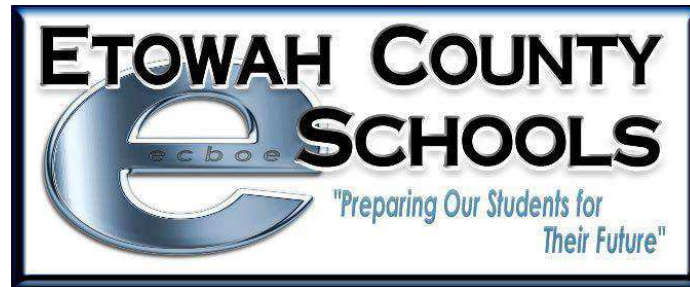


**2014-2015**  
**Etowah County Schools**  
**Student/Parent Information Guide**  
**Graduation Requirements**  
**And Student Code of Conduct**

Approved July 2014



**Etowah County School System**  
**3200 West Meighan Boulevard • Gadsden • AL • 35904**  
**Phone: 256-549-7560 • Fax: 256-549-7582**

[www.ecboe.org](http://www.ecboe.org)

## **ETOWAH COUNTY BOARD OF EDUCATION MEMBERS**

<u>Board Member</u>	<u>Email Address</u>	<u>School District(s)</u>
Doug Sherrod	doug_sherrod@ecboe.org	Carlisle, Whitesboro, Sardis
Ernie Payne, President	ernie_payne@ecboe.org	West End
Tim Womack	tim_womack@ecboe.org	Gaston
Scarlett Farley	scarlett_farley@ecboe.org	Glencoe
Todd Hindsman	todd_hindsman@ecboe.org	John Jones, Rainbow Middle, Southside
Danny Golden	danny_golden@ecboe.org	Duck Springs, Highland, Ivalee
Tim Langdale	tim_langdale@ecboe.org	Hokes Bluff

## **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the Etowah County Board of Education that no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of gender, age, marital status, race, religion, belief, national origin, ethnic group, disability, immigrant status, non-English speaking ability, homeless status, or migrant status.

Inquiries regarding compliance with state or federal equal opportunity rules (Title IX, ADA, IDEA, section 504, etc) and/or for reporting discrimination concerns may be made to the Federal Programs Coordinator, Etowah County Board of Education, 3200 West Meghan Boulevard, Gadsden, AL 35904, (256) 549-7560.



## ETOWAH COUNTY BOARD OF EDUCATION

3200 WEST MEIGHAN BOULEVARD  
GADSDEN, ALABAMA 35904  
PHONE: (256) 549-7578  
FAX: (256) 549-7582  
FAX: (256) 549-7589

### BOARD MEMBERS

SCARLETT FARLEY  
DANNY GOLDEN  
TODD HINDSMAN  
TIM LANGDALE  
ERNIE PAYNE  
DOUG SHERROD  
TIMOTHY WOMACK

ALAN COSBY, Ed. D.  
SUPERINTENDENT



The Etowah County Board of Education strives to maintain a safe environment that maximizes the potential of all students. We want to provide the most exemplary learning experiences to meet the needs of every student. In doing so, it is important that we communicate our expectations to our students and their respective families.

This information guide is intended to inform students, parents, and school staff about student behavior guidelines and appropriate disciplinary measures. Please examine this publication carefully and work with your school administrators and teachers to maintain a nurturing and secure learning climate. I also encourage you to review the information guide with your children in order to familiarize them with the expectations which are set forth.

Thank you for your support as we continue to grow with our students in providing the best education for them. A strong partnership between the school and the home is the key to academic success. Should you have any questions, please do not hesitate to contact your local school administrator or myself.

Sincerely,

Alan Cosby, Ed. D.  
Superintendent

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

## CENTRAL OFFICE ADMINISTRATIVE DEPARTMENTS

Etowah County Board of Education  
256-549-7560 FAX 256-549-7582

### Central Office Staff and Phone Numbers...

Contact	Number	Contact	Extension
Linda Arthur	256-549-7569	Hal Murphy	256-549-7564
Vicki Booker	256-549-7562	Annette O'Dell	256-549-7586
Paula Brewster	256-549-7592	Laura Parker	256-549-7572
Kelly Bryan	256-549-7583	Kim Reed	256-549-7587
Debbie Cobb	256-549-7571	Gail Rice	256-549-7574
Dena Cook	256-549-7596	Tiffany Scott	256-549-7581
Theresa Crowder	256-549-7567	Jimmy Sewell	256-538-8331
Lauri Dixon	256-549-7570	Melissa Shields	256-549-7563
Joyce Farmer	256-549-7568	Jill Cash Sumners	256-549-7820
Terry Foshee	256-549-7565	Dana Simpson	256-549-7575
Judy Green	256-549-7584	Becky Williams	256-549-7560
Donna Hagedorn	256-549-7593	Beverly Winningham	256-549-7573
Lanny Handy	256-538-9318	Technology Trailer	256-549-7597
Charlotte Herring	256-549-7578	Testing Trailer	256-549-7580
Becky Hill	256-549-7576	Technology FAX	256-547-7501
Jeff Lasseter	256-538-3312	Central Office FAX	256-549-7589
Laura Leak	256-549-7595	Transportation	256-538-3844
Joe Maddox	256-549-7585	Special Education	246-442-1050

## 2014-2015 SCHOOL CALENDAR FOR STUDENTS

(Board approved: April 2014)

### August

4-6 Teacher in-service – No students

7 First Day for Students

### September

01 Labor Day (school closed)

### October

10 End 1<sup>st</sup> 9 weeks

### November

11 Veteran's Day (school closed)

24-28 Thanksgiving Break

### December

19 Last Day of 1<sup>st</sup> Semester

22-31 Christmas Break

### January

1-2 Christmas Break

5-6 Teacher In-service – No students

7 Students Return

19 MLK/REL Holiday (school closed)

### February

16 President's Day /Teacher In-service – No students

### March/April

30-April 3 Spring Break (school closed)

### May

21 Last Day of 2<sup>nd</sup> Semester/ Last day for Students

22 Teacher In-service

## REPORT CARD AND PROGRESS REPORT DISTRIBUTION DATES

	Grading Period	Days	Progress Reports Delivered	Report Cards Delivered
1	August 7 – October 10	46	September 15-19	Oct. 17
2	October 13 – December 19	44	November 17 – 20	Jan. 9
3	January 7 – March 13	46	February 9-13	March 20
4	March 16 – May 21	44	April 20 - 24	May 21

## SEMESTER EXAM SCHEDULE

All teachers administer semester exams on the date(s) scheduled.

<b>1<sup>st</sup> Semester Exam Schedule 2014-2015 School Year</b>	
<b>Seniors</b>	
_____	
Same schedule as Grades 9-11	
<b>Grades 9-11</b>	
_____	
	December 17
	December 18
Make Up Exams	December 19

<b>2<sup>nd</sup> Semester Exam Schedule 2014-2015 School Year</b>	
<b>Seniors</b>	<b>May 11-12</b>
_____	
<b>Grades 9-11</b>	
_____	
	May 19
	May 20
Make Up Exams	May 21

## TESTING SCHEDULE FOR STANDARDIZED TESTS

Name of Test	Testing Dates
Alabama High School Graduation Exam	September 15-19
EXPLORE (8 <sup>th</sup> Grade only)	October 15-16
PLAN (10 <sup>th</sup> Grade only)	October 15-16
Alabama High School Graduation Exam	December 1– 5
ACT Work Keys (12 <sup>th</sup> Grade only)	Feb. 10-11
ACT Work Keys PBT Make-ups (12 <sup>th</sup> Grade only)	Feb. 24
Alabama High School Graduation Exam	March 16 – 20
ACCESS for ELLs/Alternate ACCESS for ELLs	March 23 – May 1
ACT Aspire (3 <sup>rd</sup> -8 <sup>th</sup> Grade)	April 13-17
Alabama Alternative Assessment	April 13 – May 1
Alabama Science Assessment	April 21-22
ACT Plus Writing (11 <sup>th</sup> Grade only)	April 28
End of Course Tests (Algebra I and English 10)	May 4-8
AP (Advanced Placement) Tests	May 4-15, 2014
ACT Plus Writing Make-Up	May 12

## SCHOOL ADMISSION AND ATTENDANCE

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

### **AGE OF ADMISSION**

Children entering kindergarten must be five years old on or before September 1<sup>st</sup>. Children entering first grade must be six years old on or before September 1<sup>st</sup>. Students requesting admission who are over 17 years of age may be denied enrollment.

### **ENROLLMENT DOCUMENTATION**

All students enrolled in the Etowah County School System must live with a legal custodial parent/guardian. Extenuating circumstances must be approved by the superintendent. All students enrolling in the Etowah County School System shall provide the following information:

- Certified Birth Certificate or other form of certificate for age verification
- Valid Social Security Card (Voluntary)
- Proof of Immunization
- Proof of Custody when warranted (see definitions below)
- 2 Proofs of Residence: (examples below, but not limited to)
  - Copy of lease or mortgage agreement
  - Copy of current utility bills in a parent's name (power, gas, water, telephone, etc.)
  - Property Tax Notice, Voter Registration Card
  - Copy of parent's/guardian's driver's license

**LEGAL CUSTODY DEFINITIONS**

Only the parent of record, legal guardian or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school-related matters pertaining to an individual student. The school system will afford a natural parent(s) of record the rights that the Family Education Rights and Privacy Act of 1974 §99.3 affords him/her unless the court or a responsible party has provided the school system with a legally binding document that specifically revokes or extinguishes the parent(s)' of record right to have knowledge of and participate in the child's schooling. We do not accept custody papers that have only been notarized.

When the parent of record enrolls a student in school, the principal should be notified of any completed or pending legal action affecting the family and of any previous placement or expulsion at any school. The principal should be given a copy of the most recent court order creating or limiting the rights of the non-custodial parent(s) of record. Should neither parent(s) of record file a court order with the school, the school presumes that the person who enrolls the child in school is the custodial parent and that there are no restrictions on the other parent's rights.

**HARDSHIP LETTERS/REQUEST FOR TRANSFER LETTERS**

All letters of hardship and transfer letters must be submitted annually to the superintendent. The letters must be on file in the superintendent's office by the last day of each school year.

**HOMELESS, MIGRANT, NON-ENGLISH SPEAKING, DISABLED**

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

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

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

**TRANSFER STUDENTS**

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

Students transferring within or withdrawing from the Etowah County Schools must complete withdrawal/transfer request forms, available in the school office. A student age 17 or over who withdraws may not return to the regular school program during that semester without official

permission from the superintendent or designee. Pending investigation of the request, the student may be assigned to an alternative program before being allowed to return to the regular school program. Additionally, the Alabama Department of Public Safety shall deny a driver's license or learner's permit to any person under the age of 19 who is not enrolled in school or who has not received a diploma or certificate of graduation.

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

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

- academic records, including special education records
- transfer or withdrawal forms
- immunization record
- any other record deemed appropriate for enrollment

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

Foreign students may be admitted in grades 9-12. The standards for successful completion of a course and the granting of credit for the course shall be the same for foreign exchange students as they are for resident students.

#### **ATTENDANCE**

Regular school attendance contributes to academic achievement and facilitates the student's ability to succeed. Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-aged child is responsible for that child's regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the board. Parents failing to enroll students and ensure their proper behavior and attendance are subject to fines and imprisonment under state law. (Code of Alabama 1975 §16-28-12, §, 16-28-40).

#### **CLASS ATTENDANCE AND ABSENCES**

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

Three (3) parent/guardian notes (written excused) will be accepted per semester. Any other absences must be documented with a doctor's excuse. One parent note will only excuse up to (3) consecutive days of absence. Absences for official school events are considered excused.

School attendance is required of all children. Students are expected to report to school on time and attend school the full day. Three (3) unexcused tardies will equal an absence. All students are subject to the same attendance policies.

Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences are either excused or unexcused. **Note: It is the parent's responsibility to provide the school**



with their correct mailing address and telephone number. Any changes made during the school year will require a written request with the parent's signature and will need to be sent to the appropriate school personnel.

"Excused Absences" are defined as absences for the following:

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

Examples include, but not limited to, the following:

- serious family illness
- family emergency
- legal appointments with documentation
- religious holidays

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. Students shall have three (3) days for each day of excused absence to complete and return make-up work. It is the responsibility of the student to request and return make-up work.

The Etowah County School System participates in cooperation with the Etowah County District Attorney and the Etowah County Juvenile Court in the Early Warning Program for Attendance Intervention to assist families in achieving a successful school experience.

### **Unexcused Absences/Truancy.**

The student shall 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. Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. **Three (3)** truancy/unexcused absences

- Warning

2. **Four (4)** unexcused absences

- The parent, guardian, or person having control of the child shall attend a conference with the principal or his/her designee. Mandatory attendance is required; failure to attend the conference will result in immediate referral to the Early Warning Program.

3. **Five (5)** unexcused absences

- Referral to the Early Warning Program is initiated by the school system. The legal custodial parent/guardian shall be notified in writing to attend a conference to include the student, a juvenile probation officer, and a designated school official.

4. **Seven (7)** unexcused absences

- The school shall file a petition in Juvenile Court which may result in charges against parents/guardians and/or court-ordered supervision (CHINS designation) of the student.

Once a student has been referred to Early Warning Program, the school cannot dismiss the truancy or accept excuses until the student and /or parent has attended Early Warning.

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

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

Students must attend 51% of the day to be counted present for the day. WHEN POSSIBLE, SCHEDULE DOCTOR AND DENTIST APPOINTMENTS AFTER SCHOOL HOURS.

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

**To:** Parents

**From:** Superintendent

Alabama law requires all children between the ages of seven and seventeen to attend school. If any child fails to attend school without legal excuse, that child and the person having custody of that child will be referred to the juvenile court.

Any child who is prosecuted for truancy may be placed in a juvenile facility or in long-term residential care. Any custodial adult who is prosecuted for failing to require a child to attend school may be jailed for up to one year or fined up to \$500 or both.

A free public education is one of the greatest benefits available to the children of our state. Please ensure that your child achieves his or her full potential by attending school regularly.

Sincerely,



Dr. Alan Cosby  
Superintendent

## **CURRICULUM, ACTIVITIES AND STUDENT SERVICES**

### **MISSION OF ETOWAH COUNTY SCHOOL SYSTEM**

Etowah County Schools provide a rigorous, relevant education in a safe, student-centered environment that produces college and career ready graduates who contribute responsibly in a global community.

### **CURRICULUM**

The Etowah County School System provides high quality educational experiences and effective instruction in core academic subjects and a variety of elective programs and extracurricular activities. All schools in the system will use the courses of study adopted by the Alabama State Department of Education as the core of instruction.

### **SPECIAL EDUCATION**

Special education services are available for eligible students from birth to age 21. Schools provide a free and appropriate education for students eligible for special education services according to IDEA guidelines. Parents/guardians of students enrolled in Etowah County schools may request services and/or evaluation for services from the school. Parents/guardians of students who are not currently enrolled may request special education services or evaluation for services through the Special Education Learning Center (256) 442-1050.

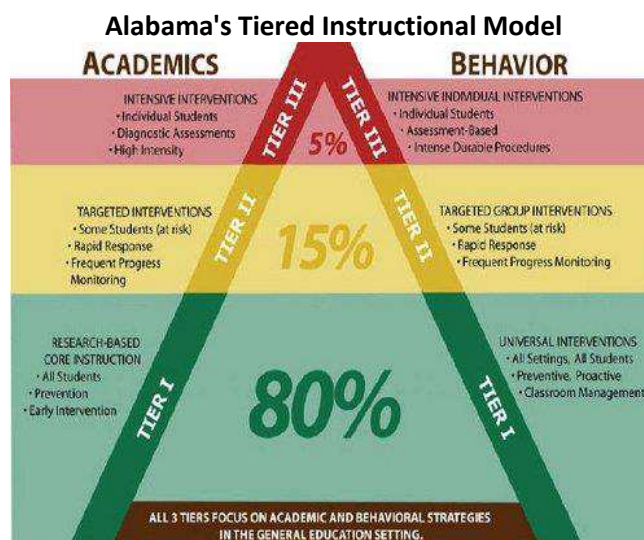
### **GIFTED EDUCATION**

Information about gifted education services for identified students in grades 3-12 is available at each school. The Etowah County School System uses the identification procedures and eligibility criteria provided by the Alabama State Department of Education. A student may be referred by teachers, counselors, administrators, parents, guardians, peers, self, or any other individual with knowledge of the student's abilities. Referrals are accepted beginning with students 6 years of age and including all students through the 12<sup>th</sup> grade. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. This second grade observation will take place as required by the State.

Parents/guardians may contact the school or the Special Education Learning Center (256) 442-1050 for more information about the gifted student referral process or gifted education programs.

### **RESPONSE TO INSTRUCTION (RtI)**

Response to Instruction (RtI) is a multi-tiered general education approach to providing services and interventions to increase student achievement and reduce behavior problems. RtI combines research-based core instruction, assessment, and interventions in a three tier system of instruction. All schools have a Problem Solving Team (PST) that monitors and assists in guiding interventions for all students that have academic or behavior difficulties. For more information, please contact your local school.



### **HOMEBOUND SERVICES**

A student with an injury or illness that requires absence from school for an extended period (more than four weeks) may request homebound services. Homebound services may be provided for qualified high school students after seven (7) days of absences. Homebound services for qualified elementary/middle school students not on block schedule may be provided after (3) weeks of absences. An application to request homebound services may be obtained from the school office. Receipt of these services is contingent upon continued physician documentation of need. A schedule will be set between homebound teacher and parent. It is the responsibility of the parent to notify the homebound teacher by the end of the school day if a cancellation is necessary. Homebound services will be re-evaluated periodically.

### **GUIDANCE AND COUNSELING**

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

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

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

### **PROMOTION/RETENTION STANDARDS**

All students must comply with the Etowah County School System attendance policy to be promoted to the next grade. No student will be recommended for retention unless their case has been presented to the school problem solving team (PST). Promotion or retention decisions for students who transfer after the beginning of the final quarter of the school year will be made on a case-by-case basis.

**Grades K-6**

To be promoted to the next grade, a student in grades K through six (6) should be proficient in reading/language arts and mathematics to grade level standards (receiving passing grades on the latest report card or scoring at the proficient level on latest required standardized test). The process of making decisions as to promotion and retention of students in grades K through six (6) should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

**Grades 7-8**

Students enrolled in grades seven (7) through eight (8) must pass reading/language arts and math plus one additional core course each year in order to be promoted to the next higher grade. Students who do not pass required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program.

**Placement**

If a student is retained twice in any grade or is more than two years older than typical for the current grade level placement, he/she may be placed in the next higher grade level upon principal or teacher recommendation(s) and the approval of the Superintendent or designee.

**Grades 9-12**

For students to be permitted to move to the next higher grade level and graduate on time, the following standards must be met:

<b>Cohort Year/Graduation Year</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>	<b>Total Credits to Graduate</b>	<b>SARDIS Total Credits to Graduate</b>
2011-12 / 2015	7 Credits	13 Credits	20 Credits	27	26
2012-13 / 2016	7 Credits	13 Credits	19 Credits	26	25
2013-14 / 2017	6 Credits	12 Credits	19 Credits	25	24
2014-15 / 2018	6 Credits	12 Credits	18 Credits	24	24

*First time 9<sup>th</sup> graders of 2009-2010 are the last cohort required to pass the AHSGE as a diploma requirement.*

**SUMMER SCHOOL**

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

Summer school is offered to students enrolled in Grades 7-12 who have failed core classes. Summer school tuition is \$250.00 per course for Etowah County students. Students must provide their own transportation to and from the summer school program.

**REPORT CARD AND PROGRESS REPORT GRADES**

The report card and the progress report is a mechanism for reporting student achievement. The grading periods will be on a nine weeks basis. Progress reports will be distributed once per grading period. Parents may request additional progress reports for their child, but may be required to schedule a conference with the student's teachers.

The maximum grade average a student can accumulate is 100 points. No student can have a grade average above 100.

<b>ACADEMIC GRADING SCALE (Grades K-12)</b>				
A = 90- 100	B = 80-89	C = 70-79	D = 60-69	F= 59 and below
S=Satisfactory (80-100)		N=Needs Improvement (70-79)		U=Unsatisfactory (69 and below)

**Conduct grades** are assigned and reported based on the conduct rating at the local school.

**Class rankings** for high school students are calculated at the end of the third nine weeks grading period of the senior year. Information about courses for which **weighted credit** may be earned is distributed annually by high schools during registration.

**SEMESTER/FINAL EXAMS**

All middle school and high school students with an average of 70 or above may exempt final exams if they meet all 3 of the following criteria.

1. No more than 3 absences during a semester, including both excused and unexcused absences.
2. No more than 4 tardies during a semester, including both excused and unexcused tardies.
3. No more than 4 tardies to each class during the semester, including both excused and unexcused tardies.

Students that are eligible to exempt, but choose to take the exam will not have their grade lowered in the event they do not perform well on the exam.

Note: Students will not be able to exempt any state mandated final exams including, but not limited to Quality Core End of Course Tests. Student s in Career Technical courses will not be eligible to exempt exams required for earning course credentials.

**PARENT CONFERENCES**

Parental involvement and support is extremely important; therefore, parent –teacher conferences are most important in maintaining and improving the learning atmosphere. Parents should maintain regular communication, concerning their child(ren)'s progress and conduct, with the school authorities. Parents

wanting to confer with teachers or administrators are asked to call the school and arrange an appointment. Parents should not come to talk with a teacher during his/her class time. The recommended times for a conference are before school, after school, or during a teacher's planning period.

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

On September 10, 2009, the State Board of Education voted unanimously on a resolution to phase out the use of the Alabama High School Graduation Exam (AHSGE) as a graduation requirement. The AHSGE will be replaced with end-of-course tests aligned with instructional content to ensure that our graduates are prepared for the workforce, technical school, and two- and four-year colleges. This concept went into effect in the 2012-2013 school year and applies to all students beginning with first-time ninth graders of 2011-2012. *First time 9<sup>th</sup> graders of 2009-2010 are the last cohort required to pass the AHSGE as a diploma requirement.*

### **GRADUATION CEREMONIES**

Students who are currently placed at the alternative school will not be allowed to participate in graduation ceremonies.

Students may participate in graduation ceremonies if he/she is only one credit short of the required credits to graduate.

Students must provide proof that he/she is enrolled and paid in full for the summer school course needed to complete the credits required for graduation.

### **Core Curriculum Definition**

The following courses are defined as core curriculum for Etowah County students. These courses are required for all diploma types.

- English - 4 units (9<sup>th</sup> grade, 10<sup>th</sup> grade, 11<sup>th</sup> grade, and 12<sup>th</sup> grade English)
- Social Studies - 4 units (World History, US History I and II, American Government/Economics)
- Mathematics - 4 units (Algebra I, Geometry, and two additional math courses (Beginning with the ninth grade class in 2013-2014: ALL students must pass Algebra II or equivalent)
- Science - 4 units (Biology, a physical science, and two additional science courses)

Students who successfully complete Algebra I in the eighth grade may receive one unit of credit that will be counted toward graduation.

### **DIPLOMA TYPES FOR STUDENTS ENTERING GRADE 9 or 10**

Consistent with requirements of the Alabama State Board of Education, the Etowah County Board of Education recognizes and will award the following two (2) types of diplomas and certificates based on the requirements as set out herein:

- 1.) Alabama High School Diploma
- 2.) Alabama High School Diploma - Advanced Academic Endorsement

**Alabama High School Diploma**  
**Beginning with the 9<sup>th</sup> Grade Cohort 2013-2014 and forward**  
**(Graduating Classes of 2017 and 2018 forward)**

- **English/Language Arts** – 4 Credits (English 9, 10, 11, and 12)  
*Equivalent/substitute options may include: Advanced Placement /Post-Secondary equivalent/ postsecondary courses/SDE approved courses*
- **Mathematics** – 4 Credits (Algebra I , Geometry and Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute)  
**One credit from:**  
Alabama Course of Study for Mathematics or equivalent/substitute courses from Career and Technical Education/Advanced Placement/ postsecondary courses/SDE approved courses.
- **Science** – 4 Credits (including Biology and a physical science)  
**Two credits from:**  
Alabama Course of Study for Science or equivalent/substitute courses from Career and Technical Education/Advanced Placement/ postsecondary courses/SDE approved courses
- **Social Studies** – 4 Credits  
Equivalent /substitute options may include: Advanced Placement /postsecondary courses/SDE approved courses
- **LIFE Physical Education** – 1 Credit (Marching Band)
- **Health Education** – ½ Credit
- **Career Preparedness** – 1 credit
- **Career Technical, Arts Education, and/or Foreign Language** – 3 Credits
- **Electives** - 2 ½ Credits *(2013-14 cohort will need 3 ½ credits to meet the 25 Credit Requirement)*

**Alabama High School Diploma - Advanced Academic Endorsement**  
**Beginning with the 9<sup>th</sup> Grade Cohort 2013-2014 and forward**  
**(Graduating classes of 2017 and 2018 forward)**

Meet all requirements as listed under Alabama High School Diploma with the following additions:

- Minimum of two (2 )Advanced Placement (AP)courses or the equivalent dual enrollment courses
- Chemistry

**DIPLOMA TYPES FOR STUDENTS ENTERING GRADES 11 OR 12**

Consistent with requirements of the Alabama State Board of Education, the Etowah Board of Education recognizes and will award the following four (4) types of diplomas and certificates based on the requirements as set out herein.

1. Alabama High School Diploma
2. Alabama High School Diploma – Advanced Academic Endorsements
3. Alabama High School Diploma – Career Technical Endorsements
4. Alabama High School Diploma – Advanced Career Technical Endorsements



**Alabama High School Diploma**  
**Cohort 2011-12 and 2012-13 (Graduating classes of 2015 and 2016)**

- English - 4 credits
- Social Studies - 4 credits
- Mathematics - 4 credits (Including Algebra I and Geometry)
- Science – 4 credits (Including one unit of physical science and one unit of Biology)
- L.I.F.E. (Lifelong Individualized Fitness Education) - 1 credit
- Health - 1 course (1/2 credit)
- Fine Arts - 1 course (1/2 credit)
- Computer Applications - 1 course (1/2 credit)
- Electives - 9 1/2 credits (**Credits will differ according to cohorts/ See chart on page 15**)
- Successful Completion of Online Experience

**Alabama High School Diploma - Advanced Academic Endorsement**  
**Cohort 2011-12 and 2012-13 (Graduating classes of 2015 and 2016)**

Meet all requirements as listed under Alabama High School Diploma with the following additions:

- Algebra II with Trig - one credit
- Foreign Language - two credits in the same language

**Alabama High School Diploma - Career Technical Endorsement**  
**Cohort 2011-12 and 2012-13 (Graduating classes of 2015 and 2016)**

Meet all requirements as listed under Alabama High School Diploma with the following additions:

Students who plan to receive a Career Technical Endorsement will need to concentrate in one of four career cluster areas: Business and Marketing Careers, Engineering and Industrial Careers, Health and Human Service Careers, or Career/Technical Education.

**Alabama High School Diploma - Advanced Career Technical Endorsement**  
**Cohort 2011-12 and 2012-13 (Graduating classes of 2015 and 2016)**

Meet all requirements as listed under Alabama High School Diploma with the following additions:

- Algebra II with Trigonometry – one credit

**HONOR ROLL**

Etowah County schools designate academic honor roll students each grading period based on local school criteria.

**CORRESPONDENCE COURSES**

Credits for correspondence courses may be allowed on the following conditions:

- 1) A student must have written approval by the principal and superintendent before the correspondence work is begun.
- 2) Any credit earned through correspondence courses shall be included in calculating a student's course of study.

**DUAL ENROLLMENT**

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

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

- 1) The student will have a "B" average.
- 2) The student will obtain written approval of the principal and superintendent.
- 3) The student will be enrolled in Grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code Rule 290-8-9-.17 regarding gifted and talented students.
- 4) The student who is enrolled in Grade 10, 11, or 12 who does not have a "B" average in completed high school courses may be deemed eligible to participate in dual enrollment courses pending demonstrated ability to benefit as documented by successful completion and placement identification on assessments approved by the Department of Postsecondary Education. Students eligible under this section will be restricted to pursuing career/technical and health-related courses. Students enrolled under this provision must have earned a "B" average in high school courses related to the occupational/technical studies and have an overall Grade Point Average of 2.5
- 5) The student shall take courses at a postsecondary/college level – not remedial courses.
- 6) The student enrolled in courses during the normal high school day on or off campus is responsible for his/her own transportation. The Etowah County Board of Education is not responsible for transportation or its liability.
- 7) Six semester credit hours at the postsecondary level shall equal one credit at the high school level.

**AT RISK PROGRAMS**

High school students may be eligible to participate in credit recovery for certain failed subjects.

Students in need of credit recovery may consult with school guidance counselors or the school principal to obtain information about credit recovery.

**ACADEMIC ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are defined as activities that are sanctioned by a public school which are not related to a student's academic requirements.

- All students promoted to the 7<sup>th</sup> grade are eligible.
- For students in grades 8-12 - Eligibility is determined by grades earned during previous school year/summer school.
- For students entering grades 8-9 - Must have passing grades in five (5) subjects with a composite numerical average of 70.
- For students entering grades 10-12 - For the last two semesters of attendance (and summer school, if applicable) must have a passing grade and earn the appropriate number(s) of credits. Must

- Include four (4) credits from the four core subjects of English, Science, Social Studies and Mathematics, with a composite numerical average of 70.

#### **Regaining Eligibility Status**

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

#### **ATHLETICS AND CHEERLEADING**

All athletic and cheerleader programs of the Etowah County School System are conducted in accordance with the Alabama High School Athletic Association. Students must show written proof of adequate insurance coverage prior to engaging in practice or participation in any athletic program sponsored by the school. Students must submit to and pass a physical examination prior to engaging in practice or participation in any athletic program sponsored by the school. All athletes and cheerleaders are subject to random drug testing.

#### **FIELD TRIPS**

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

- 1) Students going on school-sponsored trips are expected to ride the bus to and from the appointed destination with all other students. Any exceptions must be pre-approved by school administrators.
- 2) In unusual circumstances, with the permission of the principal, a student may ride in the car with his/her parents/guardians.
- 3) Parents serving as chaperones may accompany students on the outing. Other children are not allowed.
- 4) If space is a problem, parents must provide their own transportation.
- 5) Students whose parents are serving as chaperones are subject to the same rules as the rest of the class.
- 6) Students must pay in advance for field trips. These funds are requested in advance to pay for admission, buses, etc.
- 7) Out-of-State field trips must be approved by the Etowah County Board of Education prior to the event.

#### **TEXTBOOKS**

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

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

The student and parents/guardians are responsible for any loss, abuse, or damage in excess of that which would result from normal use. Costs for replacement of lost textbooks and/or charges for

damage to textbooks will be based on current replacement cost and must be remitted to the school. Misuse of textbooks includes, but is not limited to, the following:

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

## **SAFETY, HEALTH and WELLNESS**

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

### **ASBESTOS IN SCHOOL BUILDINGS**

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

## **PUBLIC NOTICE**

**TO:** Citizens of Etowah County

**FROM:** Superintendent

The Etowah County Board of Education is in compliance with the federal Asbestos Hazard Response Act (AHERA) signed into law in 1986. All schools are inspected on a regular basis for any change that may occur in existing asbestos.



Dr. Alan Cosby  
Superintendent

**SCHOOL NURSES**

School nurses try to help children stay in school so they can learn. We do, however, follow Public Health Department guidelines to prevent the transmission of communicable diseases and conditions. Any student with fever, vomiting, head lice or an undiagnosed rash will be sent home. This is for the protection of your child and other students. A registered nurse (R.N.) is employed as the lead school nurse by the board of education to coordinate health services for students in grades kindergarten through twelve. **Health screening including vision, hearing, and scoliosis are completed routinely as required by State regulations.** These will also be provided for any student on an individual basis as requested by a parent, student, or teacher. The school nurse serves as a liaison between the school and the community to provide agency referrals, health education, and medical information.

**MEDICATION AT SCHOOL**

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

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

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

Self administration of chronic medications is allowed under the following guidelines-

1. Medication must be a prescription. No over-the-counter medications can be self administered.
2. Medication forms must be provided yearly with parent and physician authorization.
3. The school nurse must approve self-administration of medication.
4. If at any time a student is not felt to be capable of self-administration, and/or following school policy for use, self-administration of medication will not be allowed.

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

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

### **COMMUNICABLE DISEASES AND CONDITIONS**

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

In all cases, a statement of clearance from the Department of Health, a physician, or school nurse shall be required before the student or staff may re-enter school or return to work. All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information. Medical information is shared with anyone in the school setting, based on a “Need to know”.

All school employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible.

**Head Lice:** A student will be sent home with instructions as to proper treatment when nits or lice are found. The student may return at any time on the same day to be re-checked, but will not be allowed to return to class until proof of treatment is provided to the school.

To be readmitted, a parent/guardian must accompany the student to the school office to be examined for the presence of lice. Students are excused the first two (2) days for treatment of nits or lice for the first incident only. All subsequent absences due to lice are unexcused.

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

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

Symptoms of the meningococcal disease include the following:

- Fever
- Headache
- Stiff neck

- Red rash
- Drowsiness
- Nausea and vomiting

MCV4, or the meningococcal vaccine, is recommended for all children 11-18 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 to live 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).

### **STUDENT DRUG TESTING**

It is the objective of the Etowah County Board of Education to assure that all students be given the opportunity to learn in a safe, drug-free environment and that all students, while under the supervision of the school system, be completely free from the effects of alcohol and/or the presence of illegal or controlled substances. In an effort to meet this objective, the Board reserves the right to require any student desiring to participate in extracurricular programs or drive on school grounds to submit to drug/alcohol tests at any time prior to, during, or following an athletic event, practice, competition, or at any other time while under the supervision of the school system.

Any student who refuses to participate in a drug/alcohol screening loses the right of participation in any Etowah County Board of Education extracurricular activity and/or drive on school grounds in accordance with Board policies. The Board has the right to conduct random, unannounced drug screenings of students participating in extracurricular activities or driving on school campus as well as the right to conduct specific drug screenings of students whenever a school official observes circumstances which provide reasonable suspicion to believe that a student has used alcohol, illegal drugs, or otherwise violated the substances abuse policy.

### **USE OF TOBACCO PRODUCTS**

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

### **SAFETY DRILLS**

The Etowah County Board of Education requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down or "code red" drills as described in the school and system safety plans.

A fire drill shall require complete evacuation of the building. An emergency drill "code red" drill for safety and security emergencies is to be scheduled during the first six weeks of each semester.

Additional lockdown drills, fire drills, and weather drills may be scheduled at any time to complete the requirement of one drill per month.

Training for faculty and staff on procedures for all emergency drills as well as information in the school safety plan are conducted at least annually. All Etowah County Schools have designated employees who are part of a Crisis Management Team that handles emergency situations.

Schools routinely conduct drills to ensure student safety in the event of fires, severe weather, intruders, or other emergency condition. School safety plans and student handbooks at each school are developed

according to current safety requirements and with advice of emergency preparedness officials. Teachers have the directions for fire, tornado, and emergency drills posted in the classroom near the exit door(s). Procedures are reviewed with students on the first day of class and periodically throughout the year.

**Fire/Evacuation Drill:** The signal for a fire/evacuation drill is defined in each local school handbook. Alabama Code 36-19-10 requires school to have one fire/evacuation drill each month. Fire codes require that doors and exits remain unlocked from the inside and clear of obstruction during the school day. Procedures for fire drills are as follows:

- Follow instructions of the teacher and/or principal concerning the fire drill.
- Move quickly, without running.
- Do not talk at any time.
- After exiting the building, walk to the designated area for roll call.
- Remain quiet and listen for further instructions.

**Severe Weather/Tornado Drill (shelter in place):** The signal for a tornado drill will be defined in each local school handbook. Student procedures for severe weather/tornado drills include the following:

- Follow instructions of the teacher and/or principal concerning the drill.
- Carry a book to shield the head.
- Proceed to the designated area for roll call.
- Remain quiet and listen for further instructions.

**Emergency Drill (Code Red):**

Each school has developed and practiced an intruder on campus drill. In the event of an intruder or other emergency situation that warrants an emergency evacuation or a lock-down, some procedures have been established that will require all entrances and exits to be locked. No one will be allowed entry or exit, including parents, until deemed safe by the administrator or authorities.

**SCHOOL OPENING, CLOSING**

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

The time set for the official opening and closing of the schools of the Etowah County School System are fifteen (15) minutes prior to the time students are to report to homeroom/first class and fifteen (15) minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise care for students. However, school system personnel are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above except during school sponsored activities.

Parents/guardians are encouraged to cooperate with school officials to ensure that students do not arrive at school too early and are picked up promptly and safely after school and after school-sponsored events. In situations where parents/guardians repeatedly fail to pick up their child(ren) promptly following after-school, extra-curricular activities within the specified time frame, the school principal and appropriate personnel shall develop and publish incremental procedures to elicit parent



cooperation and compliance, up to and including the instigation of neglect charges against the parent/guardian and notification of law enforcement and/or the Department of Human Services.

### **VISITORS**

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

### **STUDENT HARASSMENT/ BULLY PREVENTION PROCEDURE**

No student shall be engaged in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Students found in violation of this policy are subject to disciplinary sanctions as outlined under class 2 disciplinary violations. Sexual harassment, bullying, and discrimination are prohibited in Etowah County Schools.

Students sending electronic messages (Facebook, e-mail, text messages, etc.) that contain threats of violence at school or a school-sponsored event, that are deemed to be harassing by administration, or disrupt the normal school process, may be subject to disciplinary action. Law enforcement may also be contacted.

Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of the 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. 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.

**Students may also report bullying using the website [www.anonymoustips.com](http://www.anonymoustips.com).**

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

Etowah County Board of Education  
3200 West Meighan Boulevard, Gadsden, AL 35904  
(256) 549-7596

### **TITLE IX**

Title IX is a federal anti-discrimination law which mandates recipients of federal funds, like school districts, to provide equal access to educational programs and services, regardless of gender, color, national origin, etc. The ECBOE has appointed the principal at each school as the first point-of-contact

for persons who have questions or concerns with Title IX issues. If such a concern arises and the local school principal does not provide a sufficient response to the concern, aggrieved persons may utilize the board's formal grievance policy in order to pursue a solution to their problem. For more information contact:

Mr. Terry Foshee - Etowah County Board of Education  
3200 West Meighan Boulevard, Gadsden, AL 35904  
(256) 549-7565 terry\_foshee@ecboe.org

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

### **CHILD NUTRITION PROGRAM**

It is the policy of the Etowah County Board of Education to provide the Child Nutrition Program to all students based on the parent's ability to pay. Applications for free and reduced priced meals through the Child Nutrition Program are available in the principal's office and can also be submitted on-line at <http://lunchapp.ecboe.org/>. Families eligible for the program are encouraged to take advantage of the free and reduced meal program. The system's eligibility for state and federal programs available to students is based on the number of children enrolled in the free and reduced price lunchroom program. For families choosing to apply, Child Nutrition Program now requires only one free/reduced meal form per family or household instead of one form per child. These forms are available in the school office, classroom, lunchroom, and on the school system website – [www.ecboe.org](http://www.ecboe.org).

The Etowah County Board of Education Child Nutrition Program participates in the National School Breakfast, Lunch and Snack Program that operates under federal nutrition guidelines, as mandated by the National School Act of 1946 and the Child Nutrition Act of 1966 and Healthy, Hunger-Free Kids Act of 2010. These nutrition guidelines for schools are based on Recommended Dietary Allowances (RDA), student's caloric needs, and the Dietary Guidelines for Americans. School breakfast provides one fourth of a child's nutritional needs and school lunch provides one third of a child's nutritional needs.

Research has shown that there is a crucial relationship between nutrition and health, and nutrition and learning. Experts also agree that most food preferences and dietary habits are formed during childhood. The Etowah County Child Nutrition Program is committed to taking advantage of the opportunity during a child's developmental years to promote and influence healthy food choices through school meals. If you have any questions concerning any aspect of the Child Nutrition Program, call (256) 549-7572 or e-mail [laura\\_parker@ecboe.org](mailto:laura_parker@ecboe.org).

No adult or student meals may be charged. The CNP section of the school system website provides the ability to review the account and receive balance alerts at no charge. Funds may be added to accounts through this website, with a convenience fee applied to any online transactions.

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

### **BREAKFAST & LUNCH PRICES**

Breakfast			Lunch		
Student (K-12)	Full Price	\$1.00	Student (K-12)	Full Price	\$2.25
Student (K-12)	Reduced	\$0.30	Student (K-12)	Reduced	\$0.40
Visitor		\$2.25	Visitor		\$3.75

**BOOK BAGS**

Book bags and backpacks are to be properly stored upon entering school buildings. Rolling backpacks or luggage bags are not allowed due to safety concerns. Exceptions will only be made with principal's permission due to medically documented limitations.

**BUS SAFETY, STUDENT TRANSPORTATION**

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

- 1) Refusal to obey rules as stated herein or to obey rules made by the principal will make the student liable to be reported to the school administration.
- 2) Students must be at the bus stop five minutes before the scheduled bus pick-up time.
- 3) Students who walk a distance to meet the bus must walk on the side of the road to their left. While waiting for the bus, students must not stand or play in the highway.
- 4) Students must not attempt to board or exit the bus while the bus is in motion.
- 5) Students must not extend any part of their bodies outside a bus window.
- 6) Students may only exit the bus at the scheduled bus stop unless written permission is received from the principal.
- 7) Students should avoid loud voices and unnecessary conversation with the bus driver.
- 8) Students must cooperate with keeping the bus clean and avoid all forms of vandalism.
- 9) Students may not transport materials, with the exception of books and other school equipment, without permission from the principal and/or his/her designee (balloons and/or glass objects are not allowed).
- 10) Tobacco (in any form) may not be used.
- 11) Students are expected to behave in a courteous manner. Horseplay is prohibited.
- 12) Bus stops will be centralized whenever practical.
- 13) Students must always exit the bus at the front door.
- 14) Students should utilize the following procedure for crossing the highway after disembarking the bus:
  - Walk to a location at least 10 feet in front of the right corner of the bumper, but still remaining away from the front of the school bus
  - Stop and look in all directions and when clear walk to the left edge of the school bus remaining approximately 10 feet in front of the bus
  - Look for a signal and in all directions, again making sure roadway is clear and safe before crossing roadway.
- 15) Bus drivers may assign seats.
- 16) Students may not ride another bus without written permission from the principal or his/her designee.
- 17) Students may not move within the bus while it is in motion.
- 18) Students are prohibited from eating, chewing gum, and drinking beverages on the bus.
- 19) Students may be videotaped while being transported on school buses.

*Please see discipline section for consequences for bus transportation violations*

**STUDENT DRIVERS**

Student drivers will be limited to students in Grades 9-12. However, each high school has a limited number of parking spaces available and a fee is charged to obtain a parking permit. Students/Parents/Guardians should refer to the local school handbook for additional information on parking

privileges. Driving is a privilege which may be revoked if tardies, check-ins and check-outs or unexcused absences are excessive.

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

- Students driving cars or motorcycles to school must park in the student parking lot.
- Cars should be locked after arriving in the morning.
- Students driving cars or motorcycles to school must register the vehicle with the principal.
- Students are required to show a current driver's license and proof of insurance when registering the vehicle with the principal.
- Cars or motorcycles are not to be moved from the parking lot at any time during the school day until the authorized time for the student to depart from school.
- Students should not occupy cars or return to cars or motorcycles during the school day between the time of their arrival and their departure from the school campus.

### **INTERNET SAFETY AND INTERNET USE AGREEMENT**

Computers and computing resources are important tools for furthering the Etowah County School District's educational mission. The Board's goal in providing these resources to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Using these resources is a privilege, not a right. Appropriate use regulations are provided herein to insure you are aware of the responsibilities you are about to acquire.

### **ACCEPTABLE USE and INTERNET SAFETY POLICY**

The Etowah County Schools' electronic network is available to students, and the goal is to promote educational excellence in schools by facilitating sharing resources and innovations, and through communications. As the technological environment is large and varied, the use of technology by students must be legal and ethical; and it should be consistent with the educational vision, mission and goals of the Board of Education.

The use of the Etowah County Schools' technology resources is a privilege, not a right. Each user is expected to abide by the generally accepted rules of network etiquette and provisions in this document. Violations to these provisions, or applicable laws and regulations, may result in the loss of computer services, disciplinary action, appropriate legal action, and/or assessment of the cost of damages to hardware/software.

The following uses of school-provided internet access are not permitted:

- a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- b. Transmitting obscene, abusive, sexually explicit, or threatening language;
- c. Violating any local, state, or federal statute;
- d. Accessing another individual's materials, information, or files without the permission of the person;
- e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
- f. Using passwords other than one's own without written permission of that person;
- g. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;

- h. Using the network for commercial purposes;
- i. Harassing, insulting, or attacking others;
- j. Giving out personal information on-line such as full name, home address, phone number, etc.;
- k. Gaining unauthorized access (“hacking”) to resources or entities;
- l. Invading the privacy of individuals;
- m. Altering the set-up of computers as set by the system administrator;
- n. Using software which has not been assigned or approved by staff;
- o. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by district administration, teacher, or other appropriate district staff;
- p. Seeking to gain or gaining unauthorized access to information resources or other computing devices; and/or
- q. Accessing chat rooms, and sites selling term papers, book reports and other forms of student coursework.

## **INTERNET SAFETY**

### **General Warning; Individual Responsibilities of Parents and Users**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged citizens. Every user must take responsibility for his or her use of the computer network and Internet and should avoid these sites. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.

### **Personal Safety**

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet (at home or elsewhere) without your parent’s permission. Regardless of your age, you should never agree to meet a person you have only communicated with online.

### **Hacking or other Illegal Activities**

It is a violation of the policy to use the school’s network or Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.

## **INTERNET FILTERING**

The Etowah County Schools, either by itself or in combination with the Internet Provider, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors appeals to an interest in nudity or sex;

- Depicts describes, or represents in a patently offensive way with to respect to what is suitable for minors;
- An actual or simulated sexual act or sexual contact;
- An actual or simulated normal or perverted sexual act(s), or a lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;

#### **NETIQUETTE AND RESPONSIBLE USE**

1. Use digital communications (e.g. blogs, wikis, chats, discussion boards, etc.) responsibly. You will not use computers, personal devices, or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
2. Remember that you are an ambassador for the school in all of your online activities.
3. You understand that masquerading, spoofing, or pretending to be someone else is forbidden.
4. You will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, malware, or freeware on school computers.
5. You will follow all guidelines set forth by the Etowah County School District and/or teachers when publishing schoolwork online.
6. You understand the Etowah County Schools' administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

#### **CONSEQUENCES AND VIOLATIONS**

Consequences of AUP violations include, but are not limited to:

- Suspension of network access
- Revocation of network access
- Suspension of computer access
- Revocation of computer access
- School suspension
- Alternative School Placement
- School expulsion, and/or
- Legal action and prosecution by authorities

*Revised 7.18.2012*

#### **FOR PARENTS/GUARDIANS:**

##### **INTERROGATIONS**

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

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

School officials will make every reasonable effort in all cases to notify the parents/guardians when officials ask to interview students at school. In those instances when a parent/guardian cannot be

present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parents/guardians. Other non-school persons, with the exception of DHR and/or parents/guardians(s), shall not interview students during school hours. No student shall be removed from the school without a warrant or pick-up order being officially served.

### **SEARCHES AND SEIZURE**

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

Drug dogs shall be used periodically in order to maintain safe and drug-free schools.

The student will be given a receipt for substances and items impounded. Such prohibited items shall include, but not be limited to, the following:

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

School officials may make reasonable searches of a student if there is reasonable suspicion to believe that the student is carrying articles that may endanger him/her or other individuals in the school, or that such articles possessed are contrary to law or the regulations of Etowah County Board of Education policy. If a student is searched, a school official of the same sex shall conduct the search in a private setting with a third party of the same sex present. The principal or his/her designee(s) shall make every attempt to notify the student's parents/guardians of an impending search.

Schools and school buses may use video surveillance cameras to enhance student safety and security.

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

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

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

**Drug, Alcohol, Weapons, Physical Harm or Threatened Physical Harm (Act 94-784):** The school principal shall notify the appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant.

If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) school days.

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

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

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

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

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

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

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

- The student must be expelled and the expulsion noted on records transferred to any other school.
- The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:
  - Report to law enforcement
  - Contact parents
  - Suspend from school immediately pending investigation
  - Complete an investigation as soon as possible with documented written report(s)
  - Expel student according to LEA policy
- Following the expulsion determination, the student cannot attend any regular public school for one calendar year.
- The LEA can modify the expulsion on a case-by-case basis as allowed by the Code of Alabama 1975 §16-1-24.3.



- Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
- GFSA and other state required disciplinary data will be reported to the SDE through the School Incident Report (SIR).

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

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

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

Privacy rights include the right

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

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

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

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

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

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will 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 record that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Etowah County Board of Education to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Etowah County Board of Education decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

Etowah County Board of Education  
3200 West Meighan Boulevard, Gadsden, AL 35904  
(256) 549-7596

### **DIRECTORY INFORMATION**

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

### **STUDENT GRIEVANCES AND COMPLAINTS**

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

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

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

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

#### Contact

Mrs. Dena Cook  
Etowah County Board of Education  
3200 West Meighan Boulevard, Gadsden, AL 35904  
(256) 549-7560

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

### **ROLES OF THE SCHOOL, SCHOOL PERSONNEL, THE HOME AND STUDENTS**

Students enrolled in the Etowah County School System are subject to the rules of the Etowah County Board of Education while on school system property, while in attendance at school-related activities, and while being transported to and from school or school-related activities. Jurisdiction over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school community, especially when those students are representing the school.

In order to have an effective instructional program there must be a cooperative relationship between the board of education, superintendent, administration, teachers, parents, students, school personnel and the school community. This relationship is described as:

#### **Superintendent & Board Members Who**

- Provide comfortable, safe physical facilities
- Provide proper facilities for the disabled
- Provide textbooks, materials and supplies in accordance with the laws of the State of Alabama
- Adopt and implement policies for all phases of school life

- Exercise jurisdictional control through established system policies
- Exhibit consistency in enforcing rules and regulations established by system policies
- Provide transportation in accordance with state law
- Provide for safety of students and school personnel
- Provide a qualified administrative and instructional staff in each school of the system
- Adhere to the policies of Title IX
- Manage schools with no favoritism to any school
- Open doors to all students, parents, and school personnel for suggestions, constructive criticism, and conferences
- Listen to grievances from students, parents, and school personnel and administrators with an open mind
- Seek satisfactory solutions to grievances within established guidelines of state and federal law
- Endow to principals the management of their schools by supporting their decisions and amending them only as a last resort
- Provide backing (legal when necessary) for administrators and all other school personnel

#### **Principals Who**

- Manage their schools with firmness, yet fairness
- Exhibit consistency in enforcing rules and regulations
- Establish channels of communication whereby all policies are clearly understood by students, parents, and teachers
- Organize and manage schools in an orderly and effective manner
- Allow teachers to concentrate their efforts toward instruction
- Provide opportunities for the student to achieve his/her potential
- Assume administrative responsibility and instructional leadership
- Plan, manage and operate their respective school with rules and regulations of the Etowah County Board of Education
- Involve the faculty and staff in devising procedures, rules, and regulations that assure the rights of students
- Recognize that individual rights involve associated responsibilities
- Recognize individual rights are viewed in relation to the health, safety, and welfare of the majority

#### **Schools That**

- Encourage the use of good guidance procedures
- Maintain an atmosphere conducive to good behavior
- Exhibit an attitude of respect for students
- Plan a flexible curriculum to meet the needs of all students
- Promote effective training and discipline based upon fair and impartial treatment of all students
- Develop a good working relationship among staff and students
- Encourage the school staff, parents/guardians, and students to use the services of community agencies
- Encourage parents to keep in regular communication with the school and the child's teacher(s)
- Encourage parent participation in affairs of the school
- Endeavor to involve the community in order to improve quality of life therein

#### **Teachers Who**

- Are punctual and in regular attendance
- Are adequately prepared to perform promptly their duties with appropriate materials and plans

- Are respectful to all individuals and property
- Refrain from profane and inflammatory statements
- Conduct themselves in a safe, responsible manner
- Are clean, neat, and appropriately dressed
- Abide by the rules/regulations of the Etowah County Board of Education
- Abide by rules/regulations of the school in which they teach
- Seek changes in an orderly and recognized manner
- Are friendly, concerned, and willing to give extra time to counsel with students about educational, personal and related problems
- Are responsible for solving routine problems
- Are responsible for holding conferences with students and parents/guardians concerning problems encountered by the student
- Regard as essential the freedom to teach and learn
- Strive to guarantee an equal educational opportunity to each student
- Strive to use a variety of informal disciplinary and guidance methods prior to, during, and after formal disciplinary action
- Remain professional in conduct

#### Students Who

- Attend all classes daily and are punctual in attendance
- Are prepared in each class with appropriate working materials
- Show respect for all individuals and property
- Show respect for the American and State Flags and exhibit patriotism
- Refrain from profane or inflammatory statements
- Conduct themselves in a responsible manner
- Are neat, clean and appropriately dressed
- Conform to acceptable standards of appearance as set forth in the dress code of the Etowah County Board of Education
- Practice self-discipline and self-dependence in assignments and other phases of school life
- Abide by the classroom rules and regulations of the Etowah County School System, the school, and the classroom teachers
- Are aware that acceptance of imposed discipline is the first step to self-discipline
- Show a positive, cooperative attitude toward school

#### Student Rights and Responsibilities: Curriculum

Students' opinions regarding curriculum offerings are extremely important and, therefore, deserve careful analysis and consideration. The student's age, grade, and maturity determine the degree of student involvement in curriculum development. Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

#### Student Responsibilities:

- To request participation in academic programs and extracurricular activities that are compatible with ability
- To seek assistance in course selection from informed professionals in the school
- To contribute to an atmosphere free of bias and prejudice

- To cooperate fully and exert every effort to achieve mastery of the basic skills
- To complete courses successfully as determined and designated by career or college entry purposes
- To complete a selected subject successfully once he/she has enrolled in the class

#### Student Rights:

- To have equal access to educational opportunities
- To be willing to receive system-wide curriculum course descriptions that will result in the most appropriate course selections
- To be willing to receive instruction in courses of study under competent instructors in an atmosphere free of bias and prejudice
- To be willing to participate in appropriate basic skills programs in all grade levels

#### Parents and Guardians Who

- Assist their child in planning scholastic and extracurricular activities
- Maintain regular communication with the school authorities concerning their child's progress and conduct
- Ensure that their child is in prompt daily attendance
- Explain any absence or tardiness to the school
- Assist their child in being healthy, clean, and neat
- Assist their child with the resources needed to complete class work and other assignments
- Inform proper authorities of any problem or condition that affects their child or other children in the school
- Discuss report cards and work assignments with their child
- Provide up-to-date home, work, and emergency telephone numbers to proper school authorities
- Assume leadership roles and/or participate in school booster organizations
- Attend all scheduled parent/teacher conferences
- Document their understanding and acceptance of the Code of Student Conduct

### Student Rights and Responsibilities: Free Speech and Expression

Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the Constitution of the United States; therefore, in a democratic society one of the basic purposes of education is to prepare students for responsible self-expression.

#### Student Responsibilities:

- To respect the rights of others and to express disagreement in a manner that does not infringe upon the rights of others, nor interfere with the orderly educational process
- To act in a manner which preserves the dignity of patriotic observances
- To plan for, seek approval of, and conduct activities that are consistent with the objectives of the school

#### Student Rights:

- To form and express view points through speaking and writing in a manner that is not obscene, slanderous, or libelous
- To affirm identity with the American ideals, i.e., pledging allegiance to the flag
- To refrain from any activities that violate the precept of religion

### Student Rights and Responsibilities: Property & Privacy Rights

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

#### Student Responsibilities:

- To attend school-related activities without bringing materials or objects prohibited by law or board policy or which detract from the educational process
- To respect the property of the public, as well as that of individuals, and to refrain from destruction or damage to such property

#### Student Rights:

- To maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material prohibited by law or board policy
- To attend school in an educational environment in which personal property is respected.

### Student Rights and Responsibilities: The Right to Learn

#### Student Responsibilities:

- To abide by the law, including the rules and policies of the local board of education and school regarding the right to learn
- To take advantage of appropriate opportunities provided for learning
- To avoid hindering the teaching process
- To seek assistance, if needed, to aid learning
- To obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy, and participation in school programs and activities

#### Student Rights:

- To be informed of laws and the local board of education and individual school rules and policies regarding the right to learn
- To be provided a safe school environment free of illegal drugs, alcohol, or weapons
- To be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn
- To be provided with the opportunity to express concerns regarding the operation of the school

## STUDENT CONDUCT, SUPERVISION, AND DISCIPLINE

### **SCHOOL DRESS CODE**

The Etowah County Board of Education promotes an environment where students can dress comfortably. Proper standards of dress and grooming are expected of all students at all times. As a general guideline, any manner of dress deemed inappropriate or disruptive during the scholastic day and/or during the practice for, or performance in, extra-curricular activities will not be allowed.

**The school administration has the authority to determine whether or not a student is in compliance with dress code regulations.**

The parents/guardians should supervise the manner of a student's dress. Elementary students should be dressed so he/she can participate in all aspects of the total educational program including physical education.

- 1) Headgear including, but not limited to hats, caps, headbands, sweatbands, bandanas, visors, do rags, hoods, and sunglasses, must be removed upon entering the school building and shall be properly stored.
- 2) Hair must be clean, combed, and well-groomed. Hair must not be in the eyes of the student or impair his/her vision. Appropriate safety precautions must be observed in all classes. If long hair is a safety hazard, students will receive directions from the teacher/instructor. Eye protection may be required in some classes. Whenever a student's hairstyle becomes a disruptive issue, the principal will address the problem on an individual basis. Etchings in the hair are unacceptable. Facial Hair must be well groomed.
- 3) Insignias, buttons, and clothing that are suggestive (alcoholic beverages, tobacco, vulgarity, nudity, drug-related, etc.) are not permitted.
- 4) Clothing or other items that may inflame racial tension, incite a significant group of students in the student body, and/or depict any form of hatred/disrespect of others shall not be worn.
- 5) Any hairstyle, clothing or pattern of dress or other items that identify a student as being a member of a gang, or could be perceived as a threat or represent a hate or subversive organization are prohibited.
- 6) Chains, which are connected to clothing, are prohibited.
- 7) No piercing, other than the ear, is acceptable. Jewelry may not be worn by any student when safety factors are an issue. Facial piercings to the nose, eyebrows, tongue or any other part of the body will not be allowed. Band-aids cannot be worn to conceal unauthorized jewelry, and spacers, plugs, etc. used to keep pierced holes open also are not allowed.
- 8) Pants/jeans and other articles of clothing must be clean with no holes. Pants/jeans must be worn at the natural waistline.
- 9) Gym pants/shorts should only be worn during physical education class. (secondary and middle schools)
- 10) Revealing garments may not be worn at any time. This type of garment shall include, but not be limited to, short-shorts or cut-off shorts (see # 14), halters, racer back tops, midriffs (tops that show the midriff), tank tops (tops with less than 1 ½" straps), spaghetti straps, string straps, one shoulder strap, outfits with no back, see-through clothing, or tops with low necklines.
- 11) Students must wear clothing in the manner for which it is designed. Pants/jeans must fit properly and be worn to fit at the waistline with the length no longer than mid-shoe level.
- 12) Over-sized, baggy clothing is prohibited.
- 13) Students must wear proper undergarments.
- 14) The length of all articles of clothing, as well as slits in articles of clothing, must be appropriate for school wear and in no instance shorter than 3" above the top of the knee. This includes, but is not limited to, tops, sweaters and dresses worn with leggings, jeggings or tights. The principal/designee will determine compliance.
- 15) Shoes must be worn at all times, and shoes designed to be laced must be laced and tied.
- 16) Baggy coats may not be worn inside any school building.
- 17) Shoes may not contain any type of wheel or roller blades.
- 18) No sleepwear/pajamas or house shoes



**DUE PROCESS**

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

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

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

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

- 1) The student shall be given oral or written notice of the charges against him;
- 2) The evidence against the student shall be explained to him; and
- 3) The student shall be given an opportunity to present his own version of the facts concerning the charges.

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

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

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

### **ADMINISTRATIVE DISCIPLINARY OPTIONS**

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

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

**In-School Suspension:** 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 principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. The principal and staff should determine the scope of in-school suspension in their respective schools.

**Detention:** The principal or his/her designated person(s) has the authority to assign students to a designated room (detention hall) on campus before school or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. 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 detention hall. If the parent(s) or guardian can be notified on the day of the misbehavior, the student may be assigned on that day; if not, the student will be assigned following notification of parents.

**Corporal Punishment:** Each teacher is held responsible for the discipline within his/her classroom. When disciplinary action requires the use of corporal punishment as a corrective technique, the student will be given the reason for the punishment and an opportunity to explain his/her actions prior to the administration of corporal punishment. The student's refusal to accept corporal punishment will be deemed a more serious offense and treated accordingly. A parent/guardian must be contacted prior to the administration of corporal punishment.

If corporal punishment is used, it must be administered by a professional employee of the board and be reasonably administered without anger or malice. One witness must be present during the administering of the corporal punishment. A written report of each incident of corporal punishment will be kept on file in the principal's office and a Student Incident Report entered.

**Out of School Suspension:** The Etowah County Board of Education defines suspension as "the temporary removal of a student from a school for violation of school policies, rules, or regulations, or otherwise causing interference with or disruption of the orderly operations of the school." The school principal or his/her designated person(s) has the authority to suspend a student from school. The suspensions will be enacted in accordance with the prescribed policy procedures. No make-up work for academic credit will be given for assignments missed due to suspension.

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

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

**Disciplinary Probation:** Disciplinary probation is a period of time specified by the principal or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

- A. While on disciplinary probation, a student will adhere to the following conditions.
  1. The student will not commit any disciplinary violation stated in the Code of Student Conduct.
  2. The student will not participate in any extra-curricular activities.
  3. Any absence will require a doctor's excuse.
  4. The student will meet weekly with the school counselor or other person designated by the principal.
- B. Any student on disciplinary probation committing any disciplinary violations may be recommended for the Etowah County Alternative Education Center or for expulsion from the school system.

**Brief Alternative Mediation "BAM":** The Alternative Education Center offers "Brief Alternative Mediation (BAM)" with a limited number of seats available. The BAM program runs Monday through Friday for a five day placement. **This placement shall be used in lieu of out of school suspension. All placements begin on Monday.**

**Alternative Education Placement:** Students may be assigned to attend the Etowah County Alternative Education Center by the Etowah County Board of Education. The program is designed to decrease the number of students suspended for violating the Code of Student Conduct. Students must be referred by local school administrators with admission coordinated with the Alternative School staff. The program serves students in Grades K-12.

Upon recommendation by the school principal, students may be assigned to the Alternative Education Center for disciplinary reasons. Students assigned to the Alternative Education Center will receive counseling which stresses nonviolent conflict resolution, responsibility, problem solving, and other issues which can affect the student's ability to perform in the regular school environment.

School administrators and parents/guardians must have an in-school meeting prior to the student being referred to the Alternative Education Center. The administrator will explain the reason for the referral and the referral process. If the parent/guardian does not agree with the referral, he/she may attend the Tribunal. Tribunals are held weekly at the Etowah County Board of Education located at 3200 West Meighan Blvd. Gadsden, AL 35904.

**Alternative Education Center Placement Procedure:**

1. Recommendations by the school principal are made to the Director of the Alternative Education Center. Completed referral form is required
2. All referrals are reviewed by the referral committee at an official "Tribunal" weekly at the Etowah County Board of Education. This meeting is held to recommend placements to the Etowah County Board of Education. Referring school administrators are required to attend the meeting. Parents and students are invited to attend the Tribunal.
3. The committee's recommendations are reviewed by the superintendent and the Etowah County board members at the next official Etowah County Board of Education meeting.
4. Temporary placement at the Alternative Education Center may be made, pending review by the Board of Education.
5. Students with disabilities may be assigned to the alternative school. This process will include a Manifestation Determination meeting and a possible IEP meeting.

The length of stay at the alternative school will be recommended by the referral committee and approved by the Etowah County Board of Education.

Parents/guardians of students assigned to the alternative program must provide transportation.

While at the alternative school, students will not be allowed to participate in any extracurricular activities.

The student's placement can be extended based on his/her behavior.

**Referral for Expulsion:** Expulsion is defined as the removal of the right and obligation of a student to enroll and attend a public school under the conditions set by the Etowah County Board of Education.

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

The superintendent may extend a suspension or place a student in an alternative education setting pending the decision of the board to expel said student. A student expelled by the board may not return to any campus during the course of the expulsion. A school may not unilaterally expel or cease the provision of educational services to a disabled student

## **CONDUCT VIOLATIONS AND DISCIPLINARY SANCTIONS**

It is fundamental that orderly schools have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes a violation of the Code of Student Conduct. Violations are grouped into four classes that range from the least serious (Class I) to the most serious (Class IV). Appropriate school personnel shall investigate, verify, and determine classification of student conduct

on a school campus, at school-related events, or while being transported to or from school or school-related events.

Each classroom teacher will deal with general classroom disruption 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. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designated person(s).

### **CELL PHONES/DIGITAL DEVICES**

Digital Devices include, but are not limited to, the following: cellular phones, smart phones, laptops, tablets, e readers, mp3 players.

Digital Devices should ALWAYS be in Silent Mode and should only be used for educational purposes approved by a school employee.

### **DIGITAL DEVICE DISCIPLINE**

When a student is seen *using* a digital device (including a cell phone) or the digital device is heard in the hallways, lunchroom, (anywhere not under the BYOD policy and teacher led activities)

- **1st Offense:** Device is confiscated and turned in to an Administrator. Parent is notified. Parent must come to school to retrieve device.
- **2nd Offense:** Device is confiscated and turned in to an Administrator. Parent is notified. Parent must come to school to retrieve device. Student is suspended for one (1) day.
- **3rd Offense:** Device is confiscated and turned in to an Administrator. Parent is notified. Parent must come to school to retrieve device. Student is suspended for three (3) days.

### **BUS TRANSPORTATION DISCIPLINE**

- 1.) Students will be reported to the school administration for school bus violations. All violations are applicable to the appropriate section of the Code of Student Conduct.
- 2.) Bus drivers will give citations for minor offenses. Forms will be given to the student for a signature of the parents/guardians.
- 3.) The principal or his/her designee will take appropriate action if a student receives three (3) minor citations.
- 4.) Students may be disciplined in the form of bus suspension/expulsion.
- 5.) Parents/guardians of the student may appeal disciplinary action with an appeal directed to the school administrator. .

This section includes a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases accordingly. The numbers listed beside each violation are only for Student Incident Reports.

#### **Class 1 Violations**

**Disruption on a school bus (S12)**

**Excessive distraction of other students (S12)**

**Failure to follow directives from board of education employees** - Principal/Administrator, teacher, counselor, teacher's aide, substitute teacher, bus driver, lunchroom worker, etc. (S10)

**Illegal organizations** - any on-campus participation in fraternities, sororities, secret societies, or other unauthorized clubs (S71)

**Inappropriate display of affection** – including, but not limited to embracing/kissing (S30)

**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 (S09)

**Littering of school property** (S08)

**Minor intimidation of a student** – intentional, unlawful threat by word or act to do harm to another student, coupled with the ability to do so (S31)

**Non-conformity of dress code** (S09)

**Non-direct use of profane language or obscene manifestations** (S26)

**Refusal to complete class assignment**, including continued failure to bring materials to class (S10)

**Unauthorized absence from class or school** (S36)

**Unauthorized use of school/personal property** (S10)

**Unexcused Tardiness** – Reporting late to class (S72)

**Any other violation** that the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances. (S58)

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#### Class 1 Disciplinary Sanctions

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Parent/guardian notification is required. The principal's discretion for the following sanctions may include, but not be limited to, the following:

- Conference with the student
- Verbal reprimand
- Withdrawal of privilege(s)
- Parents/guardians conference(s)
- Demerit(s)
- Temporary removal from class (including prohibiting the student from attending special events, i.e. field trips, etc.)
- Detention
- In-school suspension
- Corporal punishment
- Disciplinary probation
- School bus suspension (Less than 10 days)
- Other sanction(s) as approved by the Etowah County Board of Education

**Class 2 Violations**

**Assault/Battery upon students** - Intentionally touching or striking another student against his/her will (S05)

**Bullying** (including Cyber-bullying) – (Documented Harassment/Bully Prevention Procedure)  
Disciplinary sanctions may vary depending on the severity. (S20)

**Dishonesty, cheating, providing false information** to an employee of the Etowah County Board of Education (S09)

**Engaging in any act that is deemed harmful**, including but not limited to, practical jokes (S20)

**Gambling** - any participation in games of chance (flipping coins, matching, etc.) for money and/or other things of value. (S19)

**Inappropriate speech** or other expression intended to insult or stigmatize (written, electronic or gestures) others on the basis of their sex, race, color, disability, religion, sexual orientation or national and ethnic origin (S11, S20)

**Insubordination, Defiance, Disrespect to a Board Employee's authority;** verbal/non-verbal refusal to comply with lawful directive of a Board Employee (S09)

**Leaving class or campus without permission** (S36)

**Possession of and/or use of matches or lighters** (S55, S57, S58))

**Possession of stolen property** with the knowledge that it is stolen (S24)

**Theft of Property** valued at less than \$50.00 (S24)

**Tobacco products including electronic cigarettes (E-Cigarettes) and vapors** - Possession, sale, use (S32, S34)

**Touching of another person** - Offensive touching or touching with a sexual connotation (S29)

**Trespassing/Illegal School Entry** – Breaking, entering or remaining in a structure or conveyance without jurisdiction and/or supervision during the hours the premises are closed to the public (S35)

**Unsafe/Unlicensed Driving** on school property or other violations of the school parking/driving Rules (S25, S12)

**Use of Profane Language/Obscene Manifestation** (verbal, written, electronic, gestures) directed toward another person or possession of pornographic material (S26)

**Vandalism/Property Damage**, including but not limited to malicious mischief, graffiti, or intentional damage to public property, i.e., desks, tables, bus seats, or real property of others. In all cases, the student/parents /guardians shall make monetary restitution for damages. (S08)

**Written/Verbal Proposition** – to engage in sexual acts (S29)

**Violation of Internet Acceptable Use Policy (S09, S10)** (Refer to page 30 for consequences)

**Violation of Medication Policy (S09, S10)**

**Any other violation** the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances (S58)

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### Class 2 Disciplinary Sanctions

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Parent/guardian notification is required. The principal's discretion for the following sanctions may include but not be limited to the following:

- Temporary removal from class (including prohibiting the student from attending special events, i.e., field trips, etc.)
- Detention
- In-school suspension
- Alternative Education Program:  
First assignment to alternative placement is limited up to 30 days placement
- Out-of-school suspension (Parents/ guardians contact required before suspension)
- Referral to outside agency, including the criminal justice system
- Corporal punishment
- School bus suspension
- Restitution of property and damages where appropriate
- Other sanction(s) as approved by the Etowah County Board of Education

### Class 3 Violations

**Accessing or changing information in a school computer** to endanger or cause harm to another individual (S08)

**Aggressive Contact** that causes physical harm (S05)

**Criminal Mischief** (S08)

**Discharging of an air-gun or any other device** that expels a projectile with speed (S45)

**Extortion** - the act of obtaining service, money, or information by the use of threats (S31)

**Fighting** on school grounds, school bus, school building or at school-related functions/events (S17)

**Inciting/Participating in major student disorder** including, but not limited to, gang activity; leading, encouraging or assisting in disruption that results in destruction/damage of private property or personal injury to the participants or others (S22)

**Indecent Exposure** which is socially unacceptable exposure of the human body, on school property or at a school-sponsored event/function (S29)

**Prohibited Item** - Possession, sale, use, furnishing, or giving of a prohibited Item (S55, S56)

\*Does not include item listed in Class 4 Violations

\*Without the intent of causing harm

**Robbery** - the taking of money or other property from the person or custody of another person. Restitution will be required. (S27)



**Theft of Property**- the intentional unlawful taking and/or carrying away of property valued at \$50.00 or more when said property belongs to or is in the lawful possession or custody of another. Restitution will be required. (S24, S25)

**Threatening Language and/or Harassment** that is not consistent with criminal activity directed to another individual's harm, to employees or students of the Etowah County Board of Education, their family or property, including the performance of such act (S05, S20)

**Unjustified Activation of Fire Alarm/ Fire Extinguisher** (S18)

**Any other offense that the school administration may deem reasonable** to fall within this category after investigation and consideration of extenuating circumstances (S58)

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### Class 3 Disciplinary Sanctions

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Parents/guardians notification is required. The principal's discretion for the following sanctions may include but not be limited to

- Out-of-school suspension (Parents/guardians contact required before suspension)
- Alternative Education Program:  
First assignment to alternative placement limited up to 45 days placement
- Referral to outside agency, including the criminal justice system
- Expulsion
- Restitution of property and damages where appropriate
- Other sanction(s) as approved by the Etowah County Board of Education

**A Class 4 violation are considered criminal in nature and will involve local law enforcement.**

**Arson** – the willful and malicious burning of school property. (S04)

In accordance with the Code of Alabama 1975 §16-1-24.1(e) (2), parents/guardians are liable for damages to school property caused by their child/children.

**Assault/Battery on another person** (student, teacher, staff member, visitor, etc). (S05)

In accordance with the Code of Alabama 1975 §13A-6-21, it is a Class C Felony to cause physical injury or threaten to cause physical injury to teachers or other employees of the Board of Education. In accordance with the Code of Alabama 1975 §16-1-24(b)(c), the principal shall notify appropriate law enforcement officials when a student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Etowah County Board of Education

**Bomb Threat** – Any such communication concerning school board property that has the effect of interrupting the educational environment. (S06)

Any student found to have made a bomb threat or to have falsely reported such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures. Any student, who counsels, advises, persuades, encourages, or dares another person to make a bomb threat or to falsely report such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures.

**Crimes** as defined under the laws of the city, county, State of Alabama, or the United States  
*Etowah County Board of Education reserves the right to refer a student to the Etowah County Alternative Education Program if a student has a pending felony charge.*

**Explosive Device** (Possession, Sale, Discharge/Use) (S46, S47, S48)

In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Etowah County Board of Education. (See Gun Free School Act)

**Possession of any firearm**, including but not limited to, a starter gun which will or is designed to or may already be converted to expel a projectile by the action of an explosive, the frame or receivers of any such weapon, with intent to do bodily harm on school system property, including a school bus, is a Class C Felony. (S43)

In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Etowah County Board of Education. (See Gun Free School Act)

**Possession of a Weapon** With the intent of causing harm (knife, metallic knuckles, tear gas gun, throwing star, chemical weapon or device, pepper gas, or any other weapon, instrument, or object) (S49)

**Sexual Offense** – Acts of a criminal sexual nature which occur on school property, school buses, or when the student is in attendance at a school-related activity. (S30)

Any other offense that is deemed criminal in nature and involves law enforcement

*In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Etowah County Board of Education. (See Gun Free School Act)*

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**Expulsion Procedure**


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Upon the recommendation of the Superintendent, all six (6) steps listed below apply. Administrators should refer to **Due Process** Guidelines in order to preserve the constitutional rights of the student.

- Step #1 Principal shall notify law enforcement and JPO.
- Step #2 Principal will file a formal petition with law enforcement. The principal shall contact parent; parent shall be notified, in writing, of the pending charge. The student shall remain at home pending an administrative hearing.
- Step #3 Principal shall notify the superintendent/designated hearing officer of the offense. The superintendent/designated hearing officer shall establish a time, place, and date of the pending hearing. Parent will be notified of the time, date and place. If anyone other than the student and parent/guardian is to attend the hearing, superintendent/designated hearing officer must be given 24 hours notice; if not given notice, superintendent/designated hearing officer may elect to reschedule hearing.
- Step #4 A formal hearing shall take place within three (3) business days unless otherwise stated by the superintendent/designated hearing officer. Principal (or designee) shall furnish designated

hearing officer evidence of the alleged offense as well as pertinent information regarding the student's overall conduct, attendance, and academic record. Students served under IDEA or Section 504 shall have a hearing with their respective IEP/504 committee at the local school.

- Step #5 Parents will receive the disciplinary disposition in writing, within three (3) business days of the hearing. Hearing officer shall also notify alternative school director of the disciplinary disposition.
- Step #6 Appeals of the hearing officer's determination may be made to the Etowah County Board of Education in writing within 10 business days of the due process hearing. The appeal shall be held at the next available meeting for the board. Superintendent shall notify parents of his/her determination within a reasonable amount of time.

School officials must notify the appropriate law enforcement officials when any person violates policies of the Etowah County Board of Education concerning drugs, alcohol, bomb threats, weapons, physical harm to a person, or threatened physical harm to a person. If that person is an enrolled student, the local school system shall immediately suspend the student from attending regular classes. The decision to initiate disciplinary action and/or criminal charges against a student shall include a review and consideration of the student's exceptional status, if applicable. Code of Alabama 1975 §16-1-14.

## **Drug/Alcohol Related Discipline Issues and Consequences**

### **Unlawful possession, transfer, sale or purchase of illegal/controlled substance including illegal drug paraphernalia and alcohol on school grounds or at a school sponsored activity**

- 1<sup>st</sup> Offense of school year– 30 days Alternative School Placement plus completion of the Substance Abuse Program (S.A.P.)
- 2<sup>nd</sup> Offense of school year – 90 days Alternative School Placement plus completion of the Substance Abuse Program ( S.A.P)
- 3<sup>rd</sup> Offense of total school career – Move for expulsion, follow all expulsion procedures

### **Under the influence of illegal/controlled substance or alcohol on school grounds or at a school sponsored activity**

- 1<sup>st</sup> Offense of school year– 30 days Alternative School Placement plus completion of the Substance Abuse Program (S.A.P.)
- 2<sup>nd</sup> Offense of school year – 90 days Alternative School Placement plus completion of the Substance Abuse Program ( S.A.P)
- 3<sup>rd</sup> Offense of total school career – Move for expulsion, follow all expulsion procedures

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

- A student **convicted by any court** of selling drugs on the premises of the Etowah County Board of Education or at any school activity will be recommended for expulsion.
- The Etowah County Board of Education reserves the right to immediately recommend expulsion based on the recommendation of the Etowah County Superintendent

### **Procedures for handling drug/alcohol related violations**

- The first school staff member to come in contact with indications of use or possession of dangerous or illegal drugs by a student(s) shall document the facts surrounding the situation.
- Documentation should include the student(s) name and address, location in the building or school premises where the evidence was found, and a brief summary of the facts surrounding the case.
- The staff member obtaining the evidence should immediately report to the principal or his/her designee.
- The student should be given the opportunity to submit written or oral statements and to call a witness into the conference with the principal or his/her designee.
- The principal or his/her designee shall place the evidence in an envelope in the presence of the student. The envelope should be sealed and signed by the principal and his/her designee(s), the staff member who found the evidence and the student.
- The principal or his/her designee(s) should then call the police or proper law enforcement official (SRO) and request someone to pick up the sealed envelope in the presence of the alleged guilty student. The principal or his/her designee(s) should personally hand this material to the officer. The police officer will take the evidence for analysis and file the proper petition with the juvenile court or court of record.
- The parents/guardians are to be contacted and the matter discussed fully with them. The parents/guardians conference should be attended by the parents/guardians, staff member who documented the situation, student, principal or his/her designee(s), and in some situations, law enforcement officials.

**In accordance with Code of Alabama 1975 §16-1-24.1(b) (c), the principal shall notify the appropriate law enforcement officials when any student violates board policy concerning drugs and/or alcohol.**

#### **Etowah County Board of Education Board Meeting Schedule**

**All meetings of the Etowah County Board of Education are open to the public. Meetings begin at 5:00 p.m.**

**Additional “Called Board Meetings” may be held. Public notice for these meetings will be given at least twenty-four (24) hours in advance.**

**“Work Sessions” will be scheduled as needed. Public notice for work sessions will be given at least twenty-four (24) hours in advance**

## Contact Information: ETOWAH COUNTY SCHOOLS

Carlisle Elementary (K-6)	<i>Principal – Mrs. Donna Johnson</i>	256-593-4613
Duck Springs Elementary (K-6)	<i>Principal – Mrs. Suzanne Nance</i>	256-538-6301
Gaston School (K-12)	<i>Principal – Dr. Miria King-Garner</i>	256-547-8828
Glencoe Elementary (K-4)	<i>Principal – Mrs. Teresa Lokey</i>	256-492-4709
Glencoe Middle (5-8)	<i>Principal – Mrs. Ginger Smith</i>	256-492-5627
Glencoe High (9-12)	<i>Principal – Mr. Charlton Giles</i>	256-492-2250
Highland Elementary (PK-6)	<i>Principal – Ms. Lori Moss</i>	256-546-7409
Hokes Bluff Elementary (K-5)	<i>Principal – Mr. Charles Gardner</i>	256-492-5571
Hokes Bluff Middle (6-8)	<i>Principal – Mr. Greg Watkins</i>	256-492-1963
Hokes Bluff High (9-12)	<i>Principal – Mr. Scott Calhoun</i>	256-492-1360
Ivalee Elementary (K-6)	<i>Principal – Mr. Eddie Vance</i>	256-538-9781
John Jones Elementary (K-5)	<i>Principal – Mrs. Tanya Clark</i>	256-442-2900
PASE High/Job Corps	<i>Director – Mr. Butch Dixon</i>	256-439-2972
Rainbow Middle (6-8)	<i>Principal – Mrs. Tracy Cross</i>	256-442-1095
Sardis High (7-12)	<i>Principal – Mrs. Wendy Gibbs</i>	256-593-5221
Southside Elementary (K-5)	<i>Principal – Mrs. Carrie Yancey</i>	256-442-1090
Southside High (9-12)	<i>Principal – Dr. Marguerite Early</i>	256-442-2172
West End Elementary (PK-6)	<i>Principal – Mrs. Andrea Collett</i>	205-589-6711
West End High (7-12)	<i>Principal – Mr. Craig Shoemaker</i>	205-589-6421
Whitesboro Elementary (K-6)	<i>Principal – Mrs. Kristy Towns</i>	256-593-5406
Career Technical Center	<i>Director – Mr. Mark Stancil</i>	256-538-3312
Alternative Education Center	<i>Director – Mr. Butch Dixon</i>	256-538-8431
Learning Center	<i>Director – Mrs. Sharon Brown</i>	256-442-1050

**All Etowah County School System employees have access to email, and can be reached at [FirstName\\_LastName@ecboe.org](mailto:FirstName_LastName@ecboe.org)  
Visit the system website at [www.ecboe.org](http://www.ecboe.org) for additional information and to subscribe to eAlerts.**

## 2014-2015 Code of Student Conduct Notice of Receipt

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

It is the intent of the Etowah County Board of Education that each student and his/her parent/guardian receive a copy of the Etowah County Board of Education *Code of Student Conduct* and the Individual School Supplement (responsibility of the base school). The faculty within each school is charged by the Etowah County Board of Education to review the *Code of Student Conduct* with the student body. By signing this form, you are verifying receipt of the Etowah County *Code of Student Conduct*.

**\*\*\* Parents should initial in each of blanks to reflect receipt of specific information.**

\_\_\_\_\_ **Code of Student Conduct** - I acknowledge that I have received a copy of the Etowah County *Code of Student Conduct* that has been adopted by the Etowah County Board of Education.

\_\_\_\_\_ **Special Education** - I acknowledge that I have received information concerning the availability of Special Education Services for students enrolled in Etowah County Schools.

\_\_\_\_\_ **Textbooks** - I acknowledge that I have received information concerning the care of state-owned textbooks.

\_\_\_\_\_ **Directory Information** - I understand that if I object to the disclosure of any or all of the items specified as directory information, I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter.

\_\_\_\_\_ **Drug Survey** - I understand that if I object to my child participating in a Drug Use Survey as required by Title IV funding, I shall place written objections on file with the school at the time of the student's enrollment or at any time thereafter.

\_\_\_\_\_ **Internet Use** - I have read and understand the Acceptable Use Policy and Student Handbook of the Etowah County School District. I understand that the right to use the computer network and Internet access may be suspended or terminated if I fail to comply with any of the rules and requirements outlined in that policy.

\_\_\_\_\_ **Parental Notification of Compulsory School Attendance Laws** – I have read the parent notification of compulsory school attendance laws and I am fully aware of my responsibility to see that my child attends school daily and of the penalty for my failure to do so.

\_\_\_\_\_ As a parent or guardian of the above-named student, I have read the Etowah County Schools Acceptable Use Policy. I understand that access to the Internet is for educational purposes and that the Etowah County School District will take reasonable precautions to prevent access to controversial material. However, I understand that it is not possible to restrict access to all materials, and will not hold the District liable for materials that may be acquired on the Internet by my child. I understand that my child's Internet access will be valid as long as my child complies with the rules and requirements outlined in the Acceptable Use Policy.

\_\_\_\_\_ In addition, the Etowah County School District strives to promote positive activities, honors, and work of our staff and students. This includes working with the local newspapers and also developing our own publications. Authorization to release student photo/work gives Etowah County School District permission to submit photo/work to local newspapers, school newsletters, the school or district website and/or other publications promoting District activities.

\_\_\_\_\_ I authorize my child's to access the Etowah County School District's computer network for Internet access.

\_\_\_\_\_ I authorize the Etowah County School District to release my child's student work/photo for publication in local newspapers, school newsletters, the teacher, school or District website, and other publications promoting District activities.

**It is the parent's/guardian's responsibility to notify the school if the student is NOT allowed to utilize available technology or to deny publication of student work/photos.**

\_\_\_\_\_ **FERPA** – I acknowledge that I have received information regarding the Family Education Rights Privacy Act.

\_\_\_\_\_ **Bus Safety/Student Transportation** - I acknowledge that I have received information concerning bus safety and student transportation.

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**My signature acknowledges receipt of Etowah County *Code of Student Conduct* and individual school sections, which includes Special Education Information, Textbook Rules and Regulations, Release of Directory Information, Drug Survey Administration, Bus Safety/Transportation, Internet Use, and FERPA.**

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<b>Student Name (Printed)</b>	<b>Student Signature</b>	<b>Date</b>
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<b>Parent/Guardian Name (Printed)</b>	<b>Parent/Guardian Signature</b>	<b>Date</b>
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