

# PICKENS COUNTY SCHOOLS

*377 LaDow Center Circle  
Carrollton, Alabama 35447*

*Telephone: (205) 367-2080*

*Fax: (205) 367-8404*

*Website Address: [www.pickenscountyschools.net](http://www.pickenscountyschools.net)*

## **MISSION STATEMENT**

Inspiring Ethical Leaders...One Child At A Time

## **VISION STATEMENT**

To provide a positive, safe environment that produces  
respectful, resourceful, responsible  
leaders with strong moral values

Superintendent: Jamie Chapman

Associate Superintendent: Vanessa D. Anthony

Board Members:

Annie Jackson, Chairperson  
Debbie Holley, Co-Chairperson  
Gene Dawkins  
Frankie Spencer  
Sam Wiggins

**PICKENS COUNTY CENTRAL OFFICE  
TELEPHONE LISTING  
2019-2020**

<b>Name</b>	<b>Phone Number</b>	<b>Title</b>
Anthony, Vanessa	205-367-2086 Ext. 208	Administrator of Federal Programs
Ball, Anissa	205-367-8195 Ext. 203	Administrator of Student Services
Breakroom	205-367-2080 Ext. 201	
Brown, Tammy	205-367-2080 Ext. 709	Elementary Curriculum Specialist
Burton, Carmen	205-367-2090 Ext. 601	Child Nutrition Supervisor
Chapman, Jamie	205-367-2080 Ext. 205	Superintendent
Clark, Kim	205-367-2064 Ext. 2	IEP Coordinator
Cousette, Ruthy	205-367-2080 Ext. 400	Technology Assistant
Hindman, Lori	205-367-2064 Ext. 3	School Psychologist
Jones, Janice	205-367-2080 Ext. 602	Child Nutrition Assistant
Kyles, Pat	205-367-8244	Transportation Supervisor
Morrow, Vickie	205-367-2080 Ext. 600	Child Nutrition Secretary/Bookkeeper
Mullenix, Chan	205-367-2080 Ext. 205	Administrator of Facilities and Instructional Technology
Seymer, Margaret	205-367-2080 Ext. 207	Secretary
Shamery, Sebastian	205-367-2062 Ext. 400	Technology Supervisor
Shirley, Jennifer	205-367-2083 Ext. 500	Chief School Financial Officer
Williams, Alesia	205-367-2064 Ext. 1	Administrator of Special Education
Wilson, SheMia	205-367-2080 Ext. 704	Secondary Curriculum Specialist
	<b>Fax Numbers</b>	
Child Nutrition Program	205-367-9679	
Main	205-367-8404	
Special Education Office	205-367-1154	
Superintendent's Office	205-367-8162	
Technology	205-367-8309	
Transportation	205-367-8616	

**PICKENS COUNTY COLLEGE AND CAREER CENTER  
TELEPHONE LISTING  
205-367-1620 or 205-367-1230**

<b>ADMINISTRATION</b>		
<b>Name</b>	<b>Extension</b>	<b>Title</b>
Shawn McDaniel	1129	Principal/Director
Cailyx Ladson	1234	Assistant Principal
Debra Wiggins	1125	Counselor
Jerry Robbins	1130	Administrative Assistant/Bookkeeper
<b>INSTRUCTORS</b>		
<b>Name</b>	<b>Extension</b>	<b>Title</b>
Andrea Frost	1109	Distance Learning Instructor
A.C. Hollis	1104	Industrial Maintenance Instructor
Keith Johnson	1144	Welding Instructor
Kim Junkin	1209	Health Science Instructor
Lance Lambert	1108	Agriculture Instructor
Natalie Lavender	1210	Health Science Instructor
April McDaniel	1112	Computer Science & Math Instructor
Shawn McDaniel	1234	Biomedical Instructor
Haley McGee	1118	Teacher Cadet Instructor
Edward Owens	1138	Work Based Learning Coordinator
Daphne Patterson	1220	Biomedical Instructor
<b>PARA-PROFESSIONALS</b>		
<b>Name</b>	<b>Extension</b>	<b>Title</b>
Glenda Barnes	1130	Custodian
Jimmy Wilder	1109	Distance Learning Facilitator

### HIGH SCHOOL BELL SCHEDULE

Period	Beginning Transition	Class Starts	Class Ends	Exchange Time	Instructional Time	Explanation
1 <sup>st</sup>	7:40	7:45	8:41	4 mins.	55 mins.	Class
2 <sup>nd</sup>	8:41	8:45	9:36	4 mins.	50 mins.	Class
<b>Break 9:36-9:46</b>						
3 <sup>rd</sup>	9:46	9:50	10:41	4 mins.	50 mins.	Class
4 <sup>th</sup>	10:41	10:45	12:16	4 mins.	80 mins.	Class and 30 mins lunch
5 <sup>th</sup>	12:16	12:20	1:11	4 mins.	50 mins.	Class
6 <sup>th</sup>	1:11	1:15	2:06	4 mins.	50 mins.	Class
<b>Break 2:06-2:16</b>						
7 <sup>th</sup>	2:16	2:20	3:11	4 mins.	50 mins.	Class

### VARSITY FOOTBALL SCHEDULES

Date	Time	Aliceville High School vs.	Gordo High School vs.	Pickens County High School vs.
August 22-23, 2019	7:00 P.M.	Linden---Home	Fayette— Away	Marengo Co.---Home
August 30, 2019	7:00 P.M.	Gordo---Home	Aliceville--- Away	-----
September 6, 2019	7:00 P.M.	Tarrant---Away	Winfield---Away	Brilliant---Home
September 13, 2019	7:00 P.M.	Sulligent---Home	Oakman---Home	Lynn---Away
September 20, 2019	7:00 P.M.	Cold Spring---Away	Hale County---Home	Marion Co.---Away
September 27, 2019	7:00 P.M.	Pickens County---Away	-----	Aliceville---Home*
October 4, 2019	7:00 P.M.	Winston County---Home*	Holt---Away	South Lamar---Home
October 11, 2019	7:00 P.M.	South Eastern---Home	Greene County---Home	Meek---Away
October 18, 2019	7:00 P.M.	Sumiton Christian---Away	Carbon Hill--- Home*	Berry---Home
October 25, 2019	7:00 P.M.	Selma---Home	Lamar County---Away	Hubbertville---Away
October 31- November 1, 2019	7:00 P.M.	Greene County—Away	Pickens County---Home	Gordo---Away

\*Denotes Homecoming



# PICKENS COUNTY SCHOOLS

## 2019-2020 School Calendar

Date	Day	Event
July 1, 2019	Monday	222 Day Employees Return
July 17, 2019	Wednesday	202 Day Employees Return
July 22, 2019	Monday	197 Day Employees Return
July 29, 2019	Monday	187 Day Employees Return
August 2, 2019	Friday	Institute Day
August 5, 2019	Monday	182 Day Employees Return
August 7, 2019	Wednesday	Students Return to School
August 28, 2019	Wednesday	Early Dismissal for Students -1:00 p.m. – (PD for Staff)
September 2, 2019	Monday	Labor Day Holiday-Schools Closed
September 18, 2019	Wednesday	Early Dismissal for Students---1:00 p.m. (PD for Staff)
October 14, 2019	Monday	Weather Make Up Day/Holiday
October 21, 2019	Monday	Professional Day---Parenting Day (No Students)
October 23, 2019	Wednesday	Early Dismissal for Students---1:00 p.m. (PD for Staff)
November 11, 2019	Monday	Veterans Day Holiday---Schools Closed
November 25-29, 2019	Monday-Friday	Thanksgiving Holiday – Schools Closed
December 19-20, 2019	Thursday-Friday	Early Dismissal for Students---1:00 p.m. (PD for Staff)
December 23-31, 2019	Monday-Tuesday	Christmas Holiday – Schools Closed
January 1-3, 2020	Wednesday-Friday	Christmas Holiday – Schools Closed
January 6-7, 2020	Monday-Tuesday	Professional Development Days (No Students)
January 8, 2020	Wednesday	Students Return
January 20, 2020	Monday	Martin Luther King, Jr. Holiday – Schools Closed
February 5, 2020	Wednesday	Early Dismissal for Students-1:00 p.m. (PD for Staff)
February 17, 2020	Monday	Weather Make-Up Day/President’s Day Holiday
March 4, 2020	Wednesday	Early Dismissal for Students-1:00 p.m. (PD for Staff)
March 23-27, 2020	Monday-Friday	Spring Break Holiday – Schools Closed
April 8, 2020	Wednesday	Early Dismissal for Students-1:00 p.m. (PD for Staff)
April 10, 2020	Friday	Weather Make-Up Day/Good Friday Holiday
April 13, 2020	Monday	Weather Make-Up Day/Easter Monday Holiday
May 20-21, 2020	Wednesday-Thursday	Early Dismissal for Students -1:00 p.m. (PD for Staff)
May 21, 2020	Thursday	Last Day for Students and 182/187 Day Employees Last Day
May 25, 2020	Monday	Memorial Day Holiday – Schools Closed
May 29, 2020	Friday	197 Day Employees Last Day
June 2, 2020	Tuesday	202 Day Employees Last Day
June 12, 2020	Friday	222 Day Employees Last Day

### Elementary and Secondary Report Card Schedules

Six Weeks	Six Weeks Periods	Total Days	Progress Report Dates	Report Card Dates
1 <sup>st</sup>	August 7, 2019 - September 20, 2019	32	September 5, 2019	September 26, 2019
2 <sup>nd</sup>	September 23, 2019 – November 1, 2019	28	October 17, 2019	November 7, 2019
3 <sup>rd</sup>	November 4, 2019 - December 20, 2019	29	December 5, 2019	January 9, 2020
4 <sup>th</sup>	January 8, 2020 - February 21, 2020	31	February 6, 2020	February 27, 2020
5 <sup>th</sup>	February 24, 2020 - April 9, 2020	29	March 19, 2020	April 16, 2020
6 <sup>th</sup>	April 10, 2020 - May 21, 2020	28	May 7, 2020	May 28, 2020
<b>Total Student Days</b>		<b>177</b>		

### **ACADEMICS FIRST (NO PASS NO PLAY)**

Pickens County Schools recognize the value of athletics and other extracurricular activities as they relate to the total education of students. We also recognize and support high academic standards and the necessity of developing a framework to annually assess each athletic and extracurricular student's progress toward graduating from high school on schedule with his/her class.

Pickens County Schools prescribe the following regulations for eligibility by students in this school system to participate in athletics and/or extracurricular activities:

1. Students entering Grades 10-12 must, from the previous school year, 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.
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 high numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined 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) days after the beginning of the succeeding semester. An ineligible student may not become eligible after the fifth 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.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular schoolwork repeated in computing the 70 average.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess on 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.

Students entering grades 8 and 9 must, for the immediately preceding school year, have a passing grade in (5) subjects with a composite numerical average of 70 with all rules applying the same as students in Grades 9-12. Students promoted to the seventh grade for the first time are eligible.

### **ATTENDANCE LAWS**

#### **STATE ATTENDANCE REQUIREMENT**

Every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to attaining his or her 16<sup>th</sup> birthday every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7.

A child who is six years of age on or before September 1 (2)\* or the date on which school begins in the enrolling district shall be entitled to admission to the public elementary schools at the opening of such schools for that school year or as soon as practicable thereafter.

#### **SECTION 16-28-12 OF THE CODE OF ALABAMA**

Any parent or guardian who fails to require his/her child to regularly attend school or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior, which may result in the suspension of the pupil, shall be guilty of a misdemeanor and upon conviction, shall be fined not more than one hundred dollars. The parent or guardian may also be sentenced to hard labor for the county for not more than ninety days. Any violation in attendance or conduct, which may result in a suspension, shall be reported by the principal to the superintendent of education. The superintendent or his designee shall report violations to the district attorney within ten days.

## **ABSENCES**

An absence is the missing of any class during the school day. Students who have been absent should present a parent's note explaining the absence. Students will have three days to present this written explanation or the absence will be marked unexcused. Credit will not be given for any make-up work until an excused admission slip is issued. Provisions shall be made by teachers for students to make-up work missed during excused absences. At the secondary level, it shall be the responsibility of the student to contact the teacher to arrange make-up work. Arrangements for make-up work shall be made within three (3) days of returning to school. If make-up work is not completed, a zero (0) shall be entered into the grade book for the missed assignment.

Students in grades 7-12 shall be present for thirty minutes of instruction in a class to be counted present for that class.

Students in grades K-12, who have accumulated a total of nineteen (19) absences per year shall be candidates for retention. Students in grades 9-12 will not receive credit for the course in which he/she has 19 or more absences.

## **EXCUSED ABSENCES**

- Students will be allowed only eight excused absences by parent's note. After eight parent notes all other excuses must be by doctor's note only.
- All parent notes above eight will be marked as unexcused and will be dealt with according to our policy.
- Absences for the purpose of a funeral will be counted as parent notes unless excused by the principal.
- In accordance with our policy, students in grades K-12 who have accumulated a total of 19 absences (excused and/or unexcused) per year will be candidates for retention.

**EXCUSABLE ABSENCES** - According to our policy, the following are excusable reasons:

1. Illness
2. Serious illness or death in the immediate family
3. Emergency medical or dental attention
4. Absences approved in advance by the principal
5. Authorized religious holiday
6. Court appearances (verified by court officials)

## **UNEXCUSED ABSENCES**

- Students in grades K-8 will not have more than 10 unexcused absences per year.
- Students in grades 9-12 will not have more than 10 unexcused absences and receive credit for that year/course.

**UNEXCUSABLE ABSENCES** - According to our policy, the following are some of the unexcusable reasons most often encountered:

1. Truancy (absence from school or class without parental or school permission and/or without excusable reason)
2. Missing bus or ride
3. Trips not approved in advance by the principal
4. Shopping
5. Hunting, fishing, attendance at sporting events
6. Birthdays, vacations, or other celebrations
7. Gainful employment

Excessive absences, due to extenuating circumstances, shall be evaluated by a committee consisting of the student, (if applicable), parent, legal guardian, teacher(s), counselor, principal, and other appropriate persons. An absence is the missing of any class during the school day.

## **TARDY POLICY**

Students are required to attend school and classes on time each day of school. All schools start at 7:45 a.m. and end at 3:00 p.m. Students will be given a tardy if checked in before 8:15 a.m. Any check in after that time will be an unexcused or excused absence. The school personnel recognizes that some situations may occur which may force a student to arrive after the start of school. When a student is tardy, the parent or guardian must check the student in school through the main office.

## UNEXCUSED CHECKOUTS/TARDIES

- 1<sup>st</sup> – 3<sup>rd</sup> tardy Administrative Discretion (Letter from school)
- 4<sup>th</sup> - 5<sup>th</sup> tardy Early Warning: Letter from Juvenile Resource Officer
- 6<sup>th</sup> tardy Early Warning with Juvenile Resource Officer, BOE Attendance Officer, Department of Human Resources and the Assistant District Attorney
- 7<sup>th</sup> tardy---on Refer to Juvenile Probation Office

## TRUANCY DEFINITION:

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. **Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.** The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First Truancy/Unexcused Absence (Warning)
  - a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - b. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No Earlier Than the Fifth Unexcused Absence (Conference)
  - a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
  - b. Attendance at one of the conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
  - c. Failure to appear at the school conference and/or to appear at the early warning program shall result in filing of a complaint/petition **against the parent under Code of Alabama (1975), § 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.**
3. No Earlier Than Seventh Unexcused Absence, But Within Ten (10) School Days (Court)  
File complaint/petition against the child and/or parent/guardian, if appropriate.
4. Child under probation
  - a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975).
  - b. where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
5. Any local education agency may adopt a policy more rigorous than the State policy.

## BEAUTY WALK PARTICIPATION

Any girl who signs up must meet *all* requirements to be eligible. Candidates should have **NO** Class III discipline referrals or **NO** Class II discipline referrals with Out Of School Suspensions the previous semester.

## BULLYING, VIOLENCE, AND THREATS OF VIOLENCE PROHIBITED

It is the policy of the Board that no student shall engage in or be subjected to bullying, intimidation, violence, and threats of violence, by any other student or group of students on or off of school property, on a school bus, or at any school-sponsored function that is based on any of the specific characteristics that have been identified by the Board in this policy. The Board is committed to providing an environment that is free of any kind of bullying. No person shall engage in reprisal, retaliation, or false accusation against a victim, witness, or other person who has reliable information about an act of bullying, violence, or threat of violence. Students who violate this policy will be subject to disciplinary sanctions.

Any student, or parent or guardian of the student, who is the object of bullying may file a complaint outlining the details of the bullying, on a form authorized by the local board, and submit the form to the local school principal.



Each school has developed plans or programs, including, but not limited to, peer mediation teams, in an effort to encourage students to report and address incidents of bullying, violence, or threats of violence.

## **DEFINITIONS**

- A. The term “**bullying**” as used in this policy means a continuous pattern of intentional behavior that takes place on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board, and implemented at each school. To constitute bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
  - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  - Have the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occur on or off school property, online, or electronically.
  - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- B. The term “**violence**” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- C. The term “**threat of violence**” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- D. The term “**intimidation**” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
- E. The term “**student**” as used in this policy means a student who is enrolled in the Pickens County School System.
- F. The term “**hostile environment**” as used in this policy means the perception by an affected student or victim that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct
- G. The term “**threat**” as used in this policy means an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

## **DESCRIPTION OF BEHAVIOR EXPECTED OF STUDENTS**

- A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (a) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (b) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (c) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- B. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student’s race,
  - The student’s sex,
  - The student’s sexual orientation,
  - The student’s religion,
  - The student’s national origin, or
  - The student’s disability.

## **CONSEQUENCES FOR VIOLATIONS**

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

## **REPORTING, INVESTIGATION, AND COMPLAINT RESOLUTION PROCEDURES**

- A. Complaints alleging violations of this policy should be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. In the sole discretion of the principal or the principal's designee, or at the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- B. Upon receipt of a complaint which has not been resolved informally in accordance with the above, the principal or the principal's designee will, in his/her sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- D. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

## **PROMULGATION OF POLICY AND RELATED PROCEDURES, RULES, AND FORMS**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication in the Pickens County School System's Student Handbook/Planner.

# Pickens County Schools Bullying Complaint Form

Name of Complainant: \_\_\_\_\_

Name of Charged Aggressor(s): \_\_\_\_\_

**INFRACTION REPORTED BY:**     **STUDENT**     **PARENT**

<i>Date</i>		<i>Time</i>	
<i>District/School</i>			

**DESCRIPTION**

**OTHER RELATED INFORMATION**

**BULLYING.** A continuous pattern of intentional behavior that takes place on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board, and implemented at each school. To constitute bullying, a pattern of behavior may do any of the following:

- a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- c. Have the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occur on or off school property, online, or electronically.
- d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

*My signature below is verification that the information on this Anti-Harassment form is correct.*

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

Original    Principal  
 Duplicate- Parent/Guardian  
 Triplicate    Administrator of Student Services

## **CAFETERIA (CHILD NUTRITION PROGRAM) PRICE LIST**

### **Breakfast**

- Reduced Students: \$.30
- Paid Students: \$1.50
- Board of Education Employees: \$1.75
- All Others: \$2.75

### **Lunch**

- Reduced Students: \$.40
- Paid Students: \$2.50
- Board of Education Employees: \$3.25
- All Others: \$4.25

## **CAFETERIA (CHILD NUTRITION PROGRAM) UNPAID MEAL POLICY**

The Pickens County Child Nutrition Program (CNP) does not recognize bad debt. No students will be able to charge “a la carte” items. All Pre-K through 3rd grade must receive a reimbursable meal regardless of their ability to pay. All students will be able to charge a meal if money is not available during the time of service. If student’s charges are not paid by the parent(s), then the monies for these charged meals will be charged back to the school by the Child Nutrition Program. Only school funds from a non-public source may be used for the payment of these charged meals. Records of all charges and repayment must be maintained by CNP officials. Charges must be collected by the end of the school year or must be paid up from funds other than CNP funds. Documentation of efforts to collect for charged meals must be maintained.

## **CAFETERIA (CHILD NUTRITION PROGRAM) USDA NONDISCRIMINATION STATEMENT**

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

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

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

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

(1) Mail:

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

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **CAFETERIA (CHILD NUTRITION PROGRAM) WORTHLESS CHECKS POLICY**

The Pickens County Board of Education does not recognize bad debt. The face value of a check returned for insufficient funds (NSF) may not be absorbed as a cost by state, federal or public local funds since an uncollected check is considered a bad debt. The principal shall exercise due diligence in the acceptance of checks and in the collection of NSF checks. The district will only allow two NSF checks before requiring cash payments. A list of individuals who have submitted bad checks during the school year is to be maintained in order to prevent the receipt of any further checks from those individuals.

Uncollected NSF checks may not be written off. Necessary actions must be taken to collect the check amount in compliance with and through the Nexcheck Company. Documentation of those actions and procedures are to be maintained. Nexcheck has agreed to pay for the checks up front as long as there is a name and a phone number. Non-public funds must be used to cover any NSF check in state, federal or public funds accounts.

## **CELL PHONE PROCEDURES**

### **Cell phone usage:**

- Students will be allowed to bring cell phones to school.
- Phones may be used only with the permission of school personnel.
- Phones must be out of sight and powered off unless directed by school personnel to do otherwise.
- Cameras, Videos, and Text Messaging, or any other function available on a cell phone that invades the privacy of another individual is expressly prohibited on school grounds at any time.

### **Consequences for cell phone usage:**

- 1st offense: Phone will be confiscated. Student will be written up and parents will be called and allowed to pick up phone at the end of the school day.
- 2nd offense: Phone will be confiscated. Student will be written up and parents will be called and allowed to pick up phone at the end of the school day.
- 3rd offense: Student will not be allowed to bring a cell phone to school again and be subject to suspension (in and/or out of school).

\*School personnel will not be responsible for replacing lost or stolen cell phones.

## **ALABAMA STATE DEPARTMENT OF EDUCATION POLICY CELL PHONE/DIGITAL DEVICE IN A TESTING SETTING**

### **CELL PHONE/DIGITAL DEVICE IN A TESTING SETTING BY STUDENTS**

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices capable of capturing or relaying information) is **strictly prohibited** in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room.

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

### **CELL PHONE/DIGITAL DEVICE IN A TESTING SETTING BY SCHOOL PERSONNEL**

School personnel involved in administration of state testing may not use digital devices (including but not limited to telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation.

Additional disciplinary action may be taken by the LEA.

### **CHECK CASHING**

Due to auditing restrictions, schools are not allowed to cash student or teacher checks from school funds. If you have more than one (1) child in school, please send separate checks (or cash) in sealed envelopes labeled with your child's name and purpose on the outside.

## **CHECKS RETURNED FOR INSUFFICIENT FUNDS**

1. The local principal or other school administrator shall exercise due diligence in the acceptance of checks and in the collection of non-sufficient funds (NSF) checks. A list of individuals who have submitted bad checks shall be maintained in order to prevent the receipt of any further checks from those individuals.
2. Uncollected NSF checks shall not be written off as cost. Therefore, Pickens County Schools shall contract with a reputable collection agency for the recovery of funds resulting from checks returned for insufficient funds.

## **CHEERLEADER AND BAND AUXILIARY ELIGIBILITY**

- A. Cheerleading season officially begins at March Tryouts and ends after basketball season (usually the end of February).
- B. All students must have a "C" average based on AHSAA athletic eligibility. (No Pass, No Play)
- C. Any student (grades 6-11) with an "F" average in any core subject at the end of the 1<sup>st</sup> semester or cumulative 6 weeks average at the time of tryouts will be ineligible to tryout.
- D. Any student who has failed a core content course at the end of the 1<sup>st</sup> semester will be ineligible to tryout.
- E. All students must be enrolled in the local school and be eligible under AHSAA guidelines. Incoming students and transfers could be judged the previous spring if all AHSAA eligibility has been met.
- F. Candidates for varsity cheerleader shall be enrolled in the ninth grade or above. Candidates for junior-high cheerleader shall be enrolled in grades six, seven, or eight.

## **CLASS OFFICERS**

1. Candidates for offices must sign up for the office in Homeroom in their own handwriting.
2. Candidates must have a "B" semester average in every subject for the previous two semesters.
3. Candidates may be a Student Council representative, but may not hold a Student Council office if they are running for class officer.
4. Classmates will vote on candidates.
5. NO Class III offenses and NO Class II offenses with Out of School Suspensions

## **EXAMINATION EXEMPTION PROCEDURES**

### **½ Credit Courses**

- A ½ credit course does not qualify for exemption (i.e. Health, Fine Arts, Economics, US Government, etc.)

### **End of First Term (December)**

- All students in grades 7-12 may exempt one exam in classes with a 90 or above average.

### **End of Second Term (May)**

- All students in grades 7-12 may exempt one exam in classes with a 90 or above average. **This is a cumulative average for the year.**
- All students in grades 7-12 with perfect attendance in all classes may exempt one exam in classes with a 70 or above average.
- No student may exempt more than one exam each term.

## **EXTRA-CURRICULAR ACTIVITIES**

The Pickens County Extra-Curricular Policy applies to all K-12 students enrolled in the school system. The policy is intended to govern the behavior of students who represent the school system in on and off campus activities such as: student government association, band, athletic teams, cheerleaders, etc. The policy shall remain in effect year round. Sponsors and/or coaches shall furnish each participating student with a copy of the policy, and shall provide documentation that each member and member's parent/legal guardian acknowledges receipt of the policy by requiring notarized signatures be kept on file. Should a participant or parent/legal guardian fail to comply with this requirement the student will be ineligible to participate in any extra-curricular activity. For full details see Pickens County Schools' Policy JHCAA.

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).

Local schools may have additional fees not listed above.

## **FEE SCHEDULE**

Certain fees under Alabama School Law may be assessed for the normal functioning of courses that require extensive laboratory preparation. The fee schedule is as follows:

### **ALL SCHOOLS**

- Classroom/Supplemental Fee \$20.00
- Accelerated Reader (AR)/Library Fee \$20.00
- Parent Teacher Organization (PTO) or Academic Booster Club (ABC) Membership \$5.00

### **MIDDLE/HIGH SCHOOLS**

- Senior Graduation Fee \$25.00
- Parking \$25.00
- Project Lead The Way (PLTW) Courses \$10.00
- Science Labs \$10.00
- Career Technical Education Courses \$20.00
- Band (student owned instrument) \$50.00
- Band (school owned instrument) \$75.00

### **COLLEGE AND CAREER CENTER\***

- Agriscience \$40.00
- Industrial Maintenance ELT \$40.00
- Biomedical PLTW PBS/HBS \$40.00
- Welding – 1<sup>st</sup> Year Student \$40.00
- Welding – 2<sup>nd</sup> & 3<sup>rd</sup> Year Student \$20.00
- Biomedical PLTW/Healthcare Science (10<sup>th</sup>) \$72.00
- Biomedical PLTW/Healthcare Science (12<sup>th</sup>) \$125.00
- Computer Science PLTW \$20.00
- Teacher Cadet Program \$40.00

\*These fees will be collected at the Pickens County College and Career Center.

## **FIELD TRIPS**

Field trips are considered to be an integral part of the overall educational program of Pickens County Schools. They are recognized as a means of providing a valuable and enriching learning experience for students outside the normal school setting. Only those field trips that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. All field trips should be appropriate to grade level and subjects. Other trips such as those involving band and athletic activities should be confined to non-school time except where the school is engaged in an activity, competition, or contest that requires use of school time. School rules and regulations as stated in the Student Code of Conduct will prevail at all time.

Before any trip is taken, a completed and signed Pickens County Schools' Parental Permission Form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed Parental Permission Form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one Parental Permission Form to cover all trips associated with the activity.

All field trip passengers must be enrolled in school and a member of the class making the trip, be an employee of Pickens County Schools, or be designated as a chaperon by the field trip sponsor and approved by the principal.

Students should not be restricted from participating in a field trip as a form of punishment. However, if a student has a history of continual discipline problems the principal may, at his discretion, revoke a student's privilege of taking a field trip.

Students who elect to participate in school-sponsored field trips and excursions are expected to travel to and from the field trip activity as a group and to participate in and remain with the field trip group for the duration of the activity. Students shall be required to travel to and from all field trips activities via the transportation vehicle provided by Pickens County Schools. Parents may personally transport their child(ren) from such activities only if they are travelling to a destination other than Away, special academic reasons or health reasons. Permission must be requested in writing and approval granted by the principal prior to the anticipated travel date. However, under no circumstances will students be released while on field trips, conventions, etc. to travel with anyone other than the

student's parents or legal guardians or designated adult chaperone, 21 years or older. Principals and/or field trip sponsors shall approve no other releases or transportation plans.

### GRADE CATEGORIES

Categories for determining six weeks averages (grades 1-12)

The following weights should be used:

- **Classwork: 35% - 55%**
  - Minimum of twelve grades per six weeks (2 grades per week)
- **Homework: 5% - 15%**
  - Minimum of six grades per six weeks (1 grade per week)
- **Tests: 40% - 50%**
  - Minimum of two tests per six weeks for the 1st six weeks only
  - Minimum of three tests per six weeks thereafter (2<sup>nd</sup> – 6<sup>th</sup> six weeks)
  - Mid-term and final exams are weighted the same as a regular test.

\* The individual schools will decide the actual weights to be used, but they must stay within these guidelines.

### GRADING SCALE

Numerical Grade	Letter Equivalent
90 or above	A
80-89	B
70-79	C
60-69	D
59 or below	F

### GRADE LEVEL REQUIREMENTS

**Kindergarten students** will be expected to master 100% of the following skills in order to complete the kindergarten program:

#### Language Arts:

1. Knows all upper case letters
2. Knows all lower case letters
3. Knows all letter sounds
4. Knows color words: (red, blue, yellow, green, brown, purple, pink, white, orange, black)
5. Recognizes full name in print
6. Knows full name
7. Knows city and state
8. Knows birthday (month & day)
9. Knows days of the week
10. Knows months of the year
11. Knows seasons of the year
12. Recites nursery rhymes, poems, songs, finger-plays, etc.
13. Recognizes rhyming words
14. Recognizes opposites/positional words
15. Knows high frequency words in each reading unit
16. Recalls events from a story in proper sequence

#### Mathematics:

1. Recognizes numbers (0-20)
2. Matches numerals to set (0-20)
3. Writes numbers to 20
4. Sequence numbers to 20
5. Count to 100 by ones, fives, and tens
6. Completes simple patterns
7. Interprets simple graphs
8. Knows number words 0-10
9. Understands simple addition/subtraction using sets
10. Understands time on the hour and half hour
11. Can identify money and its value: penny, nickel, dime, quarter, dollar
12. Compare height, weight, and length
13. Identify shapes
14. Compare numbers greater than or less than

#### Fine Motor Skills:

1. Cuts out an object correctly
2. Colors neatly
3. Shows left to right progression

### HOMECOMING COURT ELECTIONS

Approximately one month before Homecoming Day, grade levels will select maids from a list of all eligible and interested girls in their class. The grades to be included in the Homecoming Court will be determined by each local school. The Queen's name will not be announced until the Homecoming Assembly.

Candidates must meet Academics First requirements as defined by the Alabama High School Athletic Association (AHSAA) and have **NO CLASS III discipline referrals and NO CLASS II discipline referrals with OSS assignments** for the



previous semester to be eligible. Any girls not interested in running must see the Student Government sponsor to have her name taken off the ballot.

## **MEDICATIONS AT SCHOOL**

The goal of Pickens County Schools' regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Minor illness should be treated at Away by the parent/guardian. For example, a student with a cold severe enough to require medication should remain at Away.

Medication prescribed for three times a day should be given at Away – just before leaving for school, upon returning Away in the afternoon, and at bedtime. The only exception to this schedule is medication that must be given before or along with meals.

Pickens County Schools will assist the parents when they delegate administration of medications to the school their child attends. The School Health Services will provide instruction to the person(s) designated by the principal to administer the medications.

Minor cuts and bruises may be treated by the school nurse or office staff. If a child becomes, sick the nurse will check the student first, and then if the student has an elevated temperature and needs to go home, the nurse will try to contact parents, then the alternates as listed on the registration form. It is very important that the persons listed on the registration form have working phone numbers. Parents are encouraged to complete all parts of the emergency form and updated if there is a change. Any child with the following will be sent Away: a fever of over 100.5, nausea/vomiting, diarrhea, possible pink eye, lice. If you are aware that your child has any of the above, do not send the child to school in the morning and ensure that he/she is free of the condition for 24 hours before sending him/her to school.

\*Children are responsible for reporting injuries that occur at school. We cannot administer aid if we are not aware there is a need.

### **PARENTS' RESPONSIBILITY FOR MEDICATION**

- The parent/guardian must sign Pickens County Schools' request form medication letter and complete permission form for the prescribed medication granting permission for the child to receive medication at school.
- The parent/guardian must provide the school with the medication that is in a correctly labeled prescription bottle/container.
- The parent/guardian shall provide the list of side effects for the medication taken over a 30-day period.
- The parent/guardian shall pick up student's medication at the end of the school year.
- The parent/guardian shall give the first dose of a new medication at Away in case of possible allergic reaction.
- The parent/guardian is responsible for and must bring all medications to the school.

### **SCHOOL'S RESPONSIBILITY FOR MEDICATION**

- The principal shall designate specific personnel who shall ensure the right student gets the right medication in the right dosage by the right route at the right time and is documented in the right way.
- The designated school personnel that is assigned to administer medication will follow the medication policy, medication protocol, and administer medication in a safe setting.
- The school personnel will only give over the counter medication to a student who has a chronic illness. The medication must be prescribed by the physician and provided in a new, sealed original bottle.
- The school personnel will administer a sample medication provided from the health care provider's office according to the written directions from the physician or health care provider.
- The school personnel will refuse to administer medication when there is any discrepancy i.e. label different from instructions, label is unclear, or label is torn. This medication will not be given until clarification is obtained.
- The school personnel will count all controlled drugs when they are received.

### **STUDENT'S RESPONSIBILITY FOR MEDICATION**

- Students may self-medicate only when they have met the criteria for self-administration according to Pickens County Schools' Policy.
- Students who have doctor's orders to have medication on their person, i.e. Asthma inhaler, or EPI pen, will not share their medication with other students.

- Students will notify their teacher/school personnel at the onset of any distress or allergic reaction. The students will know where medication is kept and be familiar with personal action plan.

## **PROM**

Students who attend prom will be juniors and seniors. Dates to the prom will be determined at the local school level. No one 21 years of age or older will be allowed to be a date for the prom. Students are not allowed to have children as escorts in senior lead-out.

## **PROMOTION/RETENTION PROCEDURES (Grades K-6)**

### **Students in Grades 1-6 shall:**

1. Maintain a grade of 70 or above in reading
2. Maintain a passing grade of 60 or above in all other academic areas

### **If retention of a K-6 student is contemplated, the following steps should be taken:**

After the first six weeks, the teacher shall begin remedial strategies/interventions with any student who is experiencing academic difficulties (failing grades).

Following the third grading period the classroom teacher and the Problem Solving Team shall review the students overall performance (academic, social, attendance) during the first semester. The placement committee (principal, teacher, and appropriate staff member) shall meet to discuss the reasons for retention. Written notification to the parent/guardian will be sent along with the report for the third grading period.

**Between February 1 and March 15**, if retention is being considered the principal and teacher shall discuss the possibility in a documented conference with the parent/guardian and explain why retention is being considered. A second letter will be sent to the parent/guardian stating the possibility of retention.

**Between March 15 and May 1**, the teacher will provide follow-up information to the parent/guardian and to the principal as necessary. The teacher may seek input from any other certified faculty member who may work with the student. The teacher shall be receptive to the concerns of the parent/guardian and keep the principal informed of any parental feedback.

**During the first week of May**, the principal or designee will inform the parent/guardian, in writing, of his/her intentions regarding the retention of a student. The principal may request that the parent/guardian provide any additional information, which may have a bearing on the decision. The placement committee will make every effort to involve the parent/guardian in the decision making process and have the parent/guardian agree with the decision. However, if no consensus can be reached the principal has the authority to make the decision.

**No later than May 15**, the principal shall inform the parent/guardian in writing of the final decision. Parental accord is suggested but not required. If the parent/guardian does not concur with the decision, he/she may appeal the decision in writing to the superintendent within five (5) days upon receipt of the final May notification. When a decision is made, a letter will be written to the parent and copied to the appropriate staff.

## **RETENTION/FAILURE PROCEDURES FOR COURSES (Grades 7-12)**

### **If a grade 7-12 student is failing a course, the following steps should be taken:**

After the first six weeks, the teacher shall begin remedial strategies/interventions with any student who is experiencing academic difficulties (failing grades).

Following the third grading period the classroom teacher and the Problem Solving Team shall review the students overall performance (academic, social, attendance) during the first semester. The placement committee (principal, teacher, and appropriate staff member) shall meet to discuss the reasons for failure. Written notification to the parent/guardian will be sent along with the report for the third grading period.

After the third week of the 5<sup>th</sup> six weeks grading period, if failure is being considered the principal and teacher shall discuss the possibility in a documented conference with the parent/guardian and explain why failure is being considered. A second letter will be sent to the parent/guardian stating the possibility of failure along with the progress report.

### **Students in grades 7-8 shall:**

Pass six units that include math, social studies, science and Language Arts. Each semester grade will consist of three six weeks grades and a semester exam. The final grade will consist of the 1<sup>st</sup> semester and the 2<sup>nd</sup> semester grade averaged together. In summer school, students will make up the complete credit of a course that was failed.

Students not placed in the next grade shall be expected to successfully complete work, in the subject failed, at a Pickens County Schools' approved summer school or attend a Board approved remediation program. Before a student is placed in the next grade, he/she shall be required to pass, a locally prepared and Board approved, end-of-course exam with a minimum grade of 60.

**The following requirements apply to special education students (K-12):**

1. Students who have been identified and are receiving services through the Special Education Program shall have an educational program developed through the Individual Education Plan (IEP) process.
2. Each student's IEP committee will determine the appropriate educational program for that student. This determination will include appropriate grade and course level program.
3. Unless determined otherwise, each student receiving services through the Special Education Program will meet the attendance requirements for all students. Any variation from the standard attendance policy will be outlined in the student's individual education plan.

**SAFE SCHOOLS HOTLINE                    1-888-SAV KIDS OR 1-888-728-5437**

School safety has been and continues to be a critical issue in the lives of students, educators, parents, families, and community members. Students struggle to learn when their safety is threatened. Educators are less able to provide effective instruction in an environment, which they feel, is unsafe. Therefore, it is imperative that our school system and each school make every effort to ensure the safety of their students and those that teach them. To accomplish this task all schools in Pickens County have a State Department of Education accepted comprehensive safety plan. In order for those plans to be effective, it is important that students or parents report any information concerning the safety of students or teachers. The above hotline number can be used to report any information concerning the safety of the school.

**STUDENT SEARCHES**

In order to ensure student and faculty safety, it may be necessary to conduct searches for illegal weapons or items as stated in Code 3.11, and/or controlled substances that may be in violation of the law or the student code of conduct. Pickens County Schools may use metal detectors and/or periodic dog searches for illegal substances or weapons. Any student or property on school grounds (cars, lockers, purses, bags, etc.) may be subject to search by school authorities.

Pickens County Schools' believe that all children have the right to be in a school environment which promotes, enhances, strives to become, and maintains a drug-free student body and school system.

**TEXTBOOKS**

All textbooks issued are the property of the State of Alabama and the public school system and shall be retained for normal use only during the period pupils are engaged in the course of study for which the textbooks are selected. Textbooks issued to pupils may be used in the same manner and to the same extent as though such books were owned by the pupil; except that pupils must recognize their responsibility for the proper care of books checked out to them by observing the following practice:

1. Keeping the book clean outside and inside.
2. Refraining from marking the book with pen or pencil.
3. Keeping the pages free of fingerprints.
4. Avoiding turning down, tearing, or otherwise damaging pages.
5. Refraining from placing the book where it may become soiled or damaged by the weather.
6. Keeping the book protected with a book cover, if possible.

Parents and pupils must accept liability for any loss, abuse, or damage in excess of that which would result from normal use. For such loss or damage, the pupil will be assessed a fee adequate to replace the damaged or lost book. No textbook will be issued to any pupil until all charges for lost or damaged textbooks have been paid. All textbooks must be returned to the issuing school by the pupil when the pupil is promoted, transferred, or withdrawn from attendance.

**TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES**

The **Code of Alabama 16-27-1 and 16-27-3** and federal law requires that students transported to and from school and school-related events must be transported in vehicles that conform to applicable state and federal safety specifications for a school bus. Since private vehicles do not meet state and federal standards for transporting students, students will not be transported to or from any school-related activities in cars, vans, or any vehicle that fails to meet state and federal guidelines for transporting students.

**UNSAFE SCHOOL CHOICE OPTION**

1. Definitions: A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words “transfer option school,” “TOS”, or “TOS school” shall mean a “persistently dangerous school” as those words are used in the No Child Left Behind Act of 2001, **Public Law 107-110, Title IX, §9532(a)** and (b). For the purpose of this definition, a “violent criminal offense” shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see **§ 13A-6-1, et. seq., Ala. Code 1975**); and use of a handgun, firearm component, explosive, knife, and other “unknown weapons” as defined by the Student Incident Report (SIR).
2. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the LEA. The LEA shall notify the student’s parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All LEA transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the LEA annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the LEA in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:
  - Step 1 Notify parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the LEA if another school is available.
  - Step 2 Complete the transfer for those students who opt to do so within 20 working days.
  - Step 3 Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the LEA’s receipt of status.
  - Step 4 Implement the corrective action plan.

Once a school has been identified as a transfer option school, it can return to safe status by (1) completing Steps One through Four above and (2) completing two consecutive years with less than one percent (1%) of the student population or five (5) students (whichever is greater) expelled for violent criminal offenses as defined in its policy.

## **STUDENT CODE OF CONDUCT**

### **OBJECTIVE**

It is the objective of Pickens County Schools to provide a student code of conduct that will guide students, teachers and principals in the daily operations. It is intended that this code be consistent yet flexible enough that the individuals not be lost in rules. The code has been developed to ensure the legal rights of students and teachers, promote respect for people, property and establish and maintain an environment appropriate for learning. Its purpose is to prevent inappropriate behavior, promote behavior changes conducive to orderly operation of our schools and develop self-discipline and self-respect.

### **Classification of Violations**

Violations of the Code of Student Conduct are grouped into three classes—Class I: Minor Offenses, Class II: Intermediate Offenses and Class III: Major Offenses. Before determining the classification of a violation the, principal, or his/her designated person(s), will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designated person(s) will implement the disciplinary procedure.

Each classroom teacher will deal with general classroom disruption(s) by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. When the action taken by the teacher is ineffective, or the disruption is severe, the student should be referred to the principal or his/her designated person(s). Failure to bring notebook, pencil, books or required materials and equipment to class; failure to do homework; or failure to do work in class are not cause for disciplinary referrals, however, defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents or guardians should be notified by the teacher of students who consistently exhibit poor work habits, and/or these students should be referred to a guidance counselor.

#### ***Class I---Minor Offenses***

- 1.01 Excessive distraction of other students

- Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting.
- 1.02 Illegal organization  
Any on-campus participation in fraternities, sororities, secret societies or non-affiliated school clubs.
- 1.03 Minor intimidation of a student  
The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so.
- 1.04 Participating in games of chance for money and/or other things of value
- 1.05 Excessive tardiness-repeatedly reporting to class or school late
- 1.06 Unintentional and/or non-direct use of profane or obscene language
- 1.07 Non-conformity to acceptable dress
- 1.08 Minor disruption on a school bus-moving, hands out of windows, eating
- 1.09 Inappropriate display of affection-Included, but not limited to, embracing and kissing
- 1.10 Unknowingly possessing stolen property
- 1.11 Unauthorized absence from class or school. The intentional missing of a class or failure to be in an appropriate area, while remaining under the supervision of a teacher or other certified board employee.
- 1.12 Intentionally providing false information to a School Board employee, including, but not limited to, student information data and the concealment of information directly related to school business.
- 1.13 Continued refusal to complete class assignments
- 1.14 Failure to follow instructions  
Examples: Failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.
- 1.15 Unauthorized use of school or personal property
- 1.16 Intentionally touching or striking another student against his/her will, where no physical injury occurs.
- 1.17 Littering of school property
- 1.18 Any other violation which the principal may deem reasonable to fall within this category after consideration of circumstances

### ***Disciplinary Actions/ Class I---Minor Offenses***

#### ***Elementary Students***

- **First Offense:** In-school conference and parental contact when warranted
- **Second Offense:** Parental contact and disciplinary action
- **Subsequent Offenses:** In-school disciplinary action such as probation, detention, completing of extra academic assignments, work assignments before and after school, corporal punishment, or suspension at the discretion of the principal or his/her designated person(s).

#### ***Middle and High School Students (5<sup>th</sup> grade and up)***

- **First Offense:** In-school conference and parental contact when warranted. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.
- **Subsequent Offenses:** In-school disciplinary action such as probation, detention, completing of extra academic assignments, work assignments before or after school, in-school suspension, corporal punishment, or suspension at the discretion of the principal or his/her designated person(s).

#### ***Class II---Intermediate Offenses***

- 2.01 Defiance of School Board employee's authority  
Any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee
- 2.02 Unauthorized possession and/or use of tobacco products
- 2.03 Menacing a School Board employee  
The intentional, unlawful threat by word or act to do violence to another person, 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.
- 2.04 Fighting-Any physical conflict between two or more individuals
- 2.05 Vandalism  
The intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another. The offender is financially liable for any damage or loss of property.
- 2.06 Stealing/Theft, 3<sup>rd</sup>  
The intentional, unlawful taking and/or carrying away of property valued at less than \$250 belonging to or in the lawful possession or custody of another. The offender is financially liable for any damage or loss of property.
- 2.07 Gambling  
The intentional, unlawful participation in gambling activities involving amounts less than \$100.

- 2.08 Receiving of stolen property
- 2.09 Threats-Extortion  
Verbally or a written or printed communication, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his or her will. Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.10 Trespassing  
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 refuses to do so. Upon subsequent offense violations, law officials shall be contacted and the Principal shall sign a petition in the Juvenile Court.
- 2.11 Use of obscene manifestations (verbal, written, gesture) directed toward another person. Subsequent offenses will result in Class III offense. See 3.23.
- 2.12 Directing obscene or profane language to a School Board employee. Subsequent offenses will result in Class III offense. See 3.23.
- 2.13 Leaving class or campus without permission
- 2.14 Gang Action  
Any disruptive activities related to gang membership.
- 2.15 Written or verbal propositions to engage in sexual act.
- 2.16 Possession or use of obscene materials (includes Internet use)
- 2.17 Any other offense, which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

***Disciplinary Actions/ Class II--Intermediate Offenses***

***Elementary Students***

- **First and Second** Offenses: Parental contact, disciplinary action, corporal punishment and/or in or out-of-school suspension.
- **Subsequent** Offenses: Suspension for one (1) to five (5) school days, in or out-of school suspension and/or suspension of bus riding privileges.

***Middle and High School Students (5<sup>th</sup> grade and up)***

- **First** Offense: In-school suspension, and/or extended work assignments before or after school, and/or suspension for one (1) to three (3) school days, and/or corporal punishment and/or suspension of bus riding privileges.
- **Subsequent** Offenses: Suspension for three (3) to five (5) school days. Special circumstances may warrant a recommendation for expulsion. If so recommended, the expulsion procedures will be followed.

**Elementary/Secondary:** After the second suspension (in or out), students will be referred to Early Warning with the Juvenile Probation Office, R.E.A.C.H. Director, Department of Human Resources representative, Assignment Committee Chairperson and School Principal (or Designee).

***Class III--Major Offenses***

- 3.01 Use of Prohibited Substances
- 3.02 Arson  
The willful and malicious burning or any part of School Board property
- 3.03 Assault upon School Board employee  
The unlawful and intentional touching or striking of a School Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee
- 3.04 Robbery  
The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or instilling the fear of same. The offender is financially liable for any damage or loss of property.
- 3.05 1<sup>st</sup> or 2<sup>nd</sup> Degree Theft  
The intentional unlawful taking and/or carrying away of property valued at \$250 or more belonging to or in the lawful possession or custody of another. The offender is financially liable for any damage or loss of property.
- 3.06 Gambling  
The intentional, unlawful participation in gambling activities involving amounts of more than \$100.
- 3.07 Burglary of school property

- Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public. The offender is financially liable for any damage or loss of property.
- 3.08 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. The offender is financially liable for any damage or loss of property.
- 3.09 Possession of firearms  
Any firearm which will or is designed to, or may readily be 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 destructive device.  
A. A student must be referred to the superintendent for expulsion for one (1) calendar year required by the Gun Free Schools Act **P.L.103-382 Part F, Section 14601** and State Law  
B. The school principal must notify the appropriate law enforcement authority and the parents.  
C. See Gun Free Schools Act Expulsion.
- 3.10 Discharging of any pistol, rifle, shotgun, air gun or any other device on school property.
- 3.11 Possession of Weapons  
A knife, metallic knuckles, tear gas gun, chemical weapon or device; or any other weapon, instrument or object with the intent to be armed.
- 3.12 Bomb threats  
Any such communication(s) concerning Pickens County Schools' property which has the effect of interrupting the educational environment.
- 3.13 Explosions  
Preparing, possessing, or igniting explosives on Pickens County Schools' property
- 3.14 Sexual Acts  
Acts of a sexual nature including, but not limited to, battery, intercourse, attempted rape or rape.
- 3.15 Written or verbal propositions to engage in sexual acts with intent and ability to carry out act.
- 3.16 Assault  
Intentionally causing or attempting to cause great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.17 Possessing and/or igniting fireworks, firecrackers, or smoke bombs
- 3.18 Inciting or participating in major student disorder
- 3.19 Unjustified activation of a fire alarm system
- 3.20 Offensive touching of another person
- 3.21 Gang Action: Including but not limited to any threat of violence or violence related to gang membership
- 3.22 Any other offense which the principal may deem reasonable to fall within this category after the consideration of extenuating circumstances.
- 3.23 Repeated use of obscene manifestations toward another person or obscene or profane language to a school board employee.
- 3.24 Extortion with Completion of the Threat: Indicated either by the victim's complying with the demands or the carrying out of the threats against the victim.

***Disciplinary Action/ Class III---Major Offenses  
Elementary and Secondary Students***

The disciplinary action for such offenses will be suspension and/or recommendation for expulsion by the principal as authorized in the procedures previously stated. (that in all cases of Class III violations other than 3.15 or 3.17, the appropriate law enforcement agency shall be contacted, and in all cases where a violation of 3.01 through 3.13, inclusive, 3.14 (where a criminal act has accrued), 3.19, 3.20, 3.21 (where a criminal act has occurred), a petition or warrant shall be signed by the principal in the appropriate court (depending upon the age of the offender and nature of the act).

Special circumstances may warrant a referral to the Pickens County R.E.A.C.H. program. If referral to R.E.A.C.H. was a result of misbehavior on the bus, the parents will be responsible for transportation to and from school.

**THE PICKENS COUNTY R.E.A.C.H. PROGRAM**

The mission of the R.E.A.C.H. (Redirection, Education, Accountability, Collaboration, Away stability) program is to provide a variety of alternative educational and therapeutic opportunities necessary for our students to acquire knowledge and skills in a safe, disciplined and supportive environment. R.E.A.C.H. will further encourage the building of core values by addressing responsibility, self-control, respect for self and others, improved socialization skills, task oriented behaviors and increased academic achievement leading to productive citizenship and lifelong learning.

Pickens County Schools has partnered with the R.E.A.C.H. program to utilize the opportunities available through the program for our students. There are two ways in which students can be placed in the R.E.A.C.H. program by Pickens County Schools:

1. Upon a written recommendation for expulsion by the school principal, the Pickens County Schools Assignment Committee can decide to place a student in the R.E.A.C.H. program for a minimum of six weeks.
2. Upon a recommendation from the Early Warning Conference hearing, which includes the Juvenile Probation Office, R.E.A.C.H. Director, Department of Human Resources representative, Assignment Committee Chairperson and School Principal (or Designee).

### **STUDENT DRESS CODE**

Pickens County Schools recognize the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices, accessories and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or that could present a health or safety problem is not appropriate.

With this in mind, the following rules concerning dress and grooming are mandatory for all students attending our schools. Students who fail to follow these rules will be subject to disciplinary action.

1. Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student shall not interfere with the educational process of any Pickens County School.
2. Students shall be neat and clean at all times. An unkempt or sloppy appearance is not appropriate in the learning environment of school.
3. Students shall wear clothing in the manner it was designed to be worn, i.e., clothing worn backward or inside-out, suspenders undone, are not allowed. Specifically, pants, worn too low without belts (low riders), too long, or excessively large clothing are not permitted.
4. Students shall not wear clothing that reveals the body in an inappropriate manner. (Examples: clothing which is too tight, too short, bare at the midriff, bare at the sides, sun dresses, “spaghetti strap” type tops and off-the-shoulder tops, low front or back tops, sheer or see-through clothing, etc.). Undergarments shall be worn in an appropriate manner and should not be visible.
5. All clothes shall be in a state of good repair, i.e., no holes, no cut-off shorts, etc.
6. No pierced jewelry or studs may be worn except for earrings by female students. Male students shall not wear earrings.
7. Any clothing or other personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and/or any other suggestive or offensive writing shall not be permitted at school or any school related activities.
8. Caps, hats, bandanas, sunglasses or other headwear shall not be worn during the regular school day.
9. Students shall not wear heavy metal chains, metal spiked apparel or accessories, etc.
10. Students shall be required to wear appropriate shoes to school at all times—no bare feet. No flip-flops or house shoes are allowed. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed.
11. Any other unacceptable dress code violations shall be determined by the school administrator.

### **FORMAL DISCIPLINARY ACTION AND PROCEDURES**

#### **CONFISCATION**

The principal or his/her designated person(s) has the authority to confiscate weapons or unlawful products found in the possession of a student. Parents will be notified.

#### **CORPORAL PUNISHMENT**

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students Pickens County Schools. If such punishment is required, it shall be administered with care, tact, and caution by the principal or his/her designee. It must also be witnessed by a board employee. In all cases, corporal punishment shall be administered in accordance with Pickens County Board Policy JDA.

#### **DETENTION HALL**

The principal or his/her designated person(s) has the authority to assign students to a designated room (detention hall) on campus at break time or the end of a regular school day. The parent(s) or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) or guardian prior to the assignment of a student to



after-school detention hall. If the parent(s) or guardian can be notified on the day of misbehavior, the student will be assigned on that day; if not, the student will be assigned the following day.

### **PHYSICAL RESTRAINT**

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.

### **REPLACEMENT OR REPAYMENT**

Replacement or repayment may be required when a student destroys property of the school, other students or staff. The principal or his/her designated person(s) must inform parent(s) or guardian when this is required.

### **WORK ASSIGNMENT**

The principal or his/her designated person(s) has the authority to assign supervised activities related to the up-keep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent(s) or guardian will be responsible for providing transportation in these cases. The parent(s) or guardian will be notified prior to the student's placement in a work assignment.

### **OTHER FORMS OF DISCIPLINE**

When inappropriate actions warrant, the principal or his/her designated person(s) may assign seats, give writing assignments or deny privileges for minor infractions. In such cases, the discipline meted should be appropriate to the misconduct.

## **PROCEDURES FOR THE ADMINISTRATION OF SUSPENSION AND EXPULSION**

Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by the school to either contact the parent(s) or guardian by a telephone call made during school hours or by written notice delivered by the student or the U.S. mail.

The student is responsible for notifying his/her parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary action.

### **SUSPENSION OF STUDENTS**

#### **AUTHORITY**

Pickens County Schools define suspension as "the temporary removal of a student from school for violation of school policies, rules, or regulations, or otherwise causing interference with or disruption of the orderly operations of school". In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The school principal or his/her designated person(s) has the authority to suspend students or to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for one to five days for a single infraction.

#### **NOTIFICATION**

Prior to suspension the student and parent or guardian will be made aware of the charges and given an opportunity to respond to them. Written notice will be sent Away stating the reason(s) such action was taken.

Immediate suspension of a student is justified when the student's presence would threaten others, himself or herself, endanger school property, or seriously disrupt the orderly educational process. Principals are given the authority to have the law enforcement agency remove uncooperative students. If immediate removal is necessary, the parent(s) or guardian will be notified by phone, if possible. The necessary notice and conference will follow within twenty-four (24) hours of the action.

#### **LENGTH**

The suspension of a student is not to exceed five (5) days except as follows:

1. If an incident or violation causes the principal to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the recommended expulsion is taken.

## **TERMS**

1. If a student attends a parent school and an extended campus and is suspended from either school, the suspension will include both schools. The principals of the schools or their designated person(s) must notify each other of all suspensions.
2. During the suspension period, a suspended student cannot attend school functions or enter school property for any reason during or after school.
3. When a student is suspended, his/her teacher must be notified immediately concerning the date of suspension and the number of days suspended. Teachers are not required to provide make-up work for students who are suspended out of school.
4. A student who has been suspended from school is not eligible to enroll in any other school in the system until such time that he/she is reinstated in the school from which he/she was suspended. The Superintendent or his/her designated person(s) and the principal will discuss student transfers.

## **REMOVAL OF SPECIAL EDUCATION STUDENTS**

A school principal may remove a student with a disability for not more than ten consecutive school days for any violation of school rules to the same extent he/she removes students without disabilities. Services do not have to be provided to students with disabilities during the removal if services are not provided to students without disabilities. Whenever a school principal determines that a student with a disability needs to be removed from the current placement for a violation of a school rule, the principal must notify the student's parents of the disciplinary action on the date the decision is made to remove the student and provide the parents with a copy of the procedural safeguards notice as well contact the students' case manager (special education teacher).

## **READMISSION**

When a student returns to school after suspension, the readmission must be preceded by a conference with the principal or his/her designated person(s). The conference must include the parent(s) or guardian unless otherwise approved by the principal. The student is readmitted to class with a form or slip signed by the principal.

## **EXPULSION OF STUDENTS**

Expulsion is defined as "the removal of the right and obligation of a student to attend public school under conditions set by the School Board". The principal has the final authority to recommend to the Superintendent's office the expulsion of a student. In accordance with the Alabama State law requiring compulsory attendance, the Pickens County Board of Education will make the final disposition on an expulsion recommendation.

The school principal is initially responsible for determining that an offense for which expulsion may be warranted has been committed. The procedures listed will be followed:

## **NOTIFICATION**

1. Immediately following any incident or violation of a school regulation, which may result in a recommendation, by the principal to expel a student, the principal is authorized to suspend the student for as many as ten (10) school days pending a hearing for expulsion. The principal will notify the student and the parent(s) or guardian of that fact and will at the same time notify the student and parent(s) or guardian that the information or data obtained by the principal's investigation of the incident will be made available. This notice should be given to the parent(s) or guardian prior to the expulsion recommendation.
2. After the completion of the full investigation of a violation, which may result in a recommendation for expulsion, the principal will, based on the facts, specify whether to recommend student expulsion. He will immediately notify the student and the parent(s) or guardian of the findings and the reason for the recommendation. The principal will attempt to give this notice in a letter to the parent(s) or guardian. The principal's conclusions should be based on the documentation of the facts pertaining to the incident. Said documentation will include all information available including, but not limited to, the following categories:
  - A. An operational definition of the offense(s)
  - B. A detailed description of the offense(s)
  - C. The time, date and location of the alleged offense(s)

The documentation will be forwarded to the Superintendent or his/her designated person(s).

After a review of the principal's recommendation, the Superintendent or his/her designated person(s) will, within the suspension period imposed, request a conference with the parent(s) or guardian of the student. The purposes of the conference are:

1. To explain the procedure orally and in writing to the parent(s) or guardian and student.
2. To determine if a mutually agreeable alternative to expulsion is appropriate.

## **HEARING**

1. Upon receiving from a school principal a recommendation to expel a student, the superintendent or his/her designated person(s) will provide the parents or guardian an opportunity to request that the matter be resolved at an administrative hearing conducted by the superintendent or his/her designated person(s).
2. During the administrative hearing, the principal or the Superintendent may conclude that disciplinary action other than expulsion is warranted because of extenuating circumstances. If the superintendent or his/her designated person(s) agrees that extenuating circumstances exist, the student can be readmitted to school. Re-admittance is subject to the superintendent's approval.
3. If the matter is not resolved at the administrative hearing and the superintendent makes the decision to recommend expulsion of a student, he/she will place the matter on the agenda for the next school board meeting, unless such a setting would be too soon to provide time for the parent(s) or guardian and student to comply.
4. The superintendent or his/her designated person(s) will give notice by registered mail or hand delivery to the parent(s) or guardian that expulsion is recommended. The superintendent's notice will state the exact time and place of the hearing and inform the student or parent(s) or guardian that the student has a right to attend the hearing, to be represented by an attorney or other representative, and to present matters relating to the recommended expulsion.
5. The notice from the superintendent will be mailed at least ten (10) days prior to the meeting at which the student's expulsion will be recommended. In the notice, the student and the parent(s) or guardian will be informed that a desire to present matters at the hearing must be made known to the superintendent within five (5) days after receipt of the notice, and that failure to express such a desire within the prescribed period of time will waive the right to present such matters.
6. At the school board meeting in which the expulsions of a student will be considered, the board will first give to the principal, the superintendent and to any who might present testimony relevant to the recommended expulsion an opportunity to describe the incident or violation and to report findings concerning the recommendation. Each school official or witness will be limited to a maximum of ten (10) minutes in describing the incident or violation, or in presenting other testimony. No cross-examination of school officials or other witnesses will be permitted during their presentation; however, the student, parent(s) or guardian and person(s) representing the student will be permitted to question school officials or other witnesses after completion of their statements.
7. Upon completion of the presentation of findings by school officials and relevant testimony by other witnesses, the student or his/her representatives will be given a maximum of thirty (30) minutes to present any matters which the student or his/her representatives consider relevant to the student's expulsion.
8. Immediately following the presentation by the student or his/her representatives, the Superintendent will recommend to the School Board the formal action which he/she deems appropriate and just. Thereupon, the School Board will vote on the action recommended by the superintendent. If the action of the School Board is to expel the student, the action will specify a period of time for the expulsion.

## **TERMS**

1. The expulsion of a student will prohibit the student from attending any school in Pickens County Schools' during the period of the expulsion.
2. A student may lose his/her academic credit if:
  - A. He/she is expelled prior to taking six-weeks or semester exams.
  - B. He/she is removed from the school attendance roll through the expulsion process.
3. A student cannot request make-up work if he/she is expelled from school.
4. A student may not attend extra-curricular activities that are described as public activities such as football, baseball, volleyball, or basketball games. Any student who is expelled from school cannot visit or otherwise be in attendance on any school campus in the system while he/she is expelled from school.

## **GUN-FREE SCHOOLS ACT & STATE LAW**

A student who is determined to have brought to school or have in their possession, a firearm in a school building, or on school grounds, or on school buses or at other school sponsored functions will be expelled for a period of one year. Students who are expelled for a firearms violation shall not be allowed to attend regular school classes in any public school in the state. Students expelled for a firearms violation may be permitted to attend alternative schools or receive educational services in an alternate setting.

# ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

Clarified Mar. 2016

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.

## COURSE REQUIREMENTS

Four credits to include:		Credits	
English Language Arts	English 9	1	
	English 10	1	
	English 11	1	
	English 12	1	
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
<b>English Language Arts Total Credits</b>		<b>4</b>	
Three credits to include:		Credits	
Mathematics	Algebra I or its equivalent/substitute	1	
	Geometry or its equivalent/substitute	1	
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1	
	Mathematics-credit eligible options may include: <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.</i>		
	One credit from:		
	<i>Alabama Course of Study: Mathematics</i> or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	1	
<b>Mathematics Total Credits</b>		<b>4</b>	
Two credits to include:		Credits	
Science	Biology	1	
	A physical science (Chemistry, Physics, Physical Science)	1	
	Science-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
	Two credits from:		
	<i>Alabama Course of Study: Science</i> or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	2	
<b>Science Total Credits</b>		<b>4</b>	
Four credits to include:		Credits	
Social Studies*	World History	1	
	United States History I	1	
	United States History II	1	
	United States Government	0.5	
	Economics	0.5	
	Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
<b>Social Studies Total Credits</b>		<b>4</b>	
Physical Education	Lifelong Individualized Fitness Education (LIFE) or one JROTC Credit	1	
Health Education		0.5	
Career Preparedness		1	
Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education		3	
Electives		2.5	
<b>Total Credits</b>		<b>24</b>	

The Alabama High School Graduation requirements provide the opportunity for students to pursue multiple pathways to earn a diploma. Students will have options to pursue areas of interest through expansion of elective credits. Flexibility in course offerings allows for personalized education plans for all students. Though these options allow increased flexibility, high expectations for Alabama students remain the standard. The ninth graders of 2013-2014 are **required** to follow the new graduation requirements; however, these same options are available to **all** students.

Each high school student is required to have a four-year plan. It is critical that the plan reflects the student's aspirations for life after high school. Careful consideration should be given to the selection of electives and specific credit-eligible courses to ensure that a student is prepared for postsecondary school, four-year college, and work. Administrators and counselors should continue to review NCAA requirements for prospective student athletes before approving their electives and specific credit eligible courses.

For clarification purposes, the following definition below will apply to specific credit eligible courses:

- Credit eligible course – the course is approved as an appropriate replacement, but may not include a 90% match in standards.

The Alabama Department of Education (ALSDE) will continue to expand credit eligible course offerings. Local Education Agencies (LEAs) that would like to have a course considered for a specific credit should follow the process below for approval:

- Locally-developed Career and Technical Education (CTE) courses must be submitted to the CTE Section.
- Locally-developed core courses (Mathematics, English, Science, and Social Studies) must be submitted to the Instructional Services Section.
- Once submitted to either section, a cross-sectional team will review courses for alignment to standards and approval for credit.

#### **Other clarifications:**

##### **Mathematics**

It is imperative that a student's plans for college or postsecondary should be considered when selecting a mathematics-credit eligible course. The Mathematics Pathways memo <http://www.alsde.edu/sec/sct/COS/Mathematics%20Pathways.pdf> is a document that provides possible mathematics pathways for students, parents, and counselors to consider when preparing for high school mathematics course credits. In an effort to offer more flexibility to school systems, the Flexibility in Awarding Credit for Algebra I and Geometry memo, <http://www.alsde.edu/sites/memos/Memoranda/FY13-2121.pdf#search=Flexibility%20in%20Algebra%20I> explains how Algebra I and Geometry may be offered to students in Grades 7 and 8, respectively, for high school credit and to meet graduation requirements.

If you have questions, please contact Michele Matin at [mmatin@alsde.edu](mailto:mmatin@alsde.edu) or Dawn Morrison at [dmorrison@alsde.edu](mailto:dmorrison@alsde.edu).

##### **Arts (includes Dance, Music, Theater, and Visual Arts)**

The current *Alabama Course of Study: Arts Education* was written to satisfy the previous graduation requirements of 0.5 credit for Arts. There are several options (listed below) for students currently wishing to follow an arts pathway and/or take their electives in arts.

- Students may take the half-credit courses back-to-back in one year to meet the one-full credit course.
- Teachers may add new content to the 0.5 credit course to allow it to count as a one credit course. (A sufficient amount of additional/new content must be documented and kept on file.)
- Courses that are used as arts-credit eligible options must contain the three strands—Produce, Respond, and Understand as found in the *Alabama Course of Study: Arts Education*. These courses may serve for any of the three credits required under the “CTE, Foreign Language, or Arts” category. Arts courses lacking these three strands may serve only as a general elective credit (the 2.5 credit category).

Please contact Andy Meadows at [ameadows@alsde.edu](mailto:ameadows@alsde.edu).



## Science

The following Career and Technical Education courses are science-credit eligible. Teachers holding the appropriate science certifications and those with appropriate Career and Technical Education certification may teach the courses below for science credit.

- Forensic and Criminal Investigations (410025)
- Plant Biotechnology (420053)
- Aquaculture Science (420037)
- Introduction to Biotechnology (490041)
- PLTW Principles of Engineering (560016)

The following Career and Technical Education courses contain similar content as courses in the *2015 Alabama Course of Study: Science*. Students may not receive science credit for both courses.

- Chemistry of Food (510013)—similar content as Chemistry (220061)
- Environmental Management (420026)—similar content as Environmental Science (220029)
- Human Body Structures and Functions (490015)—similar content as Human Anatomy and Physiology (220026)
- PLTW Human Body Systems (490043)—similar content as Human Anatomy and Physiology (220026)

Please contact Collie Wells at [cwells@alsde.edu](mailto:cwells@alsde.edu) or Michal Robinson at [mrobinson@alsde.edu](mailto:mrobinson@alsde.edu) for additional information.

## Essentials/Life Skills Pathway

Students with and without disabilities may enroll in Essentials/Life Skills Pathway courses. Careful consideration should be given before a student is allowed to enroll in one of the Essentials/Life Skills Pathway courses. If a student takes four or more core courses on the Essentials/Life Skills Pathway he or she is required to complete the work component requirements of this pathway. It is important for each student to pursue the coursework that is appropriate for his or her desired post-school outcome. These courses may or may not be accepted by four-year colleges and/or the **National Collegiate Athletic Association (NCAA)**. Students who plan to attend a postsecondary institution must meet the admission requirements of the selected institution. *The Courses for the Alabama High School Diploma Pathways* and the *Work Component Requirements* can be found in the Preparing for Life Transition Planning Guide, <http://www.alsde.edu/sec/ses/Pages/transition-all.aspx?navtext=Secondary%20/%20Post%20Secondary:%20Transition>.

Please contact Curtis Gage at [cgage@alsde.edu](mailto:cgage@alsde.edu) for additional information.

## Waivers

Waivers for the LIFE PE course are still required to substitute Band, Athletics, etc. The standards from the LIFE PE course must be included in the course. A student roster is no longer required to be included in the waiver letter. Please contact Nancy Ray with any questions at [nray@alsde.edu](mailto:nray@alsde.edu).

Some districts are pursuing innovative schedules, instructional delivery models, etc., that require permission to waive certain policies. Please contact Shanthia Washington with questions regarding these options at [swashington@alsde.edu](mailto:swashington@alsde.edu).



## HONOR GRADUATES

In order for a student to be selected as an Honor Graduate she/he must have completed, or be enrolled in, and have earned cumulative grade average of 90 or above (not rounded) in the following courses:

9 <sup>th</sup> – 12 <sup>th</sup>	Advanced level English
9 <sup>th</sup> – 12 <sup>th</sup>	Advanced level Social Studies
9 <sup>th</sup> – 12 <sup>th</sup>	Advanced level Sciences
9 <sup>th</sup> – 12 <sup>th</sup>	Advanced level Mathematics

Candidates for Honor Graduate selection must be on track with an Alabama Diploma with Advanced Endorsement. Grades will be computed at the end of the fifth six weeks grading period of the student's senior year and after spring dual enrollment grades have been posted. All credits earned for this computation must be earned in the regular school year programs, Dual Enrollment Courses, or approved On-line coursework.

Selection of the class Salutatorian and Valedictorian shall be made from the list of Honor Students. Candidates must have been enrolled at the high school for one full academic year prior to graduation.

### Ninth Grade Students 2013-2014 School Year

Students enrolling in the Pickens County Schools in the ninth grade during the school year 2013-2014 may earn an Alabama High School Diploma or an Alabama High School Diploma with one of the following endorsements: Advanced Academic, Career/Technical Endorsement, Advanced Career/Technical, or Advanced Academic Advanced Career/Technical.

In order to earn an Alabama High School Diploma or an Alabama High School Diploma with the following endorsements: Advanced Academic, Career/Technical, Advanced Career/Technical, Advanced Academic Advanced Career/Technical students must successfully complete all required courses prescribed by the State of Alabama and the Pickens County Board of Education and the accumulation of **twenty-four (24)** credits on a period schedule.

### Career Technical Endorsement

Students may earn a Career Technical Endorsement by meeting the requirements for the Alabama High School Diploma and completing two or more Career Technical courses in one Career Pathway.

### DUAL ENROLLMENT AND ADVANCED PLACEMENT PROGRAM

The Board recognizes that certain high school students may be allowed to enroll in postsecondary institutions in order to earn dual credits for a high school diploma and a postsecondary degree. The following provisions shall apply to students seeking admission to dual enrollment/dual credit programs **or Advanced Placement courses** sponsored by the Pickens County Board of Education.

1. Students shall have a "B" average in completed high school courses and meet the college's admission and course requirements.
2. Students must be in grade 10, 11 or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the principal and superintendent and in accordance with regulations regarding gifted and talented students.
3. Students shall have a Dual Enrollment Recommendation Form on file with the high school.
4. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the students' principal, superintendent, and the participating postsecondary institution president.
5. One (1) three semester hour postsecondary/college level course shall equal one (1) high school Carnegie credit in the same or related subject.
6. Courses taken must be college level; remedial college courses shall not meet the requirements of the dual enrollment program.
7. In the case of English 11 and English 12, there are several options available for awarded credit:
  - English 101 + English 102 = English 11

- English 101 + English 102 = English 11, then 2 postsecondary-level literature courses = English 12
- English 101 + English 102 + a literature course = English 12

8. Weighted Grades – When calculating the grade point average on a four point scale at the high school level, additional points will be added to the grade point average points for advanced courses according to the following scale:

Type of Course	GPA Point Addition
Dual Enrollment	+ .50
Advanced Placement	+ .50
Advanced Placement and passage of Exam	+1.00

#### Costs

All costs associated with attendance of such programs and exams shall be borne by the student.

### CREDIT RECOVERY

In accordance with the new guidelines released by the Alabama State Department of Education, the Pickens County School District will offer students who have failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target **specific knowledge and skill deficits** instead of requiring students to repeat the entire course. Students who qualify may contact their school’s counselor to enroll in the Pickens County Schools Credit Recovery Program. If accepted into the program, students will complete Credit Recovery courses aligned to the Alabama Course of Study standards using Compass Learning computer software and ACCESS.

#### Student Failure Reports

Teachers that have students with failing grades in courses that are necessary for graduation will be required to submit a student-specific report which identifies course standards that were not met in the applicable grading term. (See Attachment B). These reports may be used in combination with course and skill-specific diagnostic tools provided through software vendors and/or school or school-system assessments, **all of which must be aligned with the Alabama Course of Study content standards for the course being pursued through Credit Recovery.**

#### Student Eligibility, Admission, and Removal

In order to be accepted into the Credit Recovery Program, students shall:

- Have an overall average of 40 or higher in the course they seek to recover credit.
- Not have lost credit due to violation of the non-compliance policy (excessive unexcused absences).
- Have completed at least one calendar year of academic work at the 9<sup>TH</sup> grade level.
- Completed an application signed by both students and parents/guardians. (See Attachment A)
- Provide their own transportation to Credit Recovery classes when attending the after school sessions.
- Complete a registration form after being accepted in the Credit Recovery Program (See Attachment C)

Students may be removed from a Credit Recovery Program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements.

#### Credit Recovery Program Authorization and Operation

- Classes will take place at Pickens County School District high schools.
- Classes at each location will be conducted by contracted personnel.
- Credit Recovery programs will be held during and after school
- Credit Recovery program offerings may be limited by the availability of space, teachers, or appropriate computer-based content for specific courses. There is no guarantee that all courses required for graduation may be served by a credit recovery program.
- Credit recovery may be offered during the summer at a fee to be determined.
- Students who are pursuing NCAA eligibility must meet course semester requirements, i.e., hours of instruction and time on task.

Teachers working with students in Credit Recovery programs must be certified in the content area they are teaching or in one content area if they are facilitating a software-based program. In situations where online courses are being utilized, an approved adult employee of the school system may be used as a facilitator.



### **Instructional Content and Curriculum**

Instruction may be delivered through a combination of computer-based instructional software and targeted small-group instruction supervised and managed by an approved adult board employee. Credit Recovery teachers will receive training pertaining to effective course organization and operational management of the applicable computer-based instructional software.

An individual student prescription will be developed by the Credit Recovery teacher based on failure reports completed by the student's teacher of record and skill-specific diagnostic tools which are offered by the computer-based instructional software or other approved assessments. The Credit Recovery teacher will use his or her professional judgment of this data along with any further diagnostic device deemed necessary to develop a prescriptive plan for specific standards for remediation targeted to individual students.

The student must complete his or her individual remediation plan within the published operating dates and hours of the Credit Recovery Program. Students may attempt to recover multiple credits, but one credit must be completed before attempting the next.

Instructional assignments, whether computer-based or teacher-based, will be aligned with the Alabama academic content standards approved by the Alabama State Board of Education.

Students will be released from the Credit Recovery Program upon successful completion of individual remediation plans regardless of the number of hours of instruction.

### **Grades and Credit**

Students who successfully pass the master level assessment for a course with a grade of 75 will receive a numerical grade of 70% and earn one Carnegie unit of credit.

Grade forgiveness will be used, whereby the original failing grade is replaced by the Credit Recovery grade for computing grade-point averages. The original failing grade must remain on the transcript.

**In the event that issues not addressed above arise, the principal will have the final authority to make decisions related to Credit Recovery.**

### **CREDIT ADVANCEMENT**

The program allows students who already know most of the standards taught in a particular course to prove mastery of course content by successfully completing a pretest and posttest in that subject. Students may attempt credit advancement in math, English, science (excluding biology, physical science and chemistry as directed by the ALSDE), social studies and elective classes. Students will complete the exams for Credit Advancement using Compass Learning computer software which is aligned to the Alabama Course of Study standards.

#### **Student Eligibility**

In order to be accepted into the Credit Advancement Program, students shall:

- Be a rising ninth grade through twelfth grade student in the Pickens County School System.
- Have completed an application signed by the parent or guardian, the student, the high school counselor, and high school principal.

#### **Location and Availability**

- Credit Advancement exams will be given at Pickens County School System high schools.
- Credit Advancement exams will be administered by contracted personnel.
- Credit Advancement exams can be taken within the first five days of each semester, the last ten days of each semester, and during the month of June.
- Students should contact their school counselor to schedule an appointment to take credit advancement exams.
- There is not a limit on the number of credits a student can earn through credit advancement; however, students will be permitted to only take credit advancement one time per course.
- There is no fee to participate in credit advancement.

#### **Requirements for Earning Credit**

In order to receive credit:

- The student will take a pretest for the course.

- If the student earns at least an 85% on the pretest, then he/she will take a comprehensive posttest.
- If the student earns at least an 85% on the posttest, then he/she will receive credit for the course.
- If the student earns below an 85% on the pretest, then an individualized learning path with state standards-aligned direct instruction will be assigned to the student through the Compass Learning or ACCESS program.
- Once the student has completed all prescribed modules, then the student will be given one opportunity to retake the posttest.
- If the student earns at least an 85% on the post retake test, then he/she will receive credit for the course.

### **Grades and Credits**

The numeric grade received on the posttest will serve as the final grade and will be posted directly to the transcript where it will be designated that the grade was earned through credit advancement. Credit advancement courses are not weighted.

Admission and eligibility requirements of various organizations are subject to change, and it is the student's responsibility to consult with outside organizations such as universities, the Alabama High School Athletic Association, NCAA, etc. to determine how credits earned through this program might affect eligibility, admissions, or status.

**Any credit obtained for a course through this program is not approved by NCAA.**

## **VIRTUAL EDUCATION PROGRAM**

Virtual education or online learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Courses are offered via the internet. The courses offer a flexible pace, schedule, and location.

The student will have a virtual education facilitator at each local school as well as the Guidance Counselor who are responsible for teaching and monitoring student achievement. Students will be able to communicate with their virtual facilitator regarding course content by phone, through email or interactive online tools.

### **Scope and Delivery**

The Board provides a virtual education option for grades 9-12 that includes, at a minimum, all courses that are needed to obtain a high school diploma. Each student and their parent(s) will develop a customized learning plan with an administrator and/or counselor that allows teachers to utilize the system's instructional policies and procedures, Alabama's College and Career Standards, best practice frameworks, state assessments and PLAN 2020 when developing and building lessons and facilitating classes.

Students work at their own pace with the instruction and support from the Alabama State Department of Education's ACCESS program and/or our district approved Learning Management System, Compass Learning. Instruction is delivered through non-traditional virtual facilitation. All Pickens County School courses are accredited and approved by the Pickens County Board of Education.

### **Eligibility Criteria**

Students who meet the following requirements are eligible to participate in the virtual education program:

- Enrolled in Pickens County Schools
- Provide their own computer, Internet access and an email account. Computer and internet access are not provided by the local school or district.
- Compliance with the District's Internet Acceptable Use Agreement
- Successfully complete a district-defined virtual education orientation course
- Meet any eligibility requirements of the Alabama State Department of Education's ACCESS program, if applicable.
- Meet school system enrollment requirements for the course in question including, but not limited to, successful completion of any prerequisite courses.
- Have and maintain an overall 2.0 GPA
- Demonstrate a proficiency in reading/comprehension and computer navigation skills
- Provide their own transportation to and from the local school for conferences, unit and semester tests, as well as all Alabama State Department of Education mandated assessments.
- Students will be required to schedule tests with the local school counselor.

### **Monitoring Guidelines and Testing Protocol**

Our Virtual Education option is governed by the policies and procedures of Pickens County Schools. All policies adopted by the Pickens County Board of Education and all applicable administrative code and laws adopted by the State Board of Education and Alabama Legislature are applicable (to the extent that they are not otherwise waived pursuant to the Alabama Accountability Act of 2013). All policies and procedures adopted by the Pickens County Board of Education apply to the Virtual Education option unless expressly stated within this policy.

Individual student performance will be monitored pursuant to the school system's traditional academic credit requirements and grade scale. Students utilizing the virtual education option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests applicable to traditional public school students enrolled in the traditional public school.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual education students. The school system reserves the right to require students utilizing the virtual education option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

Course assessments are a part of online courses. If an assessment needs to be proctored, it must be proctored at the local school. Students in Grades 3-12 taking virtual education (online) courses are required to participate in the Alabama State Department of Education assessments: ACCESS for ELL, AAA, Scantron, PreACT, ACT Plus Writing, and ACT WorkKeys. Students will be able to take the assessments at his/her local school during the testing window.

### **Withdrawal**

Pickens County Schools strives to ensure that our traditional, blended, and virtual teaching and learning models offer the best educational placement for each student enrolled. When in the best interest of the student, students will be withdrawn from underperforming classes and enrolled in a more appropriate placement option. Withdrawal reasons include, but are not limited to, the following:

1. During the first three weeks of the semester, the student has made no significant progress in his or her course(s),
2. The student has extensive, documented, blended or virtual truancy issues and needs the accountability of daily physical attendance at a traditional setting or school,
3. The student is no longer attending a Pickens County School,
4. The student no longer qualifies for enrollment because of the 2.0 GPA requirement.

Students not actively participating in the blended or virtual course(s) during the first three weeks of the semester will be transitioned back to their zoned school. Full-time students utilizing blended and virtual classes and no longer meeting the GPA requirement will be withdrawn from those classes, at the end of the semester, and transitioned back to the zoned school or placed in face-to-face classes at his/her local school. Full-time students with extensive blended or virtual truancy will be transitioned back to the zoned school or placed in face-to-face classes at his/her local school at the end of the six-week grading period. When the student is withdrawn and transferred to another school, the local school administrative staff will communicate with the new or previous school regarding the transfer.

### **Attendance**

Attendance in online programming is performance based. It is measured not only by logging into the course(s) but by successful submission of completed coursework and participation in course activities, such as discussions and communication with the online facilitator.

Non-traditional attendance is measured through the completion of lessons/assignments consistent with the student's customized learning plan, and developed for students in every course that includes the due dates for each assignment. Students are required to remain on-pace and complete all assignments with a minimum score of 70%, to be considered present and attending, as well as to progress in the course.

### **COMMUNITY COOPERATIVE EDUCATION PROGRAM**

The Community Cooperative Program includes on-the-job training and related classroom instruction for twelfth grade students. Students will have completed and passed the Career Preparedness course, have completed a career technical program, and have a work placement that is related to their career goal. Students attend class part of the day and work in an approved work setting a minimum of 140 hours (7.5 hours per week per credit). The student's progress will be evaluated at the training site by the employer with information reported to the student's teacher – coordinator. Together with the on-the-job training sponsor and the student, the teacher-coordinator will develop a training agreement which includes: provisions for

the employment of student workers in compliance with federal, state, and local laws and regulations: payment of prevailing wage for employment to student workers approved by the appropriate federal or state agency.

### **CAREER TECHNICAL PROGRAM ARTICULATION OF CREDITS**

Appropriate technical courses taught in Pickens County Schools and either Beville State Community College or Shelton State Community College will be selected for articulation. Pickens County graduates who complete the Career/Technical Program and enroll in Beville State Community College or Shelton State Community College may receive credit for these articulated courses with no tuition charge. Students must maintain an average of eighty five (85) or higher in their high school career/technical core. They may receive college credit as determined by individual program agreements. Appropriate Pickens County system career/technical teachers may recommend students to receive post-secondary credit upon successful completion of the high school career/technical program. Students who meet all stated requirements will be awarded predetermined semester hour credit upon enrollment. Applicants for Career/Technical credit must meet all college admission requirements and be a registered student within eighteen months after graduation from High School.

### **IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE**

#### ***What is meningococcal disease?***

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

#### ***How do you catch the disease?***

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

#### ***What are the symptoms of the disease?***

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

#### ***Meningococcal vaccine: Who should get the vaccine and when?***

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

***For more information on this and other vaccine recommendations go to:  
[www.adph.org/immunization](http://www.adph.org/immunization)***

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

Pickens County Schools continue to remain in compliance with EPA's Asbestos Hazard Emergency Response Act of 1986. The school system has conducted three year re-inspections in accordance with the AHERA Act in March of 2007. Six month periodic surveillance and training of new employees will continue.

The asbestos management plans are on file at the Main Office and at each school. They are available for review during normal business hours. If you have questions, please contact Mr. Rufus Wilkins the LEA Designated Coordinator, at 205-367-8009.

### **DEPARTMENT OF SPECIAL SERVICES**

The Department of Special Services is composed of three programs: (1) Special Education (2) School Nurse Services and (3) Gifted Education. These programs offer a variety of services to parents and students in an effort to enhance student learning in Pickens County.

The **Special Education Program** is designed to identify students with disabilities, ages three through twenty-one, and due to the nature of the disability, require an individualized educational program. There are certain federal and state regulations, which govern the provision of special education services.

The **School Nurse Services Program** is designed to provide direct and indirect health and health education services to parents, students, and school personnel. The school nurse works with a variety of agencies in Pickens and Tuscaloosa County to coordinate appropriate health services to the schools in the county.

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

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the counselor at your child's school.

#### **Department of Special Services Personnel**

Ms. Alesia Williams – Administrator

Mrs. Kim Clark- IEP Coordinator

Mrs. LaShana Lark McDougle – Lead Nurse

Mr. Gene Tilley- Teacher of the Gifted

NOTE: If you know or have reason to think your child may require the services of the Department of Special Services, please contact any of the department's personnel at (205) 367-2064. Students referred for special education services have certain rights. For a copy of these rights, please call 205-367-2064.

#### **FEDERAL PROGRAMS**

The **Title I Program** is designed to provide additional assistance to those students who are at-risk for school failure. This is accomplished by a variety of instructional intervention strategies. Each school participating in the countywide Title I program individualizes the local program through the development of a Title I school plan.

The **Safe and Drug Free Schools Program** is designed to provide students with a safe school environment and to educate students regarding the dangers and pitfalls associated with the illegal use of drugs. Educational activities are provided to both students and school personnel.

The *Every Student Succeeds Act* (ESSA), which reauthorizes the *Elementary and Secondary Education Act of 1965* (ESEA), eliminates the "Highly Qualified Teacher" provisions under the *No Child Left Behind Act of 2001* (NCLB).

With the enactment of the ESSA, the terms "highly qualified teacher" and "highly qualified paraprofessional" will no longer be in effect in Alabama beginning August 1, 2016. Therefore, effective August 1, 2016, the Educator Certification Section will no longer issue highly qualified teacher status to holders of valid Alabama certificates.

#### **Title I Certification and Licensure Requirements and Parents Right to Know**

Under ESSA, Sec. 1112(c)(6), each local educational agency (LEA) supported with Title I funds will ensure that all teachers and paraprofessionals working in a program supported under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

Please also note that under ESSA, Sec. 1112(e)(1)(A), at the beginning of each school year, each LEA supported with Title I funds shall notify parents that **they may request**, and the LEA will provide on request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including:

1. Whether the student's teacher:
  - Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
  - Is teaching in the field of discipline of the certification of the teacher.
  
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications, including state requirements:
  - Secondary school diploma or its recognized equivalent.
  - Completed two years of study at an institution of higher education.
  - Obtained an associate's (or higher) degree.
  - WorkKeys Assessment.
  
3. ESSA, Sec. 1112(e)(1)(B), additional information. In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part **shall provide** to each individual parent of a child who is a student in such school, with respect to such student:
  - Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.
  - Timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**Federal Programs Department**

Mrs. Vanessa D. Anthony, Associate Superintendent – Administrator of Federal Programs  
Telephone Number – (205) 367-2086

Ms. Anissa Ball – Administrator of Student Services/Parent and Family Engagement  
Telephone Number – (205) 367-8195

**SECTION 504 OF THE REHABILITATION ACT OF 1973**

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- ✓ have your child receive a free and appropriate public education without discrimination and regardless of the nature or severity of his/her disabling condition;
- ✓ have the school district advise you of your rights under federal law;
- ✓ receive notice with respect to identification, evaluation, or placement of your child;
- ✓ have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options;
- ✓ have your child educated in facilities and receive services comparable to those provided non-disabled students;
- ✓ have your child receive services that are commensurate to the services provided to meet the educational needs of non-disabled students. This includes the right to be educated with non-disabled students to the maximum extent appropriate and reasonable accommodations made by the school district to provide your child equal opportunities to participate in school and school-related activities and in non-academic and extracurricular activities;
- ✓ have your child receive educational and related services without cost except for those fees that are imposed on non-disabled persons or their parents or guardians;
- ✓ examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
- ✓ a response from the school district to reasonable request for explanations and interpretations of your child's records; and
- ✓ request an impartial hearing and, if necessary, a subsequent review of the decision if you do not agree with the decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the local school principal.

Mrs. Vanessa Anthony, 504 Administrator (Pickens County Schools, 377 LaDow Center Circle, Carrollton, Alabama 35447) is responsible for assuring that the school system complies with requirements outlined in Section 504 concerning students with disabilities.

## **Notification of Rights Under FERPA for Elementary and Secondary Schools**

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

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

Parents or eligible students should submit to the School principal (or his/her designee) a written request that identifies the record(s) they wish to inspect. The principal or principal’s designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - *Inspect, upon request and before administration or use—*
    1. Protected information surveys of students;
    2. Instrument used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

Pickens County Schools' will protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Pickens County Schools' will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

Pickens County Schools' will also directly notify parents and eligible students, such as through U.S. Mail or email, before conducting the following activities and provide an opportunity to opt a student out of participating in:

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

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

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



**Family Educational Rights and Privacy Act (FERPA)  
Notice for Directory Information**

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Pickens County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the System in writing by August 31, 2018. We have designated the following information as directory information:

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

**STATEMENT OF NON-DISCRIMINATION**

It is the official policy of the Pickens County Board of Education that no person shall on the basis of age, sex, race, religion, national origin, ethnic group, limited English proficiency or disability, be denied, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any course, program or activity. Equal access will be provided to the Boy Scouts and other designated youth groups.