfully with at least 70% mastery of skills and have a passing grade in reading.
2. Attain at least 70% mastery in math skills and have a passing grade in math.

SIXTH GRADE TO SEVENTH GRADE*

To be successful in seventh grade, the student should:

1. Complete the sixth grade readers successfully with at least 70% mastery of skills and have a passing grade in reading.
2. Attain at least 70% mastery in math skills and have a passing grade in math.

*Please refer back to the first paragraphs.

Title I School-Wide Schools must administer end of the year math and reading tests. It is hoped that students will obtain 70% mastery on these tests overall.

GRADES SEVEN TO EIGHT and GRADES EIGHT TO NINE

Students must achieve a passing (60) yearly average in each of the four core subjects (math, science, English, and social studies).

Students will be provided an opportunity to make up a maximum of two subjects in summer school in order to achieve a passing average in failed subjects.

HIGH SCHOOL: PLACEMENT AND GRADUATION REQUIREMENTS

Students must pass prerequisite courses before advancing to the next level unless the course is taken concurrently with the higher level course. Example: A student would not be allowed to advance to grade ten until grade nine English is completed unless the student is registered for both grade nine and grade ten English.

For Students Who Entered the Ninth Grade for the First Time in August 1998, 1999, 2000, 2001, 2002, 2003:

Grade Placement/Homeroom Assignment: Students are assigned to the 10th, 11th, and 12th grade homerooms based on the number of units earned by the end of the previous year.

<u>Grade</u>	<u>Units</u>
10	6
11	12
12	18

An Alabama High School Diploma will be awarded to students who pass all required courses, earn a minimum of twenty-six (26) Carnegie Units following the Alabama Course of Study, and pass all areas of the Alabama High School Graduation Exam.

GRADUATION REQUIREMENTS

1. Earn a minimum of twenty-six (26) credits.
2. Pass the Alabama High School Graduation Exam. This exam will test the areas of Reading, Math, Language, Science, and Social Studies. All areas must be passed. The student will take the exam for the first time in the spring of the tenth grade. Once an area is passed, the student will not have to take it again even if he/she fails another area. The student may retake the failed areas in the spring of the eleventh grade and in the fall and spring of the twelfth grade, if necessary.
3. Students qualifying for services as defined by the Individuals with Disabilities

Education Act (IDEA) may choose any of the above options or choose to pursue an Alabama Occupational Diploma.

4. A student pursuing an Alabama High School Diploma who has earned the Carnegie units commensurate with his/her grade level, but has failed to pass the Alabama High School Graduation Exam, shall receive remediation for his/her deficiencies as shown by the test results. If, after earning the Carnegie units required for graduation and after all the customary opportunities for taking the Alabama High School Graduation Exam, the student has failed to pass all required portions of the test, the student may pursue the following options:
- a. Accept the **Certificate of Completion** in lieu of the State approved diploma and proceed through graduation activities.
 - b. Continue to attempt the AHSGE at the regular times and settings for taking the test.
 - c. Pursue the route of the G.E.D.

A Graduation Certificate will be issued based on the following provisions: Special Education students, with the exception of the gifted and the speech impaired, shall follow the objectives set out for them at the annual IEP meeting by the IEP Committee in reference to the Alabama High School Graduation Exam. If the committee, after examining all pertinent data, decides that the student is not capable of attempting and/or passing the Examination and that his/her time should be directed toward other objectives, then the senior student will be issued the graduation certificate instead of the State-approved diploma for having achieved those goals set out by the IEP Committee. The student will have the same opportunities to participate in all activities associated with graduation from high school.

If the IEP Committee, after reviewing all pertinent data, decides that the student should attempt the Alabama High School Graduation Exam, then he/she will receive the same opportunities, including remediation, as any other student taking the exam. Special Education students who pass/complete their Carnegie units, follow the Alabama Course of Study, and pass the Alabama High School Graduation Exam, will be issued a diploma.

Course of Study for the Alabama Occupational Diploma

English Language Arts 4

Four Credits to include the equivalent of:

- Employment English I 1
- Employment English II 1
- Employment English III 1
- Applied Employment English IV 1

Mathematics 4

Four Credits to include the equivalent of:

- Job Skills Math I 1
- Job Skills Math II 1
- Job Skills Math III 1
- Applied Job Skills Math IV 1

Science 4

Four Credits to include the equivalent of:

Life Skills Science I 1

Life Skills Science II 1

Life Skills Science III 1

Applied Life Skills Science IV 1

Social Studies 4

Four Credits to include the equivalent of:

Career Preparation I 1

Career Preparation II 1

Career Preparation III 1

Applied Career Preparation IV 1

Career/Technical Education 2

*Cooperative Career/Technical Education 1

Health Education ½

Physical Education 1

Fine Arts ½

Electives 5

Minimum Units Required 26

*May be part of the two credits for Career/Technical Education. The designated one credit for Cooperative Education will then be added to the electives, making a total of six electives.

Diploma Without an Endorsement:

English 4

Mathematics 4

Algebra I and Geometry (or the equivalent required) 2

Mathematics Electives 2

Science

Biology 1

Physical Science 1

Science Electives (Earth Science, Zoology, 2

Environmental Science, Chemistry, Physics,

Principles of Technology, or Anatomy/Physiology)

Social Studies 4

Grade 9 - World History & Geography: 1
Since 1500

Grade 10 - United States History & Geography: 1
Beginning to 1900

Grade 11 - United States History & Geography: 1
1900 to the Present

Grade 12 - American Government & Principles 1
of Economics

Physical Education 1

Health Education ½

Arts Education ½

Keyboarding/Computer Applications	1
Electives	7
Minimum Units Required	26

Diploma With a Career/Technical Endorsement:

English	4
Mathematics	4
Algebra I and Geometry (or the equivalent required)	2
Mathematics Electives	2
Science	4
Biology	1
Physical Science	1
Science Electives (Earth Science, Zoology, Environmental Science, Chemistry, Physics, Principles of Technology, Anatomy/Physiology or one may be embedded*)	2
Social Studies	4
Grade 9 - World History & Geography: Since 1500	1
Grade 10 - United States History & Geography: Beginning to 1900	1
Grade 11 - United States History & Geography: 1900 to the Present	1
Grade 12 - American Government & Principles of Economics	1
Physical Education	1
Health Education	½
Arts Education	½
Keyboarding/Computer Applications	1
Career/Technical Education**	4 or 6
Electives	1 or 3
Minimum Units Required	26

* Must be a program completer - awarded in the twelfth grade

**The Alabama Courses of Study shall be followed in determining minimum requirements for the sequence of Career/Technical Education courses.

Diploma With an Advanced Career/Technical Endorsement:

English	4	
Mathematics		4
Algebra I, Geometry & Algebra II	3	
Trig./Advanced Math	1	
Science		4
Biology	1	

Physical Science or Chemistry 1
 Science Electives(Chemistry, Physics, 2
 Anatomy /Physiology Principles of
 Technology, or One May Be Embedded*)

Social Studies

4

Grade 9 - World History & Geography: Since 1500 1

Grade 10 - United States History & Geography: 1
 Beginning to 1900

Grade 11 - United States History & Geography: 1
 1900 to the Present

Grade 12 - American Government & Principles 1
 of Economics

Physical Education 1

Health Education ½

Arts Education ½

Keyboarding/Computer Applications 1

Career Technical Education** 3 or 4

Electives*** 3 or 4

Minimum Units Required 26

*Must be a program completer---awarded in the twelfth grade

**The Alabama Courses of Study shall be followed in determining minimum requirements for the sequence of Career/Technical Education courses.

***Students may earn the Advanced Career/Technical and Advanced Academic endorsements concurrently if the elective credits as outlined above are used to earn the required credits in foreign language.

NOTE: Credit earned through applied academic or embedded situations will not satisfy the core curriculum requirements for a diploma with advanced academic endorsement, except as is consistent with State Department Guidelines regarding applied academic courses. (ACC Rule 290-3-1.02[8][d]).

Diploma With an Advanced Academic Endorsement:

English 4

Mathematics 4

Algebra I, Geometry & Algebra II 3

Trig./Advanced Math 1

Science 4

Biology 1

Physical Science or Chemistry 1

Science Electives (Chemistry, Physics, or 2
 Anatomy/Physiology)

Social Studies 4

Grade 9 - World History & Geography: 1

Since 1500

Grade 10 - United States History & Geography: 1

Beginning to 1900

Grade 11 - United States History & Geography: 1900 to the Present	1	
Grade 12 - American Government & Principles of Economics	1	
Physical Education	1	
Health Education		½
Arts Education	½	
Keyboarding/Computer Applications	1	
Foreign Language*	2	
Electives	5	
Minimum Units Required	26	

*Students earning the diploma with the advanced academic endorsement shall successfully complete two credits in the same foreign language.

NOTE: Credit earned through applied academic or embedded situations will not satisfy the core curriculum requirements for a diploma with advanced academic endorsement, except as is consistent with State Department Guidelines regarding applied academic courses. (ACC Rule 290-3-1.02[8][d]).

VALEDICTORIAN AND SALUTATORIAN CRITERIA

The following are the criteria for determining who may be eligible for valedictorian and salutarian in the School District:

1. For **enrollment eligibility**, students must meet the following criteria:
 - A. Candidates must have been enrolled in a state accredited school for four years;
 - B. Candidates must be enrolled in the Advanced Academic Diploma Program;
 - C. Candidates must be enrolled at the local high school for one full school year prior to the date of graduation.
1. **Academic eligibility** shall be determined by the following criteria:
 - A. An overall average of all academic subjects; Academic courses shall not include physical education, band, and courses with an "aide" descriptor such as office aide and library aide. Whether any other course shall be classified as non-academic shall be resolved by the Superintendent or designee.
 - B. In the event that the above criteria fail to identify the valedictorian and salutarian, eligibility shall be determined by the best average in common courses in math and science.
3. **Overall average grades** shall be computed as follows:
 - A. The standing of the candidates shall be computed on a numerical basis up to and including the first nine weeks of the second term of the senior year; i.e., the first term course grades for affected courses plus the first nine weeks' grade of the second term.
 - A. If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. If numerical grades

are not available, said student's letter grades will be converted to numerical grades at the midpoint of the grading scale approved by high schools of the School District.

4. Any extraordinary situations or circumstances that may arise will be resolved by the school principal. The student with the highest overall average grade computed by the above procedure shall be the valedictorian and the second highest shall be named the salutatorian.

GIFTED EDUCATION IN WALKER COUNTY

Gifted students are those who 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.

A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals who have knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. If you are interested in knowing more about gifted education services, you may contact the Department of Special Services at 387-0555 between the hours of 8:00 a.m. and 4:00 p.m.

ACCEPTABLE USE POLICY FOR INTERNET ACCESS

General Regulations

The Walker County School System will be offering access to the Internet. The Internet and other on-line resources provided by the district are intended to be used to support the instructional program and further student learning. The Walker County School System network facilities are to be used in a responsible, efficient, and legal manner in accordance with the mission of the Walker County School System.

Acceptable Use Agreement

Through the Internet, students can explore thousands of libraries, databases, museums, and other resources. The Walker County School System uses a filtering system designed to block educationally inappropriate sites. However, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the district's on-line resources, each student and his/her parent/guardian shall sign and return the Walker County School System's Acceptable Use Agreement. This agreement shall specify user obligations and responsibilities and shall indemnify the district for any damages. The parent/guardian shall agree not to hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users.

Supervision

Certified staff shall supervise students while using on-line services at the school site and may ask instructional assistants and student aides to assist in this supervision.

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall insure that all students using these resources receive training in their proper use.

User Obligations and Responsibilities

Students are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board policy and the district's Acceptable Use Agreement. The principal or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke, or suspend a user's access at any time. The decision of the principal or the designee shall be final.

1. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statement standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.

1. The district reserves the right to monitor any on-line communications for improper use. Students will log in when using on-line services and will be monitored by school staff.
1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number. Do not share your password with another person.

Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, or forge other users' mail.

4. Students shall not intentionally disrupt the use of the Walker County School System Network for other users, including, but not limited to, disruptive use of any process, program, or tool for ascertaining passwords or engaging in "hacking" of any kind, including, but not limited to, the illegal or unlawful entry into an electronic system to gain secret information.

5. Students will not reveal personal information about other users such as addresses, telephone numbers, social security numbers, etc.
 6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
 7. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
 8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
1. Students will not degrade the performance of the network through the posting of electronic chain letters or other useless information.
 1. Notify the staff immediately if you encounter materials that violate the school code of conduct.
 1. The district's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
 1. Both student and parent/guardian must sign the Acceptable Use Policy before a student can use the Walker County School System Network.
 1. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

DIRECTORY INFORMATION

Directory information will be sent to colleges and military branches of the government unless notified by the parent/guardian, in writing, not to release this

information.

DIRECTORY

WALKER COUNTY BOARD OF EDUCATION

1000 Viking Drive Post Office Box 311 Jasper, AL 35502-0311

Superintendent's Office 387-0555 Transportation 387-2155

2003-2004

SCHOOL	PRINCIPAL	PHONE
Bankhead Middle 110 School Road Cordova, AL 35550	Dr. Gypsy Stovall	483-7245
T.S. Boyd 23 Austin Circle Dora, AL 35062	Shirley Mitchell	648-5912
Carbon Hill High School 170 9th Avenue Carbon Hill, AL 35549	Dr. Diane Jones	924-8821
Carbon Hill Elem./JH 170 9th Avenue Carbon Hill, AL 35549	Dr. Diana Little	924-4101
Cordova Elementary 35 North Street Cordova, AL 35550	Johnny Barnett	483-7666
Cordova High #1 Blue Devil Way Cordova, AL 35550	Jason Adkins	483-7404
Curry Elementary 85 Yellow Jacket Drive Jasper, AL 35503	Steven Rowe	387-7845
Curry High 155 Yellow Jacket Drive Jasper, AL 35503	Bobby Gann	384-3887
Curry Middle 115 Yellow Jacket Drive Jasper, AL 35503	David Hendon	384-3441
Dora High 330 Glenn C. Gant Circle Dora, AL 35062	Joe Potts	648-6863

Farmstead Jr. High Hilda Dutton 221-2001
2760 Highway 195
Jasper, AL 35503

Lupton Jr. High Brenda McAdams 384-5838
1110 Prospect Road
Nauvoo, AL 35578

T.W. Martin High Reggie Plyler 686-5580
1995 Goodsprings Road
Goodsprings, AL 35560

Oakman Elementary Dennis Willingham 622-3611
142 School Street
Oakman, AL 35579

Oakman High Ray Tidwell 622-3381
10699 Main Street
Oakman, AL 35579

Parrish Elementary Jerome Smith 686-5061
95 Engle Street
Parrish, AL 35580

Parrish High David Beason 686-7701
35 Tornado Alley
Parrish, AL 35580

Sipsey Jr. High Donnie Bridges 648-5083
324 Park Road
Sipsey, AL 35584

Sumiton Elem./Middle Ilene Black 648-2390
275 1st Street North
Sumiton, AL 35148

Townley Jr. High Dr. Vonda Beaty 924-8424
62 Townley School Road
Townley, AL 35587

Valley Jr. High Tommy Kacharos 483-9381
155 Valley School Road
Jasper, AL 35504

Walker Co. Center of Tech. Ted Craven, Director 387-0561
1100 Viking Drive 387-0519
Jasper, AL 35501

Walker Co. Alternative Sch.
6670 Old Birmingham Hwy.
Jasper, AL 35501

James B. Beaty, Director

483-7410

STUDENT CHECKOUT/PRIOR NOTIFICATION AUTHORIZATION

Students will not be allowed to leave school unless picked up by a parent, guardian, or other authorized adult. This written permission form is to be signed by the parent or guardian listing names of adults, other than the parent or guardian, who are authorized to pick up the child. This form must be on file in the principal's office. Exceptions may be made by the principal in emergency situations only. Notes and telephone calls cannot be accepted.

Parents or legal guardians of students who provide their own transportation to and from school must provide written notification to the principal's office prior to requesting check-out. Any checkouts from these students must be prearranged and preapproved.

The persons listed below have my permission to check out my child from school in the event I am unable to come in person:

Student's Name _____ Homeroom _____

Signature of Parent/Guardian _____ Date _____

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

**WALKER COUNTY SCHOOLS
STUDENT HANDBOOK**

Parental Notification of Civil Liabilities and Criminal Penalties, Dress Code, Student Surveys and Attendance Requirements

Parental Permission for School Personnel to Verify All Medical Excuses (as required by the Health Information Privacy Act), Field trips, and Acceptable Use Policy for Internet Access

ACKNOWLEDGMENT FORM

I, _____,
NAME OF STUDENT

enrolled in _____ School, and my parents or guardian have received and read the foregoing Student Handbook.

SIGNED _____ (Student)

SIGNED _____ (Parent/Guardian)

Date _____

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

**WALKER COUNTY BOARD OF EDUCATION
SCHOOL MEDICATION/GUARDIAN/PRESCRIBER
AUTHORIZATION**

Student's Name _____

School _____ Grade _____ School Year _____

Teacher _____ List drug allergies/reactions _____

Prescriber's Authorization

Name of Medication _____ Reason for taking _____

Dosage _____ Route _____ Frequency/Time to be given _____

Start Administration of Medication _____ Discontinue Medication _____

Special Instructions _____

Potential side effects/contraindications/adverse reactions _____

Treat order in the event of an adverse reaction _____

Does medication require refrigeration? yes no

Is the medication a controlled substance? yes no

Is self-medication permitted and recommended for this student? yes no

If asthma inhaler or emergency medication is needed, do you

recommend student to self-medicate?

yes no

PRESCRIBER'S SIGNATURE**_____

Parent Authorization

I authorize school personnel to assist my child in taking the above medication. I understand that an additional parent/prescriber signed statement will be necessary if the dosage of medication is changed.

Medication should be registered with the principal or his/her designee. It should be in the original container and be properly labeled with the student's name, date of prescription, name of medication, dosage, strength, time interval, and route of administration.

Parent Signature_____Date_____

School Representative witness_____Date_____

Self-Medication by Students

I authorize and recommend self-medication by my child for the above medication.

Signature of Parent/Guardian_____Date_____

Consent Form SH-M1

Notes

**WALKER COUNTY SCHOOLS
SCHOOL CALENDAR
2003-2004**

First Full Day of School August 7
Labor Day Holiday September 1
Progress Reports Go Home September 8
Fall Break October 10, 13, 14
Report Cards Go Home October 20
Parent/Teacher Day October 23
Veterans' Day Holiday November 11
Progress Reports Go Home November 13
Dismiss for Thanksgiving Holiday November 26
Thanksgiving Holidays November 24-28
Exams December 18, 19
Dismiss for Christmas Holiday December 19
Christmas Holidays Dec. 22-Jan. 2
School Resumes January 5
Report Cards Go Home January 8
King/Lee Day January 19
Progress Reports Go Home February 2
Inservice February 13
Presidents' Day/Weather Day February 16
Teacher Work Day March 5
Report Cards Go Home March 11
Dismiss for Spring Break March 26
Spring Break March 29-April 2
Progress Reports Go Home April 15
Weather Day April 30
Final Exams (Block Schedule) May 19, 20
Last Day of School May 20
Graduation/Work Day May 21

**WALKER COUNTY SCHOOLS
STATE TESTING PROGRAM**

GRADE	TEST	TESTING PERIOD
11 and 12	Graduation Examinations	September 22-26, 2003
12	Graduation Examinations	December 1-5, 2003
5, 7, and 10	Alabama Direct Assessment of Writing	February 24, 2004
10, 11 and 12	Graduation Examinations	March 8-12, 2004
3-8	SAT 10	April 12-16, 2004

NON-DISCRIMINATION POLICY

It is the policy of the Walker County Board of Education to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Title II of the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973; therefore, the Walker County School System does not discriminate in employment, against employees, or against students. No student or employee shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination in any educational programs, activities, or functions within the system. For additional information, please contact Sandy Crump, Title VI Coordinator, Glenda Wilson, Title IX Coordinator, or Lynn Watts, Section 504 Coordinator.

FERPA

The Walker County Board of Education adheres to the regulations of the Family Educational Rights and Privacy Act in relation to public elementary and secondary education.

CHILD FIND

The Walker County School System is attempting to locate students with disabilities (ages 0-21) who are not currently being served in an appropriate educational program. This includes students qualified for Special Education services under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or any other student who is suspected to have or as been identified as having a disability. Anyone who knows of a child who is in need of these services, but is not receiving them, should

contact the principal of the school in the neighborhood where the child lives or contact Sandy Crump, Special Education Coordinator, or Lynn Watts, Section 504 Coordinator, at 387-0555 between the hours of 8:00 a.m. and 4.00 p.m.