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INTRODUCTION

The Cullman County Commission on Education has adopted the following disciplinary and academic standards for students enrolled in Cullman County Schools. The purpose of these standards is to maintain an overall positive school environment and atmosphere that enhances student and teacher morale and increases parental and public support for our schools.

A uniform code of conduct for students is important to the pursuit of academic excellence so students may have meaningful learning experiences. Students’ learning experiences are enhanced through a positive environment, free from disruptions and distractions.

This handbook for students includes selected policies of the Cullman County Commission on Education. A complete copy of the Commission Policies is located in the principal’s office of each school. Parents and the general public are welcome to review the policies.

HOW TO RESOLVE AN ISSUE AT YOUR SCHOOL

It is the goal of each teacher, administrator, and support person in Cullman County Schools to provide a safe and positive environment in which students can learn. Occasionally, situations arise that cause misunderstandings or miscommunications between the school and the parent or guardian. Please make every attempt to resolve the problem at the local school using these procedures.

Talk with your child’s teacher first. Teachers are responsible for students all day and may not leave class for a conference, so please call the school to make an appointment to see the teacher. Teachers may meet with parents during planning periods, before school, or after school.

If your issue cannot be resolved with the teacher, please call and schedule a conference with the principal. Principals are the administrators of the schools, and they make final decisions at the school.

If you believe you need to talk with someone else, you may call the central office and ask to speak with a supervisor who will make an attempt to resolve any issues. Please make good-faith attempts to resolve all problems at the school.

Principals, teachers, and support personnel are trained to make sure all children on Cullman County Schools campuses are safe. Any threats or perceived threats to the safety and security of either school personnel or the children they serve will be considered serious and will be treated as such.

All visitors to Cullman County Schools campuses must first sign in at the school office and receive a visitor’s pass. No person may be on campus without the permission of the administrator.

The principal of each school is authorized to develop additional rules and procedures consistent with Cullman County Schools’ Policies that will provide for increased security and safety for students and that will promote a positive learning environment.

Local school rules, regulations, and procedures are normally printed at the beginning of the school year and distributed to students at the local school. Cullman County Schools Student Handbook is a system-wide publication and is intended as additional communication from the school to the home. Board policies may be revised any time during the school year. In the event the board revises and/or adds or changes any board polices the updated policies will be posted on the CCBOE website.

JURISDICTION OF THE SCHOOL BOARD

Students enrolled in the Cullman County School System are subject to the policies of the Cullman County Board of Education and to the rules, regulations, and procedures of the local school. This authority applies to all school-
sponsored activities and areas covered by the school jurisdiction.

PRIVACY AND PROPERTY RIGHTS
Federal and state laws provide people with reasonable expectations of privacy in addition to freedom from unreasonable search and seizure of property. This freedom is limited and must be balanced by the school’s responsibility to protect the health, safety and welfare of all students. Students may maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion that a student possesses any object or material that is prohibited by law or Cullman County Commission on Education policy.

STUDENT GRIEVANCE PROCEDURE
Students will be assured the opportunity for an orderly presentation and review of grievances of the most immediate level of supervision. In the event local school personnel are unable to resolve a student grievance, the student may then follow the system’s grievance procedure as stated in the Cullman County Commission on Education policies located in the principal’s office.

NONDISCRIMINATION POLICY
It is the official policy of the Cullman County Commission on Education that no student be denied access to any educational programs or services because of race, sex, national origin, religion, creed, age, color, handicap, limited English speaking ability or disadvantaged condition. Anyone wishing to file a complaint or having any questions related to this policy may contact Cullman County Board of Education, P. O. Drawer 1590, Cullman, AL 35056. Phone: 256-734-2933.

ASBESTOS MANAGEMENT
The Cullman County Commission on Education, in compliance with the Environmental Protection Agency (EPA) AHERA Program, has performed inspection of each school building for asbestos containing materials. The Asbestos Management Plans and/or updates are on file in each school’s administrative office for review during regular school hours. Inquiries or complaints may be directed to Mr. Ron Whaley, Cullman County Schools, 402 Arnold Street, N.E., Cullman, AL 35055. Phone: 256-734-2933.

CULLMAN COUNTY CHILD NUTRITION PROGRAM (CNP)
Our mission and purpose is to provide all students with the best nutrition by serving healthy, tasty, and appealing meals. The CNP is required to adhere to any and all state and federal guidelines in order to receive state and federal funding. Failure to comply may result in state audit citations and withheld reimbursement funds.

Currently, we offer breakfast and lunch meal services at all cafeteria sites, with the goal of expanding our existing program options in the near future.

- Regular student meal prices are as follows: Breakfast $1.00; Lunch $2.10.
- Reduced meal prices are as follows: Breakfast .30 cents; Lunch .40 cents.
- Prepayments for student meals are highly recommended and strongly encouraged.
- Free & Reduced Meal Applications are available year round and are available at the central office and at each school.
- Cullman County CNP participates in the offer vs. serve initiative allowing students to select their own choices while declining others during breakfast and lunch.

NOTE: Meal prices and reduced meal prices may increase based on USDA summer releases.
For additional information about the CNP, you may call 256-734-2933 or contact us at 402 Arnold Street N.E., Cullman, AL 35055

SPECIAL EDUCATION
To the maximum extent appropriate, children with disabilities ages three to twenty-one must be educated with children who are not disabled. The nature or severity of some disabilities is such that special education and related services are necessary. Students determined to have a disability and who are in need of specially designed instruction may be eligible for special education and related services in one or more of thirteen areas of disability. The Cullman County Board of Education is
committed to the provision of appropriate programs and services for children with disabilities in accordance with Alabama Administrative Code 290-8-9. For additional information, parents or guardians should contact their child’s teacher, principal, counselor or Tiffany Mitchell, Special Education Coordinator, Cullman County Special Education Program, 17600 U.S. Highway 31 North, Cullman, AL 35058. Phone: 256-739-0486.

FEDERAL PROGRAM - 504 COMPLIANCE
It is the official policy of the Cullman County School System that no person shall, on the grounds of race, color, disability, sex, religion, national origins or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. For additional information, parents or guardians should contact their child’s teacher, principal, counselor or the 504 Coordinator, Cullman County Special Education Program, 17600 U.S. Highway 31 North, Cullman, AL 35058. Phone 256-739-0486.

EXCEPTIONAL EDUCATION
Special education services are provided for appropriately identified exceptional children and youth in accordance with the federal and state mandates. Exceptionalities through which services may be received are Intellectually Disabled, Specific Learning Disabilities, Speech Language Impairment, Multiple Disabilities, Orthopedically Impaired, Deaf/Blind, Hearing Impairment, Other Health Impairment, Traumatic Brain Injury, Developmental Delays, and Autism.

HOMEBOUND INSTRUCTION
Information regarding referral procedure for Homebound Services may be obtained from the local school guidance counselor, and/or principal. Questions or request for additional information should be addressed to the Director of Homebound Services.

CHILD FIND
The Cullman County Special Education Program is seeking to locate children with disabilities ages 0-21 within Cullman County School District. Parents of children with disabilities ages 0-3 should contact Kristie Smith at 256-734-3253, and parents with children with disabilities ages 3-21 should contact Tiffany Mitchell, 256-739-0486. The system is also seeking to locate intellectually gifted and talented children, with the emphasis on second-grade students. Contact Special Education Coordinator, Tiffanye Mitchell at 17600 U.S. Highway 31 North, Cullman, AL 35058.

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student’s abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the teacher, principal, or counselor at your child’s school.

PROGRAM ACCESSIBILITY
The Cullman County Board of Education shall, in compliance with Section 504 Rules and Regulations, provide accessibility to services provided non-disabled individuals for qualified disabled persons.

PARENTAL INVOLVEMENT POLICY
The Cullman County School System has a System-wide Parental Involvement Plan that has been developed jointly with, agreed on with, and distributed to parents of children participating in Title I, Part A programs. The plan is reviewed and revised annually. The District Advisory Council meets each year to review the plan and determine if revisions are needed. The Cullman County School system will make the plan available to parents upon request. The plan is also available for review on the system website.
PARENT-TEACHER CONFERENCES

Parent-teacher conferences shall be conducted systemically, on an individual basis, to assess individual achievement and based on this, to determine education direction (remediation, acceleration, modification of curriculum, etc.) at least once during each school year.

In kindergarten through eighth grade, student goals and objectives will be based on the Alabama Course of Study. The local school will coordinate a planned program of instruction each school year based on the course of study standards and the needs, aims, talents, and career plans of the student. Each subsequent year, academic development will be re-examined and the students’ program modified, if necessary.

Students entering the ninth grade will consult their parents, teacher(s) and/or guidance counselors to develop a four-year academic plan. Based on the four-year planned program of studies, a specific schedule of courses and activities will be prepared for each school year. Each year, the program of studies will be modified, if necessary, in accordance with changes in goals and objectives.

The parent-teacher conferences described above should give attention to student learning goals, minimum performance standards, and remediation programs for each student who fails to acquire designated knowledge and skills. Any student who fails to master the basic minimum skills must be provided remediation. The success of remediation should be monitored.

Parents and community at large will be notified of the parent-teacher conferences through announcements in school newsletters, PTA/PTO meetings, notes sent home by students and/or mail, through local newspapers, and automated calls. All parents will be encouraged to attend the established conference(s) in order to ensure coordinated planning in the student’s education.

A form will be used state-wide to document parent-teacher conferences. The signature of the parent and teacher will be on the form as part of this documentation.

IT'S THE LAW

1. A person commits the crime of falsely reporting an incident if, with knowledge that the information reported, conveyed or circulated is false, he or she initiates or circulates a false report of warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or emergency under circumstances in which it is likely to cause evacuation of a building, place or assembly, or transportation facility, or to cause public inconvenience or alarm. Falsely reporting an incident is a Class A misdemeanor except that falsely reporting an incident of bomb or explosion is a Class C felony. See ACT 000 - 113 Code of Alabama 1975, §13A-11-11

2. The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission. See ACT 94 - 784 Code of Alabama 1975, §16-1-24.1

3. Assault “with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty, he or she causes physical injury to any person” is a Class C felony (assault in the second degree). ACT 94 - 794 Code of Alabama 1975, §13A-6-21

4. No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. ACT 94-817 Code of Alabama 1975, §13A-11-72

5. The parent or guardian of any minor under the age of 18 shall be liable for the actual damages sustained to school property, plus court costs, caused by intentional, willful or malicious acts of a minor. ACT 94-819 Code of Alabama 1975, §6-5-380

6. Department of Public Safety (DPS) shall deny a driver’s license or learner’s permit to any person under 19
who is/have not received a diploma or certificate of graduation, enrolled in a GED program, enrolled in a secondary school, participating in a job training program, gainfully employed, a parent of a minor or unborn child, the sole source of transportation for parents, or exempt under provisions of the law. Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over the age of 14 possesses a driver’s license on the date of conviction, the driver’s license will be suspended for 180 days. ACT 94-820, Code of Alabama 1975, § 16-28-40

CULLMAN COUNTY COMMISSION ON EDUCATION CODE OF CONDUCT

The principal of each school is authorized and directed to develop additional rules and regulations consistent with the policies, rules, and regulations of the Cullman County Commission on Education which may be necessary to govern the conduct of students under his supervision.

1. Student conduct in all school activities shall be governed by all applicable Federal and State laws, local ordinances, the policies, rules, and regulations included in the Cullman County Schools Student Handbook, and other policies adopted by the Cullman County Commission on Education.

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

3. 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.

PARENTAL RESPONSIBILITY

In compliance with Code of Alabama § 16-28-12 (1975), any parent, guardian, or other person having control or custody of any child required to attend school who fails to compel the child to attend school and properly conduct himself or herself in accordance with policies on student conduct shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than $100 and may also be sentenced to hard labor for the county for not more than 90 days.

STUDENT RESPONSIBILITIES AND RIGHTS

ATTENDANCE

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding attendance.

To be punctual and regular in attendance.

To promptly request and complete make-up assignments for excused absences or tardies.

Student Rights Are:

To be informed of local board of education and individual school rules and policies regarding school attendance, including policies and rules regarding absences, tardies, truancies and related programs, checkout, make-up work and school-sponsored activities.

To be provided with make-up assignments for excused absences or tardies.

Perfect Attendance is defined as neither an absence, tardy, or early departure.

Please review your local school’s handbook for additional attendance policies.
RESPECT FOR PERSON, PRIVACY AND PROPERTY

Student Responsibilities Are:
To abide by laws and local board of education and individual school rules and policies regarding respect for person, privacy and property.
To respect the recognized privacy rights of others.
To attend school and related activities without bringing items prohibited by law or local board of education policy or which detract from the educational process.
To respect the property rights of those at school and the general public.

Student Rights Are:
To be informed of laws and local board of education and individual school rules and policies regarding respect for person, privacy and property.
To retain privacy of personal possessions on his/her person, in lockers or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or local board of education policy.

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

Student Responsibilities Are:
To abide by laws and local board of education and individual school rules and policies regarding rules of conduct.
To document receipt of the code of student conduct with his/her signature.
To notify their parents or guardians of ALL written communications from the school. Failure to do so may result in disciplinary action.

Student Rights Are:
To be informed of laws and local board of education and individual school rules and policies regarding rules of conduct.
To be informed as to the specific grounds of the violation(s) of the local board of education’s code of student conduct.

THE RIGHT TO LEARN

Student Responsibilities Are:
To abide by laws and local board of education and individual school rules and policies 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 Are:
To be informed of laws and 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.

FREE SPEECH

Student Responsibilities Are:
To abide by laws and local board of education and individual school rules and policies regarding free speech.
To be courteous of the views of others.

Student Rights Are:
To be informed of laws and local board of education and individual school rules and policies regarding free speech.
To express disagreement in a constructive manner taking into account the rights of others, consistent with the established education process.
STUDENT PUBLICATIONS

Student Responsibilities Are:
To abide by laws and local board of education and individual school rules and policies regarding student publications.
To communicate in a respectful manner consistent with good education practices.
To seek accurate and complete information on the topics approved for publication.
To observe the accepted rules for responsible journalism under the guidance of faculty members.

Student Rights Are:
To be informed of local board of education and individual school rules and policies regarding student publications.
To participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with that educational process.

ASSEMBLY

Student Responsibilities Are:
To abide by laws and local board of education and individual school rules and policies in regards to assembly.
To seek approval, plan and conduct meetings consistent with local board of education rules.

Students Rights Are:
To be informed of laws and local board of education and individual schools rules and policies regarding assembly.
To assemble in a lawful manner for a lawful purpose with prior approval by local school officials.

PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES

Student Responsibilities Are:
To abide by laws and local board of education and individual school rules and policies regarding school programs and activities.
To be courteous and responsible at all school programs and activities.
To complete assignments related to his/her participation in school programs and activities.

Student Rights Are:
To be informed of laws and local board of education and individual school rules and policies regarding school programs and activities.
To develop or participate in student programs and activities consistent with local board of education and individual school policies.
To seek office in any student organization.

FACULTY RESPONSIBILITIES

1. Teachers will be supported by the administration in their efforts to teach good citizenship by demanding proper respect from students for the teacher.
2. Teachers should be reasonable in their demands, but should not tolerate behavior that is disrespectful, boisterous, rough, and/or violent outbursts of language and temper on part of the students.
3. 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 designee.
4. Teachers should notify parent(s) or guardian(s) when students exhibit poor work habits or attendance.
   In addition, these students should be referred to guidance services.
5. If at any time a teacher cannot control any student or group of students, or feels he/she needs aid in controlling any student, it shall be his/her obligation to report this to his/her principal.
6. Any disciplinary work assignments should be scheduled so that they do not infringe upon instructional time.

COUNSELOR RESPONSIBILITIES

Counselors in all schools integrate the elements of a comprehensive developmental guidance program that includes individual, small group, and large group activities into the total instructional program. Students participate in activities that aid in their development in the academic, career, and personal/social domains. Students, teachers, and
parents have access to guidance counselors for consultation, assessment, referrals, and/or any other related guidance services.

**DISRUPTION ON A SCHOOL BUS**

1. Failure of any student to abide by “Student Passenger Rules and Regulations” will result in removal of the student from the bus until the problem is resolved by the principal, parents, guardians and student.
2. Students are under the authority of the school principal. The driver of the bus is responsible to the principal for student behavior. Therefore, he must prohibit:
   a. Exchanging assigned seats while bus is in motion.
   b. Throwing objects from or inside the bus.
   c. Use of tobacco, striking matches, shooting firecrackers, or open knives.
   d. Extending head, arms, or hands from windows.
   e. Defacing or damaging the bus in any manner.
   f. Vulgar talk, loud noise or shouting.
   g. Use of the emergency door except in an emergency.
   h. Leaving the bus at any other regular stop except upon written notice from the principal.
   i. Any other actions not along the lines of good conduct.
   j. Eating food or drinks on the bus.
3. Parents or guardians of students are responsible for damages students do to any bus.
4. Buses operate on a definite schedule. Students should be at the designated pick-up point, ready to enter the bus when the driver opens the door.
5. When it is necessary for the student to cross the road to get the designated pick-up point, extreme caution should be used in crossing. If the student must cross the road when leaving the bus, cross in front of the bus after looking both ways.
6. If an offense is serious enough to justify immediate action, the driver of the bus has the authority to refuse admittance. The principal will decide if and when the student will again be admitted.
7. Due to overcrowded conditions and safety hazards involved, children are not permitted to ride any bus over a route other than the one on which they are regularly assigned without permission of parents and approval by the principal that it is an emergency situation.
8. The driver will immediately report any and all violations of the above to the principal for action.

**SCHOOL BUS SERVICES**

Bus drivers will run their routes at such a time as to arrive at their home school no earlier than 7:35 a.m. Buses that serve feeder schools will arrive at those schools at a time necessary for them to arrive at their home school at the proper time.

1. Except in unusual circumstances, established school bus stops shall be at least two—tenths (2/10) of a mile apart. A newly established retrace or spur route must not be less than two-tenths of a mile, one way.
2. A school bus will not travel a road that is not open to public traffic or maintained by federal, state, county or city government.
3. School bus stops will be located so that vehicle traffic will have a clear, unobstructed view for a minimum distance of one hundred yards in both directions.
4. Bus drivers will be provided written directions to the home of each new student to be placed on their bus prior to pick-up of students on the morning route.
5. No student will be allowed to ride a bus home from school on the day of enrollment. The student must first be picked up at home on a morning route to allow the driver to learn each new stop. This procedure will help insure the safe and accurate delivery of students and to enable them to recognize their bus and driver before departure.
6. Bus passes will be approved by the principal upon receipt of a written request from the parent or legal guardian. **Phone calls for bus passes will not be accepted except in emergency situations as determined by the principal.**
7. Bus passes will not be issued for groups of students to ride to another stop other than their own.
8. Bus routes will not be altered to accommodate baby sitters or day care centers. Students may ride to these locations if a bus presently provides access to these sites.
9. In the event that a student gets on a bus that does not go by their home, the driver will return the student to
school.
10. **Students who do not normally ride the bus will not be allowed to ride the bus without written notification from the principal (reserved for emergency situations only).**

**NOTIFICATION OF RIGHTS UNDER PPRA**
The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning “protected information.”** If the U. S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
   a. Political affiliations;
   b. Mental or psychological problems of the student or student’s family;
   c. Sexual behavior or attitudes;
   d. Illegal, anti-social, self-incriminating, or demeaning behavior;
   e. Critical appraisals of student’s family members;
   f. Privileged or similar relationships recognized by law, such as with attorneys, doctors and ministers;
   g. Religious practices, affiliations, or beliefs of the student or student’s parents; or
   h. Income other than that required by law to determine eligibility.
   i. A survey that connects any of these points is called a “protected information survey.”

2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
   a. Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
   b. Any protected information survey, regardless of funding, and
   c. Any non-emergency, invasive physical exam or screening required as a condition of attendance,
      administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law.

3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
   a. Protected information of students (including any instructional materials used in connection with the survey);
   b. Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
   c. Instructional material used as part of the educational curriculum.

4. The Cullman County Commission on Education will directly notify parents and eligible students, through the publication of the annual Student Handbook, of the aforementioned rights.

5. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington, D. C. 20202-4605

**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age or emancipated minors (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to restrict the release of directory information which includes student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended, Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identify, such as a PIN, password, or other factor known or possessed only by the authorized user, and a student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be
used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identify, such as a PIN, password, or other factor known or possessed only by an authorized users.

If you do not want this information released, please complete the Directory Information Opt-Out Form and return it to the school within 30 days after the first day of classes (student enrollment). A Directory Information Opt-Out Form is available upon request through to your school principal.

2. The right to restrict the release of a student’s name, addresses, and telephone listing to military recruiters and institutions of higher education as required by federal law. This request applies to our students in the senior high schools. The Cullman County Board of Education (CCBOE) is required to advise you of this requirement and afford you the opportunity to notify the school, if you do not want this information disclosed to the military recruiters and institutions of higher learning. If you do not want this information released, please complete the Directory Information Opt-Out Form and return it to the school within 30 days after the first day of classes (student enrollment).

3. The right to inspect and review the student’s educational records upon request. Parents or eligible students should submit a written request to the school principal 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. Copies of records may be requested and obtained.

4. The right to request the amendment of the student’s educational record that the parents or eligible student believes is inaccurate, misleading, or inappropriate. Parents or eligible students may ask CCBOE to amend a record they believe is inaccurate, misleading, or inappropriate. A written request to the principal should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the records as requested, the parents or eligible students will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible students with notification of the right to a hearing.

5. The right to consent to disclosures of personally identified information contained in the student’s educational 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 CCBOE as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel). A school official has a legitimate educational interest if the official needs to review educational records in order to fulfill his or her professional responsibility. Upon request, CCBOE will disclose educational records without consent to the officials of another school district or post-secondary institution in which a student seeks or intends to enroll.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCBOE to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

A Directory Information Opt-Out form will be provided for you upon request at your local school.

**DRESS CODE**

Cullman County students are required to dress appropriately and to maintain a neat appearance. The system-wide dress code is reviewed periodically and revised as necessary. At the beginning of each school year, and as students transfer into the school system, the Board-approved dress code policy will be explained to them. The classroom teacher or school administrator has the right to refuse any student entrance into the school or classroom whose wearing apparel is, in his or her professional judgment, disruptive to normal classroom procedures or is harmful to the student’s health and safety.
BOARD-APPROVED DRESS CODE

Students and school board employees are required to appear at school clothed and groomed in a manner that will help provide an atmosphere conducive to learning and that will promote proper behavior. Any article of clothing or manner of style determined by teachers or principals to be disruptive to the learning environment or to be hazardous to the health and safety of students or to the teachers shall not be worn.

The following guidelines should be followed by students when dressing for school:
1. Halters, tank tops, spaghetti straps, see-through blouses, shirts, or dresses, undergarments worn as outer garments, or any other clothing which is determined to be too revealing, suggestive or disruptive may not be worn to school.
2. a. For students in middle and high school grades, knee-length pants, skirts and dresses must be no more than four (4) inches above the knee.
   b. For students in elementary school, the length of shorts, dresses and skirts is required to be at least mid-thigh in the front and back while standing. Mid-thigh is defined as the point of the leg beyond the fingertip with the arms and fingers fully extended at the sides.
3. Extremely tight fitting clothing, such as bicycle shorts, leotards, or knee-length pants, must not be worn as outer garments. If a skirt is worn over these, the skirt length must be regulation.
4. Shirts and blouses must be long enough to tuck.
5. All clothing must fit appropriately; big-legged or baggy pants and shorts are prohibited;
6. Long/oversized coats are prohibited.
7. Clothing and jewelry imprinted with slogans, graphics or pictures that refer to alcohol, drugs, tobacco, or clothing with vulgar or suggestive writing, pictures or patches shall not be worn to school and will not be allowed. Clothing with slogans or pictures which promote activities or products prohibited by the school code of conduct will not be permitted. All clothing must fit appropriately and must be worn in the manner for which it was designed.
8. Students must wear shoes or sandals while attending academic classes.
9. Student may not wear sunglasses inside the building unless prescribed by a medical doctor for health reasons.
10. Students may not wear any type of cap, hat or headdress at school. The only exceptions will be special occasions, athletic events, during outside P.E. activities or as head protection in vocational or agribusiness classes.
11. Clothes with holes above the knee are not to be worn to school.
12. Ear jewelry may be worn by females only. Band-Aids or retainers may not be worn to conceal an earring.
   Nose jewelry is not allowed. Jewelry (studs, pins, etc.) may not be in any visible pierced areas of the body including, but not limited to the tongue.
13. Hair should be neat, clean and well-groomed. Boys’ hair must not come below the bottom of a dress shirt collar in the back and sides, not below the eyebrows in front. The administration reserves the right to request students to alter their hair length and/or style if in their opinion it could be a disruption to the school environment.
14. Facial hair must be neat and well-groomed.
15. Bracelets, belts and other clothing and accessories with spikes, studs or chains are not allowed.
16. Students are not to wear extreme facial makeup or unnatural hair color that is distracting.
17. School sponsored activity uniforms that do not meet the dress code are not to be worn outside the activity itself.
18. Athletic bags (gym bags) must be placed in a secure, designated area prior to the beginning of the school day.
19. Clothing that depicts emblems, graffiti, gang related symbols, or colors are not permitted.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home (unexcused) to correct the situation.

The final decision with what constitutes a dress code violation rests with the local school principal.
Please check your local school handbook for procedures and clarifications on the dress code.

STUDENTS VISITING SCHOOL
1. Students may not visit other schools in which they are not enrolled unless special permission is given by the principals of both schools prior to visitation.
2. Children under school age are not permitted to visit during the regular school day without prior written permission of the principal.
STUDENTS LEAVING SCHOOL
1. Students may not leave the school grounds during the school day except on written request of the parents, approved by the principal, with the request to be filed in the principal’s office.
2. Students may not leave school grounds during the school days in a private vehicle except on written request of the parents, approved by the principal, except in emergencies when the principal’s approval is sufficient.
3. Students may not sit in, on, or loiter around automobiles on the school premises during the school day.

TOBACCO-FREE ENVIRONMENT
1. The Cullman County Commission on Education intends to maintain a tobacco-free environment in accordance with the Safe School Regulations of the Alabama State Board of Education. All persons, including school personnel, visitors, and students are prohibited from using any tobacco products on school property or at any school-sanctioned activity. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation.
2. Failure on the part of school board personnel to comply with this policy will result in discipline, including but not limited to verbal or written reprimand, suspension, or dismissal from employment.

USE OF TOBACCO PRODUCTS
Students may not possess, smoke, or use tobacco products in any form while in a school building, on school grounds, school property or in school buses during the school day or during any school sponsored activity. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation. Students found guilty of violating this policy will be subject to the students’ sanctions for Class III violations in Cullman County Schools’ Student Code of Conduct.

DRUGS
1. Drug education will be part of the school curriculum. Current Alabama laws, State Courses of Study, and State Board of Education Policies and Curriculum Guides should be consulted when planning these educational programs. Students need to be aware of the physical and psychological dangers incurred through the improper use of drugs and alcohol.
2. The possession, transfer, use, manufacture, or distribution of illicit drugs, drug paraphernalia, or alcohol is prohibited within the school board jurisdiction. Persons who ingest, consume, or inject; or otherwise use illegal drugs/alcohol or use drugs without medical justification and are thereby under the influence of such substances on school grounds or at school activities will be in violation of the Code of Conduct and law; will be subject to disciplinary action in accordance with the Cullman County Board of Education Code of Conduct under Class III violations.
3. All school principals should make reasonable efforts to prevent any person from entering the school jurisdiction who is in possession of and/or under the influence of illicit drugs, narcotics, alcohol, or any substance that may alter behavior.
4. A person who willfully sells, furnishes, or gives a controlled substance as defined in the Code of Alabama § 20-2-2 (1975) to a minor may be liable for injury or damage or both, suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.
5. Law enforcement agencies will make periodic, unannounced visits to any local public school for the purpose of detecting the presence of illegal drugs.

DRUG AND/ OR ALCOHOL INCIDENTS
These guidelines will cover all instances either on school grounds or at any school sponsored or sanctioned events.
1. Any student who fails to comply with all existing laws, Board Policies or local school policy regarding drug and/ or alcohol shall be immediately suspended from school for 10 school days.
2. The principal, or his/her designee, shall schedule a hearing to be held on or before the fifth day of suspension.
3. The hearing is not to be held to determine the merit of suspension but rather to determine if the remaining 5 days are to be served off school grounds or in an Alternative School setting.
4. The Hearing Officer will have authority to place the student back in school if he or she determines that the remaining days should be served there. This option exists only in extreme conditions determined to be necessary by the Hearing Officer.
5. The hearing will determine if, where and/or when the student will continue to be served by the Cullman County Board of Education when the 10 day suspension period is over and the Hearing Officer will make the appropriate recommendation.
6. The guidelines will be in effect for, but not limited to, possession, use, sale, or under the influence of any alcohol or drug product.

DRUG TESTING OF ACTIVITY STUDENTS POLICY
In an effort to protect students electing to participate in extracurricular activities from controlled substance and illegal drug use and abuse, and to promote the health and safety of its students, the Cullman County Board of Education has adopted a random drug testing policy. (6.22 and 6.23)

Participation in school-sponsored interscholastic extracurricular activities and/or driving on school campuses at Cullman County Schools is a privilege. Students electing to participate in extracurricular activities which include but are not limited to Academic Teams (for example: Debate, Math, FBLA, Scholars Bowl), Band, Choral, Cheerleaders, Majorettes, and Athletics, and/or operate vehicles on campus are subject to random drug testing.

“Activity Student” means a member of any middle school (6-8) or any high school (9-12) Cullman County Schools sponsored extra-curricular organization which participates in interscholastic competition. The Board reserves the right to depart from these policies and procedures where it deems it is appropriate. Except where specifically prohibited by law, the guidelines contained within this document may be changed by the Board at any time. Students covered by this policy and its procedures will be informed of changes. This policy supplements and complements all other policies, rules, and regulations of Cullman County Schools regarding possession or use of illegal drugs.

VANDALISM/PROPERTY DAMAGE
1. Students who negligently or maliciously damage, destroy, lose, sell, or otherwise dispose of school property will be required to pay all costs incurred for the full extent of damage or loss and be subject to immediate suspension or expulsion from school.
2. The parents or guardian of any student or the student 18 or over shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful or malicious acts of the minor.

ASSAULT ON ANOTHER PERSON
1. The Cullman County Commission on Education is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of this school system that fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned or maintained vehicle will not be tolerated.
2. The superintendent, working cooperatively with the local sheriff’s department, district attorney, and the juvenile court, shall enforce a “no-fight” policy in all middle/junior high schools and senior high schools, within the system.
3. Fighting in a school building, on school grounds, at any school-sponsored event, or on a school owned/maintained vehicle shall be classified as a major violation of the code of student conduct.
4. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion (Title 13A, Code of Alabama 1975).
5. Assault “with intent to cause serious physical injury to a teacher or to another employee of a public education institution during or as a result of the performance of his or her duty, he or she causes physical injury to any person” is a Class C felony (assault in the second degree).
6. The principal or designee shall investigate any fight and take appropriate action as identified in the code of student conduct.
7. The principal shall notify the appropriate law enforcement officials when a student or person causes physical harm or threatens physical harm to another student or person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant.
8. The principal or designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses.
9. The principal or designee shall secure reliable witnesses for court appearances.
10. The principal or designee will call the sheriff’s department and file a complaint/petition with the juvenile court.
11. A reasonable attempt will be made to notify the parent(s)/guardians(s) if the student is to be removed from the school by law enforcement officers.

HARASSMENT/BULLYING

It is the policy of the Cullman County Commission on Education to maintain a learning and working environment that is free from harassment (including sexual harassment)/bullying. No student shall engage in or be subjected to harassment/bullying, violence, threats of violence, or intimidation by another student through conduct or communication that is based on race, sex, religion, national origin, disability, and/or any personal characteristic. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Definitions:

1. The term “harassment/bullying” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories set forth in Board Policy, Section 6.24.
2. The term “sexual harassment” is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal, written or electronically conveyed or physical contact of a sexual nature. Sexual harassment is illegal and will not be tolerated. (The principal or designee will investigate all allegations of sexual harassment and take appropriate action against students who engage in sexual harassment. Sanctions for violations may include verbal or written warning, suspension or expulsion.)
3. The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
4. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
5. The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit activity or opportunity for which the student is or would be eligible.
6. The term “student” as used in this policy means a student who is enrolled in the Cullman County School System.

Description of Behavior Expected of Students

1. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (a) to comply with the requirements of law, policy, regulation and rules prohibiting harassment (including sexual harassment)/bullying, violence, or intimidation; (b) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (c) to refrain from placing another student in fear of being subjected to violence, injury or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

2. Violence, threats of violence, harassment (including sexual harassment)/bullying and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
   a. The student’s race;
   b. The student’s sex;
   c. The student’s religion;
   d. The student’s national origin; or
   e. The student’s disability.
3. Consequences for violations and reporting procedures can be found in Section 6.24 of Board Policy. (Said Board Policy can be found on the Cullman County Board of Education website: www.ccboe.org)

OFF-CAMPUS OFFENSES

1. Students shall be subject to discipline under Cullman County Schools’ Student Code of Conduct for engaging in off-campus conduct that affects the safety and welfare of the school, staff and/or students or that has a direct effect on the discipline or educational environment of the school.

2. Off-campus conduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct that is prohibited by the criminal codes of Alabama or the United States, is punishable as a felony or would be punishable as a felony if connoted by an adult and for which a student has been arrested, indicted, adjudicated to have committed, or convicted.

WEAPONS

1. No person, other than authorized law enforcement personnel, may bring or possess a gun, deadly weapon as defined by Act 94-817, or dangerous instrument at school, on a school bus, or at any school-sponsored event.

2. The school principal shall notify appropriate law enforcement officials when any person is found to possess a gun, deadly weapon, or dangerous instrument at a school, in a school bus, or at any school sponsored event.

3. If that person is a student, he/she will be immediately suspended from attending regular classes and a hearing will be scheduled at the earliest possible date.

4. Students found guilty of possession of a gun will be subject to a minimum of one-year expulsion (Violations may result in permanent expulsion from the school system.)

5. Notwithstanding the foregoing, the Cullman County Commission on Education and the superintendent of education may modify the expulsion requirement for a student on a case-by-case basis.

6. No student guilty of a violation on the policy regarding guns and dangerous weapons will be readmitted to school until all criminal charges or offenses have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the school system.

7. Students with disabilities who violate the policy on guns and dangerous weapons will be treated on a case-by-case basis in accordance with IDEA and Section 504, federal and state laws and regulations, and court rulings.

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

*The term “deadly weapon” as used in this section means a firearm or anything manifestly designed, made or adopted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device, a pistol, rifle, or shotgun, or a switchblade knife, gravity knife, stiletto, sword, or dagger, or any club, baton, billy, blackjack, bludgeon, or metal knuckles (Alabama Act 94-817).

PERSONAL MOBILE COMMUNICATION DEVICES

The use of personal mobile devices including, but not limited to, laptops, tablets, and cell phones, can be allowed for instructional purposes at the discretion of the principal of the local school. If allowed by the principal, these devices should be restricted to instructional purposes only. Principals and teachers may also choose to place further restrictions on the use of personal mobile devices. All uses of personal mobile devices must fall within and are subject to Board Policies 6.20 (student). Any student using a personal mobile device must adhere to the Acceptable Use Agreement (Student Technology Use Agreement Compliance Form) with the school/district.

VIOLATIONS AND SANCTIONS

It is fundamental that an orderly school have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the code of student conduct. Violations of the Code of Student Conduct are grouped into three classes (Class I, Class II, and Class III) which range from the least to the most serious. Before determining the classifications of a violation, the principal or designee will consult
with the involved student(s) and, if necessary, the appropriate school personnel. Once the classification of the violation is determined, the principal or designee will implement the disciplinary action. Appropriate school personnel shall investigate, verify and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events.

As the violations increase in seriousness, the severity of the possible sanctions increases. The Cullman County Commission on Education may adopt other violations and sanctions in addition to those contained in this list. The Board will define the conduct necessary to establish a violation.

**CLASS I VIOLATIONS**

**Class I violations of the code of conduct are for minor offenses**

Any other violation which the teacher may add

Any offense not defined in the Class I category which the principal or designee may reasonably deem to fall within this category.

**Distraction of other students**

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting - Examples: talking excessively, interrupting class functions, provoking other students, etc.

**Failure to follow directive of a CCBOE employee**

Failure to follow instructions - Examples: Failure to take correspondence home, failure to obey instructions in hallways, assemblies, etc.

**Inappropriate display of affection**

**Intimidation of a student**

The intentional, unlawful threat by word or act to harm another student coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely

**Late to class**

Repeatedly reporting late to class

**Littering**

**Non-conformity to dress code**

**Non-direct use of profane language or obscene manifestation**

**Refusal to complete class assignments**

Continued refusal to complete class assignments

**Unauthorized use of school or personal property**

**CLASS I SANCTIONS**

**First and second offenses**

In-school conference with student

Verbal reprimand

Parent contact

Withdrawal of privileges

Temporary removal from class

In-School detention

Corporal punishment

**Subsequent offenses**

The violation advances to a Class II offense.

A discipline report is sent to the principal or designee for Class II Sanctions
CLASS II VIOLATIONS

Class II violations are intermediate offenses
Any other violation which the principal may add
   Any offense not defined in the Class II category which the principal or designee may reasonably deem to fall within this category
Disrespect toward a CCBOE employee
   Any verbal or non-verbal conduct and/or behavior directed toward a CCBOE employee that is rude or discourteous
Disruption on a school bus (Policy 6.14)
Gambling
   Any participation in games of chance
Harassment/Bullying
   Verbal, physical or visual harassing or intimidating conduct based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.
Inappropriate touching of another person may be defined as sexual harassment
Late to school
   Arriving late or departing early from school
Possession and/or use of matches or lighters
Possession of stolen property
Possession/use of cell phones, CD players, games, etc.
Profanity or obscene gesture
   May be verbal, written or physical
Refusal to follow appropriate directive from a CCBOE employee
   Defiance of a teacher, principal or designee in regard to any area of the code of conduct
Theft of property
Third Class I offense this school year
   The student has two or more Class I violations during the current school year
Threats/Bullying/Extortion
   Verbal or written threats of an injury to the person, property or reputation of another person with the intention to extort money or to gain any advantage whatsoever or with the intent to compel the person to do any act or refrain from any act against his/her will
Trespassing
   Willfully entering or remaining in any structure, conveyance or property without authorization or refusal to depart when asked by an authorized person
Unauthorized absence from class or school
   Leaving school or class without permission or truant from school or class
Unauthorized organizations
   Any on-campus activities of fraternities, sororities, secret societies, non-affiliated school clubs or gangs
Violations of the Honor Code
   See Additional Policies
Written or verbal proposition to engage in sexual acts

CLASS II SANCTIONS

First and Second Offenses
   Temporary removal from class
   In-School detention
   Corporal punishment (6.16)
   In-School suspension
   Out-of-School suspension (6.18)
   Referral to an outside agency
CLASS III VIOLATIONS

Class III violations of the code of conduct are major violations

Any other offense which the principal may add

Any offense not defined in the Class III category which the principal or designee may reasonably deem to fall within this category

Assault of a student, teacher, staff member, visitor, etc. (Act 94-794)

Any intentional, unlawful touching or striking of another person (student, CCBOE employee, visitor, etc.)

Bomb Threat

Any communication(s) concerning CCBOE property which interrupts the educational environment

Crime as defined under the laws of the county, state or USA.

Any unlawful act not defined in the CCBOE policies concerning student conduct.

Drugs/drug paraphernalia/alcohol: possession/sale/use (AL Code 20-2-2)

Unlawful possession, transfer, use of, or sale of drugs/drug paraphernalia, alcoholic beverages, or counterfeit drugs as defined by legal authorities

Fighting

Any physical conflict involving two or more individuals

Gang recruitment

Any attempt to solicit, recruit, entice, encourage, or intimidate a student to join a gang

Hazing

Any initiation process involving harassment

Inciting or participating in a major student disorder

Any leading, encouraging or assisting in disruptions which result in destruction or damage to private or public property; physical injury to participants or others during any school-related activity.

Possession of a Weapon (Act 94-817)

Profanity/Obscene gesture/Abusive Language directed toward a CCBOE employee

May include obscene material

Sexual Offense

Any act of a sexual nature including but not limited to battery, intercourse, rape, attempted rape or indecent exposure

Theft or burglary of school property

Any intentional, unlawful taking of and/or carrying away of property belonging to or in the lawful possession or custody of another person

Third Class II violation during the school year

Tobacco/Vapes Devices: possession/sale/use (AL Codes 22-1 1-13 and 28-1 1-14)

Any possession/sale/use of tobacco products on the school premises or school sponsored event

Truancy (AL Code 16-28-12)

Unjustified activation of a fire alarm system, fire extinguisher or any alarm warning system

Vandalism

Any willful or malicious destruction or defacement of school property

Violation of the acceptable use policy (Technology)

CLASS III SANCTIONS

In-School suspension

Long Term Alternative School

Out-of-School suspension

Referral to the authorities

Restitution (property or damage)
Any other sanctions the CCBOE may deem appropriate, including expulsion

1. Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts a proper atmosphere for learning within classrooms or other parts of school.

2. Notice of the rules and regulations existing in each school shall be disseminated to students and parents by a variety of methods. The parent/guardian of each student shall document the receipt of the discipline policies governing their children.

3. Application of disciplinary regulations shall at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, shall be afforded all students prior to imposition of punishment. The degree of due process afforded shall be commensurate both with the gravity of the offense and the severity of the contemplated penalty.

4. No pupil shall be denied the right to participate in the school food service program as a result of disciplinary action. Reasonable detention under teacher supervision at the close of the school day shall be authorized for all schools. In case a child is to be detained after normal school hours, the parents shall be notified in advance. A child who is transported in a school bus shall not be caused to miss his/her bus by reason for such detention, except with prior notice to and/or permission of the parents. Students unable to remain after school because of such reasons shall receive alternative punishments.

CORPORAL PUNISHMENT

The decision to administer corporal punishment will be carefully considered. Students should be advised why corporal punishment is being administered and be provided with the opportunity to present their side of the story prior to the administration of corporal punishment. When corporal punishment is administered, it will be done by the principal, assistant principal, or a professionally certified employee designated by the principal or assistant principal.

1. Corporal punishment shall be witnessed by another professionally certified employee.
2. Corporal punishment shall not be administered in the presence of other students.
3. Punishment shall not be cruel or excessive.
4. All cases of corporal punishment shall be recorded and the record shall be kept.

SUSPENSION/EXPULSION

1. Suspension is the removal of students from their regular school program for a period not to exceed ten (10) school days. Students may be suspended until working agreements satisfactory with the principal have been formulated.
2. Immediately following the suspension, the principal shall prepare a summary report of the student’s conduct to keep on file both at the local school and the superintendent’s office.
3. A suspended student shall not be eligible to enroll in any other school in Cullman County until the problems motivating the suspension have been brought to a satisfactory conclusion.
4. If, after two or more suspensions, the principal fails to get the cooperation of the offending student and his/her parents, and if the student is of compulsory age, the case shall be referred to juvenile court.
5. No teacher, athletic coach or sponsor shall have authority to expel or drop any student from a class or from a school—sponsored activity without the approval of the principal.
6. Students shall be given notice of the charges against them and shall have an opportunity to present their explanations of the situation before any action is taken.
7. Written notice shall be available to parent(s) or guardian regarding the reason disciplinary action was taken.
8. Generally, a notice and conference should precede the student’s suspension from the school. However, if the immediate suspension of the student is justified because the student’s presence endangers others or school property or would seriously disrupt the orderly academic process, the necessary notice and conference will follow as soon thereafter as possible.
9. Expulsion is removal of the right and obligation of the student to attend a public school under the conditions set by the Cullman County Commission on Education.
10. An administrative hearing or review shall be conducted at the local school on all proposed expulsions prior to presentation to the Cullman County Commission on Education.
11. A student may be expelled from school if an offense is serious enough to warrant such action. The authority to expel a student is retained solely by the Cullman County Commission on Education.
12. The local principal must make a recommendation, in writing, to the superintendent of education and the
commission to expel a student or students. The commission will then make a decision.
13. The local principal may suspend a student pending the expulsion decision of the commission on education.
14. Provided a student is recommended for expulsion, the local school principal shall notify, in writing, the student and the parents or guardians, with a copy to the superintendent, of the action taken and course for such action.
15. The superintendent shall notify, in writing, the student and the parents or guardians of action taken by the board.
16. The suspension or expulsion of students with disabilities shall be in compliance with IDEA and Section 504.
17. In all cases of expulsion, the rights of due process shall be observed.

SUSPENSION/EXPULSION OF EXCEPTIONAL STUDENTS
1. A free, appropriate public education (FAPE) which meets the standards of the Alabama Department of Education, Individuals with Disabilities Act and Section 504 will be provided to all students with disabilities in conformity with their individualized education program.
2. Special Education students who violate a code of student conduct may be removed from their current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 school days to the extent such alternatives are applied to children without disabilities. (Alabama Administrative Code r.290-8-9-.09 (1) (b)).
3. If a special education student violates a code of conduct and the behavior is determined not to be a manifestation of the child’s disability pursuant to Alabama Administrative Code r.290-8-9-.09 (l)(e) and (f), school personnel may remove the student from their current placement for more than 10 school days. However, a free appropriate public education must be provided to children with disabilities although it may be provided in an interim alternative educational setting.
4. Within ten school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the education agency, the parent and relevant members of the IEP Team (as determined by the parent and the local education agency) must conduct a manifestation determination to determine if the conduct in question was caused by, or had a direct and substantial relationship to the child’s disability; or was a direct result of the education agency’s failure to implement the IEP.
5. If the education agency, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child’s disability, the IEP Team must:
   a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for the child;
   b. In the situation where a behavior intervention plan has been developed, review the plan, and modify it, as necessary, to address the behavior; and
   c. Except as provided in Alabama Administrative Code r.290-8-9-, 09 (1) (g), return the child to the placement from which the child was removed unless the parent and the educational agency agree to a change of placement as part of the modification of the behavioral intervention plan.
   d. School personnel may remove a student to an interim alternative education setting for not more than forty-five school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, in cases where a child:
      1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local education agency;
      2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local education agency; or
      3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local education agency.
      4. Not later than the date on which the decision to take disciplinary action is made, the education agency shall notify the parents of that decision, and of all procedural safeguards accorded under Alabama Administrative Code r.290-8-9-.09.
      5. According to Alabama Administrative Code r.290-8-9-.09, the interim alternative educational setting shall be determined by the IEP Team.
      6. The parent of a child with a disability who disagrees with any disciplined decision regarding the placement of the manifestation determination described in Alabama Administrative Code r.290-8-9-.09, or an education agency that believes that maintaining the current placement
of the child is substantially likely to result in injury to the child or go other, may request an impartial due process hearing.

**TV SURVEILLANCE CAMERAS**

1. To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Cullman County Commission on Education may use surveillance equipment on properties owned and/or maintained by the school system.
2. Properties include building and grounds as well as vehicles owned and/or operated by the system.
3. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment.
4. Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized personnel only.
5. All school personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events and in system-owned/maintained vehicles.
6. Any information obtained through the use of surveillance equipment shall be used for school disciplinary or law enforcement purposes.

**METAL DETECTORS**

1. To provide and maintain a safe and secure environment for student, staff, and authorized visitors, the Cullman County Commission on Education may employ the use of metal detectors. Stationary and/or mobile metal detectors may be used.
2. Training shall be provided for authorized persons on the use, maintenance and storage of said equipment and on applicable laws and procedures for conducting searches.
3. Particular circumstances may call for private, hand-held metal detector searches.
4. All metal detector searches shall be conducted by school board employees authorized by the principal or appropriate law enforcement personnel.
5. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes.
6. These policies shall be communicated annually to all school personnel, students, and parents.

**POLICIES ON ACADEMICS**

**KINDERGARTEN**

1. The operation of a quality kindergarten program requires much planning, adequate funding, and a firm commitment for the development needs of children.
2. A child must be five years of age on or before September 1 of the year he/she enters kindergarten. Prior to entering the kindergarten program, with the exception of homeless, migratory, immigrant, neglected and/or delinquent and limited English proficient children, a child must meet immunization standards specified in the Code of Alabama. Documentation to verify age, proof of residency and proof of immunization shall be presented in accordance with the same policies and procedures for entering first grade in Cullman County.
3. Kindergarten children should be transported by the same means and subject to the same regulations as other school children.
4. Kindergarten students will be promoted on the basis of earned academic credit (master/application) for grade level skills.
5. In terms of the state goals for kindergarten, the Cullman County School System will carefully evaluate the progress of kindergarten children.
6. A professional staff member of the school system should be assigned the responsibility for the coordination of kindergarten and other programs. The Cullman County Commission on Education shall approve the school location of kindergarten classes. The kindergarten classes must be under the supervision of a principal who will promote program continuity between kindergarten and other elementary grades.
7. The kindergarten day shall be the same length as that of elementary schools in the system. Time-on-task in kindergarten means individual exploration, small group interest activities, social interaction, manipulation of concrete objects, and many other first-hand experiences. It also includes teacher planned and directed activities.
8. Kindergarten classes will be operated in compliance with federal and state laws.
ADMISSION OF STUDENTS

1. Admission of Students to School
   a. A child who is six years of age on or before September 1 shall be entitled to admission to school at the opening of that school year. Every child between the age of six and seventeen years shall be required to attend school. The parent, legal custodian, or guardian of a child who is six years of age, may opt out of enrolling their child in school at the age of six years by notifying the local school board of education, in writing that the child will not be enrolled in school until he or she is seven years of age. (Section 16-28-3, Code of Alabama, 1975)
   b. A student entering Cullman County Schools for the first time shall present documentation to verify age, proof of immunization and proof of residency. Disclosure of the child’s social security number (SSN) is voluntary. If provided, the SSN will be used as a means of identification in the statewide student management system and in conjunction with enrollment in school as provided in Alabama Administrative Code §290-3-1-02(2)(b)(2).
   c. No student will be enrolled in school unless he/she presents to the school a certificate(s) of:
      (1) Immunization, or
      (2) Medical exemption, or
      (3) Religious exemption, or
      (4) Temporary exemption
      The enrollment of homeless, migratory, immigrant, neglected and/or delinquent and limited English proficient shall not be denied or delayed due to lack of documentation listed in sections b and c above. Refer to Board Policy Section (6.1.2.c)
   d. All applicants for admission shall furnish additional required information on the forms supplied.

2. Admission of Students
   a. Admission of students to the schools under the jurisdiction of Cullman County Schools shall be on an individual basis, upon application submitted by the parent, guardian, or student to the school at the beginning of each school year subject to the rules and regulations as the Cullman County Commission on Education may prescribe.
   b. Prior to admission of students, enrolling official (school registrar, counselor, principal, etc.) must verify that the student wishing to enroll was in good standing at the time of withdrawal from the school last attended. No eligible student may be excluded from the appropriate school within the school district except by due process or failure to meet specification of the policies, rules, and regulations of Cullman County Schools.
   c. If an individual is twenty-one years of age or older on or before September 1 of a school year, he/she shall not be admitted to any Cullman County School without prior approval of the superintendent of education and the school principal.

TRANSFER OF STUDENTS

1. Any student who has been enrolled in a school may not transfer to any Cullman County School until the parents establish a proof of permanent residence change to the principal of the school in which the student wishes to enroll and obtains permission from both principals involved. Any questionable transfer must be approved by the Cullman County Commission on Education.

2. Prior to admission of transfer students, enrolling official (school registrar, counselor, principal etc.) must verify that the student wishing to enroll was in good standing at the time of withdrawal from the school last attended.

3. Transfers from Accredited Schools:
   a. A student transferring to an Alabama public school from a public or non-public school accredited by an accrediting agency recognized by the State Board of Education will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript(s).
   b. All transfer students must pass the Alabama High School Graduation Exam (if applicable) and meet local board of education attendance and graduation requirements.

4. Transfers from Non-Accredited Schools
   a. Any school/ school setting not accredited by the accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit.
Core courses shall be defined as English, mathematics, science, and social studies.

b. The transfer of credits and/or appropriate placement shall be as follows:
   1. Credit for elective courses shall be transferred without validation
   2. Non-contested credit for core courses shall be transferred as follows:
      a. Using all official records and nationally standardized test, the principal or his/her designee
         shall determine placement and notify the student and the parents/guardians.
      b. If the parents/guardians agree with the placement decision, the student shall be placed.
      c. Following placement, for any initial core course successfully completed, transfer of previous
         credit earned at a non-accredited school in that subject shall be accepted without further
         validation.

5. Contested credit for core courses shall be transferred as follows:
   a. If the parents/guardians disagree with the placement decision, the principal or his/her designee
      shall supervise the administration of the school’s most recent semester test for each
      prerequisite core course in which the parents/guardians request enrollment. For each test the
      student passes as determined by the school grading scale, the student shall be placed in the
      next level core course and credit shall be transferred for prerequisite courses.
   b. For any test failed, placement shall be made as originally recommended by school officials
      and no credit shall be transferred for the prerequisite courses in that subject.
   c. In the event of controversial records/transcripts or the absence of records, the student shall
      take placement tests consisting of the school’s previous semester tests for core courses.
   d. All transfer students must meet local board of education attendance and graduation requirements.

6. Except in cases of bona fide changes of residence or other circumstances equally valid for making
   an exception, a student is not to be graduated from high school unless he has been in continuous attendance
   therein during the entire high school year immediately preceding the date of graduation.

7. In the event of the transfer from one school to another of a twelfth grade student who wishes to become
   a candidate for graduation at the end of the year, the school receiving the student should
   require approval in writing of the transfer and the student’s candidacy for graduation from which the
   student has withdrawn. The letter of approval, together with any necessary memoranda, should be
   filed with the transcript of the student’s record from the discharging school.

8. Students withdrawing from Cullman County Schools to enroll in a church-school program must follow
   withdrawal procedures:
   a. Parent/Legal guardian must officially withdraw student from the Cullman County school.
   b. Upon official withdrawal from school, the Board of Education must be provided with official
      documentation of student’s enrollment in a Church-School program.

**Failure to present enrollment documentation may result in the filing of truancy complaint/petition against the
   parent or child (whichever is appropriate).**

**HOMLESS STUDENTS**

It is the policy of the Cullman County Schools that all homeless students attending Cullman County
Schools must be given a meaningful opportunity to participate in and benefit from educational programming at
school. Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the
Improving America’s Schools Act of 1994 and the Stewart B. Mckinney-Vento Homeless Assistance Act, all
homeless children must have equal access to the same free appropriate public education, including public preschool
education, provided to other children and youth. This shall be the policy of the Cullman County Schools. Such
children will be provided the opportunity to meet the same challenging state content and state student performance
standards to which all students are held without being stigmatized or isolated. Refer to Board Policy 6.1.2c
(Homeless Enrollment Dispute forms are available at the local schools.)

**EARLY WARNING TRUANCY PROGRAM**

Alabama law requires all children between the ages of six and seventeen 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 Juvenile Court.
Any child who is prosecuted for truancy will 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 and
fined up to $500.00 or both.
TRUANCY DEFINITION

The following contains information from the State Superintendent of Education Advisory Committee, excerpted from the recommended Policies and Procedures for Court/ School Truancy Prevention Programs.

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. **Failure to furnish a written explanation shall be evidence of the child being truant each day he is absent.** The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education’s current School Attendance Manual. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

The Court/School Truancy Procedures are as follows:

1. **First (1st) Truancy/Unexcused Absence (Warning)** Parents/Guardians will be notified by the school principal or his/her designee that the student was truant and the date of truancy or unexcused absence. Parent/guardian shall also be provided with a copy of Alabama’s compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur, Code of Alabama 290-3-1. (Refer to the student attendance section below)

2. **Fifth (5th) Truancy/Unexcused Absence (Conference and/or Court Complaint Filed)** The student and parent/guardian will be referred to Juvenile Court. An early warning officer will contact the parent or guardian to address the complaint filed. The parent, guardian, or person having control of the child will participate in the early warning program provided by the juvenile court.
   a. Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists.
   b. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Ala. 1975, §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. **Seventh (7th) Truancy/Unexcused Absence (Formal Court Proceedings)** A petition will be filed against the student and/or parent/guardian. Formal court proceeding will follow.

4. **Child under Probation**
   a. The school attendance officer should be notified by the Juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975) 12-15-100 and 105.
   b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

**STUDENT ATTENDANCE/ABSENCES**

(Board Policy 6.1)

1. Alabama law requires all children between the ages of six and seventeen to attend school. (Section 16-28-3, Code of Alabama, 1975) Once a child is enrolled in Cullman County Schools, attendance is mandatory and he/she must follow all attendance policies. If any child fails to attend school without legal excuse, the child and the person having custody of that child will be referred to 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 and/or fined up to $500.00.

2. Parents are responsible for ensuring that their children are regular in school attendance.
   a. In compliance with Alabama Act 93-672, any parent, guardian, or other person having control or custody of any child required to attend school who fails to compel the child to attend school and properly conduct himself or herself in accordance with policies on student conduct shall be guilty of a misdemeanor. School officials who intentionally fail to report suspected violations to the district attorney shall be guilty of a Class C misdemeanor.
   b. Parents should monitor attendance as reported on the student’s report card. No other prior notification will be provided by the school or school system.
   c. Parents are urged to make dental, medical, and other appointments for their children after school hours, on Saturday, or on days when school is not in session.

3. If a student becomes eligible for and receives homebound teacher services, absences will not be
counted while the student is participating in the homebound program.

4. It is each teacher’s responsibility to accurately check roll for each class period daily and report absences in the required manner.

5. Teachers will provide students who have been absent for excused reasons an opportunity to make up missed assignments. This opportunity shall be provided within a one-week period following the absence at a time most convenient for the teacher. This opportunity does not require the teacher to re-teach the lesson, but it does require that the student receive a reasonable opportunity to learn missed lessons. Teachers are under no obligation to permit students absent for unexcused reasons to make up missed assignments.
   a. Excused absences include illness, death in the immediate family, emergency conditions as determined by principal (example: inclement weather which would be dangerous to the life and health of the child) legal quarantine, summons to court, prior approval of the principal upon request from the parent or guardian. Any absences not excused shall be considered unexcused (vacations, weddings, etc.).
   b. Cullman County Schools will accept notes from parents as excused absences as defined above for no more than three (3) unexcused absences per semester for grades K-12.
   c. It is the student’s responsibility to request make-up assignments from teachers upon return to school and to complete this work within a reasonable length of time.

In order to ensure maximum teaching time, attendance procedures for monitoring class period tardies/early checkout shall be developed at each local school at the discretion of the principal. A student in grades K-8 shall be promoted from one grade level to the next higher grade level at the end of the scholastic year when it is considered the student has satisfactorily demonstrated the skills necessary to function successfully in the next grade as is in compliance with the Cullman County Schools Attendance Policy.

**PROMOTION/RETENTION**

1. Criteria for Promotion (Board Policy 7.3.5)
   a. Promotion – Students are promoted from grade to grade on the basis of earned academic credit or other criteria identified by the Board during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board. Students who are eligible for promotion from grade to grade may nevertheless be retained by agreement of the parents and appropriate school officials.
   b. At the end of the first semester grading period, all students’ grades will be reviewed. Parents of those students whose performance indicate the possibility of retention shall be notified and afforded the opportunity for a parent/teacher conference.

**REPORT CARDS**

1. Report Cards reflecting student progress will be provided to the parents or legal guardians of students on a regularly scheduled basis. (Board Policy 7.3.4)
   a. The grading system for grades K-12 should indicate the use of numeric and/or alpha/symbol grading scales: (Board Policy 7.3.1)

   **General Grade Scale** – Grades for academic course work will be awarded according to the following scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade (100 point scale)</th>
<th>Grade Point Average Points (4 point scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>1-59</td>
<td>0.0</td>
</tr>
</tbody>
</table>
b. A student’s progress from one grade level to another above grade nine is on the basis of minimum earned major units. A student shall be enrolled in the necessary course(s) to complete graduation requirements before being assigned to a twelfth grade homeroom. For students entering the ninth grade in the 1993-1994 school year and thereafter:

- From Ninth to Tenth Grade.................5 major units
- From Tenth to Eleventh Grade...........11 major units
- From Eleventh to Twelfth Grade.......17 major units

The passing grade for a full year, one-unit course shall be determined by the numeric average of the first and second semester grades earned in that course.

c. The IEP Committee or 504 Committee shall determine whether a Special Education student or 504 eligible student has met the requirements for promotion as indicated on the IEP or 504 Plan.

3. The Retention Committee

a. Any student who fails to meet the criteria for promotion shall be referred to the Retention Committee. The purpose of the Retention Committee will be to determine whether a student is to be retained. Factors to be considered shall include grades, standardized test scores, classroom performance, social adjustment, and age.

b. Each local school shall have a Retention Committee with members appointed annually by the principal. The committee shall be organized in order that a majority decision may be reached. The committee shall consist of:
   1. the principal or designee
   2. the guidance counselor (optional)
   3. one primary elementary teacher*
   4. one intermediate elementary teacher*
   5. one middle school teacher*
   6. the teacher recommending retention
   7. any additional teacher(s) deemed necessary by the principal

* These teachers will meet only when students from their respective grade levels are being considered for retention.

C. In the event a Special Education student is recommended for retention, the student’s Special Education teacher shall be included as a member of the Retention Committee.

d. Any elementary teacher who is considering retaining a student must complete the “Recommendation for Retention” form and submit it to the principal. In departmentalized situations, any teacher may complete the “Recommendation for Retention” form in consultation with the homeroom teacher and/or guidance counselor. The deadline for submitting the form will be designated by the principal. The committee will then meet to review all available information and make the determination.
If the Retention Committee determines that retaining a student is the appropriate action, a letter of notification shall be sent to the parent/guardian by the principal within five days after the last day of the school year.

f. After a student has been retained once at a grade level, the Retention Committee may determine that further retention is inappropriate. At this time, the student may be promoted with his cumulative record marked “Promoted with Deficiencies”.

**STUDENT ASSESSMENT**

**Use of Digital Device During the Administration of a Secure Test Student Policy:**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

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

**HOMEWORK AND STUDY SKILLS**

1. Homework is an essential component of the educational process for all students. It extends learning beyond the classroom and adds development and mastery of those skills being taught in the classroom.

2. Homework may be any assignment given to an entire class, a small group of students, or any individual student to be completed outside the regular instructional time.

3. Each classroom teacher shall maintain the authority to determine actual homework assignments consistent with the Cullman County Board of Education policy.

4. Each school should inform parents of the importance of homework through bulletins, newsletters, PTA/PTO meetings, or other informative sources.

5. Parents have the responsibility to provide conditions conducive to effective study activities at home as well as to encourage student completion of homework activities. Parent and teachers shall communicate as necessary relating to homework.

Homework Guidelines

a. No homework assignments shall be given to any student unless an appropriate amount of instruction/explanation has been provided by the teacher.

b. Homework assignments shall be related to classroom instruction and reinforce skills being taught, provide practical application, or serve as enrichment activities.

c. Time required to complete homework assignments shall be reasonable. Age and abilities of students should be considered.

d. Teachers shall coordinate their homework assignments in order to prevent students from being overburdened with too much homework at any given time.

e. Homework assignments shall be varied to accommodate individual differences when appropriate.

f. All homework shall be promptly evaluated and made available for review by students.

h. When appropriate, homework assignments shall include practice in higher-order intellectual skills.

g. Homework assignments shall be commensurate of resources and reference material available.

j. Directions for homework should be specific and clearly communicated to students.

i. In the event homework is used as a disciplinary measure, then that assignment must be of sound educational value.

7. Study Skills

a. Study skills, those activities and processes necessary to acquire and apply knowledge successfully in the content areas are a part of the total educational experience of every student.

b. Study skills should be taught beginning in the early grades and be developed sequentially throughout each subsequent grade.

b. Teachers shall plan activities and assignments that teach and/or reinforce study skills.
STUDENT FEES AND OTHER CHARGES

The Cullman County Commission on Education has established the following Fee Schedule in compliance with state law:

1. MUSIC
   a. Band $5.00 per semester
   b. Chorus, choir and elective music $2.50 per semester
2. LAB SCIENCE
   a. Chemistry, Physics $10.00 per semester
3. CAREER/TECHNICAL (includes club dues) $20.00 per semester
4. DRIVER EDUCATION $25.00 per semester

Criteria for Exemption of Driver Education Fees:
   a. All students are expected to pay driver education fees if at all possible.
   b. The Cullman County Commission on Education requires that in order to be exempt, the student must request a waiver of fees stating the reason he/she cannot pay the driver education fees. The local principal must investigate the request and make a determination of the validity of the student’s request and make other arrangements for payment of the fee.

5. COMPUTER COURSES
   a. Advanced Computer Applications $10.00 per semester
   b. Computer Programming $10.00 per semester
   c. Web Design $10.00 per semester

DIPLOMAS AND CERTIFICATES

FIRST CHOICE, adopted by the Alabama State Board of Education in May 2008, strives to enable every high school student to reach his/her full potential. It strengthens the curriculum for Alabama high schools and provides numerous safeguards to assist those who struggle academically. Such measures help guide students toward a quality education and obtaining a high school diploma.

FIRST CHOICE was created to:
1. Increase the level of expectation and leading for Alabama high school students, tapping their utmost potential and better preparing them for more education, the work force, and life in the 21st Century.
2. Improve Alabama’s high school graduation rate and decrease the number of high school dropouts by providing effective intervention through Graduation Coaches and Credit Recovery to remove barriers between students and high school graduation.
3. Help students who have successfully completed all of their curriculum requirements - but have been unable to pass all five subject - area tests of the Alabama High School Graduation Exam (AHSGE) - complete high school with a recognized diploma.

**Diploma Options**

**Diploma Option 1: The Alabama High School Diploma**
Pass all required coursework, including an online course or experience, meet assessment requirements set by the Alabama State Department of Education, and meet attendance requirements.

The Alabama High School Diploma is available with four endorsements: Advanced Academic Endorsement, Advanced Career and Technical Endorsement, Career and Technical Endorsement, and the Credit-Based Endorsement.

**Advanced Academic Endorsement** (First Choice) - Pass all required advanced level coursework, including Algebra II w/Trig., two credits in the same foreign language, an online course or experience, meet assessment requirements set by the Alabama State Department of Education, and meet attendance requirements.

**Advanced Career and Technical Endorsement** - Pass the same coursework as the Advanced Academic Endorsement with the exception of foreign language, and pass three career and technical education (CTE) courses (or two CTE courses and another course related to student’s career choice), as well as an online course or experience, meet assessment requirements set by the Alabama State Department of Education, and meet attendance requirements.
requirements.

**Career and Technical Endorsement** - Pass all required coursework, including an online course or experience, three CTE courses, meet assessment requirements set by the Alabama State Department of Education, and meet attendance requirements.

**Credit-Based Endorsement** - Pass all required coursework, including an online course or experience, and 3/5 subject-area tests of the AHSGE, including Reading and Mathematics and meet attendance requirements. Beginning with the 9th-grade class of 2009-2010, students must take and pass at least one Career Technical Education (CTE) prior to graduation. In order to be granted a High School Diploma with Credit-Based Endorsement students MUST attempt, each time it is given during the regular school year, any part of the graduation exam they have not yet passed.

Beginning with the first-time ninth graders of 2013-2014 and thereafter,

An Alabama High School Diploma shall be awarded to all students who successfully complete the required course work, including an online course or experience, and meet attendance requirements. Students who successfully complete the honors coursework designated at their local high schools will be eligible to receive the Cullman County Honors Seal affixed to their Alabama High School Diploma.

Students should always take the highest level of academic coursework they can handle successfully and should select occupational courses relevant to their career goals. They are strongly advised to take the four core curriculum courses each year, especially math (exceptions: students applying for Early Graduation, Fast Track students, and principal discretion).

Your high school guidance counselor is fully knowledgeable about the diploma options and will guide you as you make your decisions. He or she is a valuable resource as you plan your high school career and your career or college goals beyond high school.

*The Alabama State Department of Education (ALSDE) sets the requirements for all diplomas and certificates. Cullman County Schools will offer those diplomas sanctioned by the ALSDE.*

**PROCEDURES FOR DETERMINING CLASS RANK AND GRADE POINT AVERAGE**

Beginning with the Class of 2017 (first-time ninth graders of 2013-2014), deciles will be calculated for class rank purposes using a numerical grade point average (GPA) at the end of the eighth semester of high school (calculated and weighted as described herein). The only subjects included in GPA will be the core curriculum courses plus foreign language, if taken. All English, math, social studies, science, and foreign language courses attempted will be included in GPA. The other required transfer credits that may be included in a transfer student’s core curriculum will be included (ex. Religion) if from an accredited parochial school.

Classes to be weighted: *(Beginning in 2016-2017, advanced core dual enrollment courses, and core Advanced Placement courses will be weighted at 1.2.)*

<table>
<thead>
<tr>
<th>CLASS</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Enrollment Classes*</td>
<td>1.2</td>
</tr>
<tr>
<td>AP Courses</td>
<td>1.2</td>
</tr>
<tr>
<td>Pre-AP Classes</td>
<td>1.15</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>1.15</td>
</tr>
<tr>
<td>Chemistry</td>
<td>1.15</td>
</tr>
<tr>
<td>Chemistry II</td>
<td>1.15</td>
</tr>
<tr>
<td>Honors English</td>
<td>1.15</td>
</tr>
<tr>
<td>Algebra II with Trigonometry</td>
<td>1.15</td>
</tr>
<tr>
<td>Physics</td>
<td>1.15</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>1.15</td>
</tr>
<tr>
<td>Calculus</td>
<td>1.15</td>
</tr>
</tbody>
</table>
Honors Biology 1.15
Foreign Language 1.15

*Dual enrollment or approved college-level work opt-in at local school – see your counselor for details

Weighted DE courses at WSCC
ENG 101, 102, 261, 262
MTH 112, 113, 125, 126
HIS 201 (10th only), 202, POL 211, ECO 231
PHY 201, 202
CHM 104, 105, 111, 112
BIO 103, 104, 201, 202, 220
SPA 101, 102

**Cullman County Schools encourages students to pursue dual enrollment and Advanced Placement (AP) courses. We must look at what is fair, however, in terms of Valedictorian, Salutatorian, and class rank. Because each three-hour (four hour, if lab required) dual enrollment course now equals one high school credit, dual enrollment students could have twice the number of weighted courses for a full year of course work averaged into their GPA. Valedictorian and salutatorian honors should not be based on a parent’s or guardian’s ability to pay for these courses. As a result, dual enrollment courses will receive 0.5 grade point average credit in terms of weight applied to the course. This weight adjustment will align dual enrollment classes to other free course options such as AP courses.

Honor Graduates – Students in the Class of 2017 (first-time ninth graders of 2013-2014) and the Class of 2018 (first-time ninth graders of 2014-2015) who meet the Honors Seal requirements at their local schools will have the Cullman County Honors Seal affixed to their Alabama High School Diplomas. Students in the Class of 2019 (first-time ninth graders of 2015-2016) and thereafter who successfully complete three or more advanced core dual enrollment courses, or core Advanced Placement courses, will be designated as Graduates of Distinction.

Students in the Class of 2017 may receive the Graduate of Distinction designation if they complete 2 or more advanced core dual enrollment courses, or core Advanced Placement courses. Students in the Class of 2018 and thereafter may receive the Graduate of Distinction designation if they complete three or more advanced core dual enrollment courses, or core Advanced Placement courses.

Schools may also recognize the Top 5%, Top 10%, and Top 15% of students as honor graduates. This designation is based on weighted, numerical grade point average (calculated and weighted as described herein).

Valedictorian/Salutatorian
a. Criteria – For the Class of 2017 (first-time ninth graders of 2013-2014) and Class of 2018 (first-time ninth graders of 2014-2015), the valedictorian and salutatorian for the graduating class of each high school must meet the following requirements:

1. Students must be following the Honors pathway (taking the Honors Seal courses designated at their local school).
2. Candidates for valedictorian and salutatorian must have been not only continuously enrolled at the same high school, but also have completed course work at their school site for the last four semesters prior to the date of their graduation.

The student with the highest weighted, numerical grade point average (calculated and weighted on the 100-point scale as described in the grading section above) shall be the class valedictorian. The student with the second highest weighted, numerical grade point average shall be the class salutatorian. A “tie” will be the absolute same weighted, numerical grade point average.

For the Class of 2019 (first-time ninth graders of 2015-2016) and thereafter, the valedictorian and salutatorian for the graduating class of each high school must meet the following requirements:
1. Students must be designated as Graduates of Distinction.
2. Candidates for valedictorian and salutatorian must have been not only continuously enrolled at the same high school, but also have completed course work at their school site for the last four semesters prior to the date of their graduation.

The student with the highest weighted, numerical grade point average (calculated and weighted on the 100-point scale as described in the grading section above) shall be the class valedictorian. The student with the second highest weighted, numerical grade point average shall be the class salutatorian. A “tie” will be the absolute same weighted, numerical grade point average.

b. Grade Conversion – Where letter grades are present on a candidate’s transcript from a previously attended school, the candidate must have the respective school(s) submit the grades in numerical form. If school officials of the school the student previously attended cannot or will not convert the letter grades to numerical grades, the letter grades will be converted to numerical grades as follows:

\[
\begin{align*}
A+ &= 99 \\
B+ &= 89 \\
C+ &= 79 \\
D+ &= 69 \\
F &= 55 \\
A &= 95 \\
B &= 85 \\
C &= 75 \\
D &= 65 \\
A- &= 90 \\
B- &= 80 \\
C- &= 70 \\
D- &= 60
\end{align*}
\]

Issues or uncertainties regarding eligibility or grade calculation will be resolved by the school principal in consultation with the Superintendent.

ACCESS Distance Learning Classes

Beginning in 2016-2017, all foreign language courses and AP advanced, core courses offered on ACCESS Distance Learning will be weighted in GPA for **all students**.

(Principal have discretion on whether or not students may take these courses if these courses are offered on their campus face-to-face.)

**ACCESS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP English Language</td>
<td>AP US Government (1/2)</td>
</tr>
<tr>
<td>AP English Literature</td>
<td>AP Biology</td>
</tr>
<tr>
<td>AP US History</td>
<td>AP Calculus AB</td>
</tr>
<tr>
<td>AP Macroeconomics (1/2)</td>
<td>AP Statistics</td>
</tr>
<tr>
<td>AP Computer Science A</td>
<td>French I, II, III</td>
</tr>
<tr>
<td>German I, II, III</td>
<td>Latin I, II, III</td>
</tr>
<tr>
<td>Mandarin Chinese I, II</td>
<td>Spanish I, II, III, IV</td>
</tr>
</tbody>
</table>

Students are encouraged to pursue additional educational opportunities through ACCESS Distance Learning; however, no multiplier will be applied to those classes unless a student must take those in lieu of a class typically offered on their campus because of scheduling difficulties.

**EXTRACURRICULAR ACTIVITIES PARTICIPATION - ACADEMICS FIRST**

1. The Cullman County Commission on Education recognizes the value of all extracurricular activities as they are related to the total education of students. The commission also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress towards graduating from high school on schedule with his/her class. The Commission also recognizes that the class of 2000 and subsequent classes will be required by State Board of Education resolution and the Alabama Administrative Code to earn a minimum of 24 credits in Grades 9-12, with 4 credits each in Math, Science, Social Studies, and English.

2. The Cullman County Commission on Education prescribes the following regulations for eligibility by students in this school system to participate in extracurricular activities:

   a. Students entering grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each (6) subjects that total (6) Carnegie units of credits, including four (4) credits from the four (4) core subjects composed
of English, Science, Social Studies, and Mathematics with a composite numerical average of 70.
b. Students entering grades 8 and 9 must, for the last two semesters of attendance and summer school, if
applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all
other rules applying the same as to students in grades 9-12.
c. Students promoted to the seventh grade for the first time are eligible.
d. Physical education may count as only one (1) unit per year.
e. No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is
repeated in summer school, the high numerical grade for the unit(s) or subject(s) may be used to
compute the composite grade average.
f. A student who is eligible at the start of the academic year remains eligible for the entire academic year.
Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the
requirements outlined above may regain their eligibility at the end of the first semester by meeting the
requirements for eligibility in the two most recently completed semesters, including summer school.
Eligibility restoration must be determined no later than five (5) school days after the beginning of the
succeeding semester.
g. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide
transfer may be dealt with according to the rules of the Alabama High School Athletic Association
for sports and rules developed by the local board of educations as they pertain to other
extracurricular activities.
h. Each eligible student entering grades 10-12 must have a minimum composite numerical average of 70 and
minimum six (6) Carnegie units from the preceding year, including summer school.
Summer school work passed may substitute for regular school work repeated in computing the 70 average.
i. Each eligible student involved in athletics must meet the definition of a regular student as defined
Alabama High School Athletic Association.
j. Any student who earns more than four (4) credits in the core curriculum in any given year or who
accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4)
core courses in the succeeding year as long as that student remains on schedule for graduation with his/her
class by earning eight (8) core credits over any two-year span, including summer school.

3. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the
Alabama High School Athletic Association, and other extracurricular activities are defined as those that are
sanctioned by a public school that are not related to a student’s academic requirements or success in a
course(s).
4. Regular curricular activities defined as those that are required for satisfactory course completion. School
sponsors are required to submit a request for each curricular activity that occurs outside the regular school
day and/or school to the principal, superintendent, and the local board of education for approval. Each
request for full participation by all students, regardless of academic standing, in a curricular activity shall
be granted if the principal, superintendent, and local board of education approve participation in the
activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national
subject matter association.
5. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered
by the school through Math, Science, Band, Choral Music, and other courses or events such as athletic events
(pre-game, game halftime, or other breaks), club conventions, parades, amusement park trips and competitions,
trips by tour companies, performances of various meetings, etc. are extracurricular, and students academically
ineligible under this policy shall not be allowed to participate.

SCHOOL CRISIS INSTRUCTIONS FOR PARENTS
The Cullman County School System is committed to the safety of all children and staff. In the event of an emergency
and the school has to be evacuated, our evacuation sites have been predetermined. You will be notified by local
television, radio, or phone messaging system. For all other emergencies, students and staff will remain on site and
follow established crisis procedures.
We ask that you cooperate in following these procedures if you hear of an emergency at school.
1. The Crisis Response Team(s) will be activated and appropriate steps taken to provide a safe and supportive
environment for children and staff.
2. No student will be dismissed from school unless a parent/guardian (or other person(s) designated by the
parent/guardian and listed in InfoSnap/Chalkable database) comes for him/her. No child will be allowed to
leave without the adult responsible for his/her care providing positive identification. It is the responsibility of the parent to keep all emergency records up-to-date.

3. Students must sign out through the principal’s office or designated dismissal site before leaving school.
   Students will be dismissed individually through an established dismissal station.

4. PLEASE do NOT call the school. We must have all the telephone lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately. Please do not call your child on his/her cell phone. If you are aware of a crisis that has occurred in the community, notify the school first.

5. During or immediately following an emergency, do NOT drive to school. The school access route and entrances must remain clear for emergency vehicles.

6. Listen to the listed television and radio stations for information and specific directions parents are to follow will be announced. The system’s automated calling system may also be used to deliver a message via the phone.

7. Buses will not make their runs during adverse weather conditions. Students will be released early or supervised at school until weather permits their return home.

8. We suggest you post these instructions near your phone or in a prominent place easily accessible.

WHAT EVERY PARENT SHOULD KNOW ABOUT

NO CHILD LEFT BEHIND ACT OF 2001

Our school district receives funds from the federal movement to help improve student learning. These funds are provided under the rules and regulations of a federal law known as the No Child Left Behind (NCLB) of 2001.

This education law requires every state to determine academic standards for K-12 students and for every public school district to demonstrate successful academic achievement in order to receive federal funds. This law also requires public school districts to develop a parent notification process to inform them about student progress and encourage their involvement in their child’s academic success.

The following are highlights of NCLB, our district and schools’ responsibilities and what they mean to you and your child.

STUDENT ACHIEVEMENT

NCLB requires every state to establish academic standards for what students should know and be able to do. Each district and school is measured by how well students are progressing toward and meeting these standards. All students are required to make progress as measured by a state-developed test that is administered annually at specific grade levels. Annually, the district will publish an easy-to-read and detailed “report card” identifying the progress of each school. Included in the report card is student achievement data separated into groups by:

- Race
- Gender
- Migrant Status
- Low-Income Status
- Ethnicity
- English Language Proficiency
- Disability Status
- All Students

Parents will also receive information about the professional qualifications of teachers. The annual district report card provides parents with important, timely information about the schools their children attend and how they are performing for all children, regardless of their background.

ACCOUNTABILITY

The Cullman County School System operates in full compliance with the No Child Left Behind Act of 2001 and the Alabama State Department of Education Waivers and Plan 2020. For more information go to www.alsde.edu.

MORE INFORMATION ABOUT TITLE 1 OF NCLB

For your convenience, we have provided you with the language directly from the No Child Left Behind Act of 2001.

"The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. This purpose can be accomplished by:

1. Ensuring that high-quality academic assessments, accountability systems, teacher preparation and training,
curriculum, and instructional materials are aligned with challenging state academic standards so that students teachers parents and administrators can measure progress against common expectations for student academic achievement;

2. Meeting the educational needs of low-achieving children in our nation’s highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;

3. Closing the achievement gap between high-performing and low-performing children, especially the achievement gaps between minority and non-minority students, and between disadvantaged children and their more advantaged peers;

4. Holding schools, local educational agencies and states accountable for improving the academic achievement of all students and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;

5. Distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;

6. Improving and strengthening accountability, teaching, and learning by using state assessment systems designed to ensure that students are meeting challenging state academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;

7. Providing greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;

8. Providing children an enriched and accelerated educational program, including the use of school-wide programs or additional services that increase the amount and quality of instructional time;

9. Promoting school wide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;

10. Significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;

11. Coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and

12. Affording parents substantial and meaningful opportunities to participate in the education of their children.”


TEACHER QUALIFICATIONS

No Child Left Behind requires that all teachers hired to teach core academic subjects in a Title I school or program after the first day of the 2002-03 school year meet certain requirements. Core subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. In general, teachers must have full certification, a bachelor’s degree and demonstrated competence in subject knowledge and teaching. Parents of students in Title I schools are guaranteed annual notification of their “right to know” about teacher qualifications by the school district. This means parents may request and receive from the school district information regarding the professional qualifications of their child’s classroom teacher(s). All teachers within the district teaching core academic subjects must meet these requirements by the end of the 2005-06 school year.

WHICH SCHOOLS RECEIVE FUNDS FOR TITLE I

Each year, the district determines which schools are eligible to receive Title I funds. Priority is given to schools with enrollment of 35% or more students from low income families. Schools with enrollment of 40% or more students are eligible to operate a school-wide Title I program. Schools that have school-wide Title I programs must involve parents in developing plans designed to raise the achievement of low-achieving students by improving instruction throughout the entire school (thus using Title I funds to benefit all children).

PARENT INVOLVEMENT

Research overwhelmingly demonstrates the positive effect that parent involvement has on their children’s academic achievement. In the event a Title I school is identified as a focus or priority school, the district will notify parents and explain to them how they can become involved in school improvement efforts.

In addition, Title I has other specific requirements for parent involvement that include:
Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring

1. that parents play an integral role in assisting their child’s learning;
2. that parents are encouraged to be actively involved in their child’s education at school;
3. that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
4. the carrying out of other activities, such as those described in section 1118 of the ESEA.

If Alabama establishes a parental information and resource center, Cullman County Schools will inform parents and parental organizations of the purpose and existence of the parental information and resource center in the state.

PART II - DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED LEA PARENTAL INVOLVEMENT POLICY/PLAN COMPONENTS

1. The Cullman County School System will take the following actions to involve parents in the joint development of its LEA parental involvement policy/plan under section 1112 of the ESEA:
   a. Involve parents in the joint development of the Cullman County School System’s Parental Involvement Policy/Plan by establishing a District Advisory Council.
   b. Hold an annual District Advisory Council meeting in order to review and revise the parental involvement plan.

2. The Cullman County School System will take the following actions to involve parents in the process of
school review and improvement under section 1116 of the ESEA:
   a. Hold an annual meeting to review assessment data and discuss the overall Title I program and its
effectiveness.
   b. Ensure that parents are included in the development and review of each school’s school-wide plan
and school improvement plan.
3. The Cullman County School System will provide the following necessary coordination, technical
assistance and other support to assist Title I, Part A schools in planning and implementing effective parental
involvement activities to improve academic achievement and school performance:
   a. The Federal Programs staff will work with local principals and teachers in planning and
implementing parental involvement activities.
   b. Academic enrichment materials will be purchased and available for parents to take home to work
with their children.
   c. Information regarding parental programs provided by local agencies will be provided to local
schools.
4. The Cullman County School System will coordinate and integrate parental involvement strategies in
Title I (Part A) with parental involvement strategies under the following other programs such as Head Start
by:
   a. Including all Head Start parents in parental involvement activities provided by the local school that
houses the Head Start program.
   b. Providing an opportunity for Head Start students to attend Kindergarten Orientation to ensure a
smooth transition from the Head Start program to Kindergarten.
   c. Providing an opportunity for Head Start parents to serve as parent volunteers at the local school.
5. The Cullman County School System will take the following actions to conduct, with the involvement
of parents, an annual evaluation of the content and effectiveness of this parental involvement policy/plan in
improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to
greater participation by parents in parental involvement activities (with particular attention to parents
who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy,
or are of any racial or ethnic minority background). The school district will use the findings of the
evaluation about its parental involvement policy/plan and activities to design strategies for more effective
parental involvement, and to revise, if necessary (and with the involvement of parents) its parental
involvement policies.
   a. Involve parents in the review and evaluation of the content and effectiveness of the parental
involvement plan at the school and district level. An annual meeting will be held at the school and
district level to review and evaluate the programs.
   b. Distribute information, to the extent practicable, to parents in an understandable format, and include
alternate formats upon request, in a language that parents can understand.
6. The Cullman County School System will build the schools’ and parents’ capacity for strong parental
involvement, in order to ensure effective involvement of parents and to support a partnership among the
school involved, parents, and the community to improve student academic achievement, through the
following activities specifically described below:
   a. The school district will, with the assistance of its Title I, Part A schools, provide assistance to
parents of children served by the school district or school, as appropriate, in understanding topics
such as the following by undertaking the actions described in this paragraph:
      1. the State’s academic content standards,
      2. the State’s student academic achievement standards,
      3. the State and local academic assessments including alternate assessments
      4. the requirements of Part A,
      5. how to monitor their child’s progress, and
      6. how to work with educators.
   b. The Cullman County School System will:
      1. Provide information regarding the state’s academic content standards, academic achievement
      standards, and local academic assessments in the Cullman County Schools Handbook, which is
distributed to each student.
      2. Provide copies of the State Board of Education School Report Card to all students.
3. Assist parents in interpreting assessment results prior to and after testing.
4. Provide resource materials on interpreting test data, test preparation, and homework assistance to parents.

c. The Cullman County School System will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
   1. Maintaining the Cullman County Schools website to ensure that parents have access to the most current information.
   2. Assisting the local schools in maintaining their local websites which function as a resource to parents regarding parent activities, communication with teachers, and student assignments.
   3. Maintaining links on the Cullman County Schools website that provide homework help, content area remediation and educational resources for parents.
   4. Assisting local schools in conducting family literacy events.

d. The Cullman County School System will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
   1. Distributing materials on effective communication between parents and teachers.
   2. Employing a parent liaison to work with school staff in implementing parental involvement programs at the local schools.

e. The Cullman County School System will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
   1. Including all Head Start parents in parental involvement activities provided by the local school that houses the Head Start program.
   2. Providing an opportunity for Head Start students to attend Kindergarten Orientation to ensure a smooth transition from the Head Start program to Kindergarten.
   3. Providing an opportunity for Head Start parents to serve as volunteers at the local school.

f. The Cullman County School System will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alliterative formats upon request, and, to the extent practicable, in a language the parents can understand.

g. The Cullman County School System will:
   1. Distribute a Spanish version of the Student Handbook to parents who only speak Spanish.
   2. Translate information and forms as needed.
   3. Provide a translator for meetings.

**PART III - DISCRETIONARY LEA PARENTAL INVOLVEMENT POLICY/PLAN COMPONENTS**

The Cullman County School System, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, through the following discretionary activities listed under section 1118(e) of the ESEA:

1. involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
2. providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
3. paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
4. training parents to enhance the involvement of other parents;
5. in order to maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators,
also
The
I.

encouraged.
for
If at any time you have questions regarding these notices or information, please contact your
achieving
Parent

This letter is informing you as a parent about the process of requesting this information. If you would like
parents may request, and the Local Education
Education
Part of the No Child Left Behind Federal law requires that at the beginning of each school
year, each Local Education Agency receiving Title I funds shall notify the parents of each student attending that school, that the
parents may request, and the Local Education Agency must provide, in a timely manner, information regarding
professional qualifications on the student’s teachers. At a minimum, this includes:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas
   in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which state
   qualification or licensing criteria has been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the
   teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and if so, their qualifications.

This letter is informing you as a parent about the process of requesting this information. If you would like
information regarding the professional qualifications of your child’s teachers, please make this request in writing to
your local school administrator. You will receive this information in a timely manner.

Parent Involvement
Throughout the year, notices will be sent to parents of children attending Title I schools. In addition, information
will be made available to the community regarding progress the schools and the district are making toward
achieving high academic standards established by the district and state.

If at any time you have questions regarding these notices or information, please contact your child’s school
for clarification or assistance. Your active participation in your child’s education and school is important and
encouraged.

Honor Code
Adopted Board Policy

I. Honor Code (cheating)
The administration and faculty of Cullman County Schools are dedicated not only to teaching academic skills, but
also to fostering integrity among students. Today’s students are the leaders of tomorrow; therefore, students must
be encouraged to recognize, understand, and practice ethical behavior. In an effort to accomplish this goal, the
following policy is presented to help students avoid what is considered unethical behavior:

1. Copying another person’s work to be submitted as one’s own
2. Plagiarizing
3. Having, using, or attempting to use unauthorized aids (books, notes, calculators and other electronic aids)
   on tests, quizzes, homework, papers, or projects
4. Writing formulas, notes, or other material on desks, paper, hands, or clothing to be used while completing
   an assignment or taking a test
5. Having a copy of the test or answers to the test
6. Providing specific information about a test to someone who has not yet taken the test
7. Attempting to deceive by changing a test paper that was previously graded as a test
8. Giving unauthorized assistance to a fellow student, i.e. giving another student homework to copy, allowing
   another student to look on test papers, doing another student’s assignment for him/her or
unauthorized sharing of assignments
9. Printing out or using another student’s file or work, via computer
10. Providing any false information to a teacher

Penalties for cheating will be addressed as a Class II violation of the Code of Student Conduct.

II. Respect
Along with fostering integrity among our students, the administration and faculty of Cullman County Schools are dedicated to building character and promoting good citizenship among our students. In an effort to accomplish our goal, we have the following expectations of our students:
1. Students will address administrators, faculty, and other school personnel with an appropriate title.
2. Students will follow directives given by all administrators and faculty members.
3. Students will abide by posted classroom rules.
4. Students will treat school visitors with respect.

RESPONSE TO INSTRUCTION - STUDENT SUPPORT TEAMS
At Risk students are those students who have scored below level on the ASPIRE, STAR, or other approved standardized assessments, and/or students who have received academic grades lower than “C” in the core subjects, language arts, social studies, or mathematics, or students defined as at risk in Code of Alabama (1975), Section 16-13-23 1 (ACT 2003-438).

These students may have poor reading skills, inadequate communication skills, poor test scores, or have been retained. They may have excessive tardiness/absences/truancy or are potential dropouts or may be discipline problems involved in juvenile court.

The State Department of Education and the CCBOE feel that if these students are given attention and assistance in the identified areas of need, they will be given the opportunities to experience school success. That additional assistance will be recommended by a team of teachers at each school who comprise the Student Support Teams (SST). Those teachers will create a plan of action for At-Risk students called a Response to Instruction (RtI) plan.

If the intervention plan that the team creates for your child does not work, then the information gathered during a 6 to 9 week period will be used for a referral to special education. This team is composed of a school administrator, general educator who is requesting the support, guidance counselor, other regular educators, special educators, etc.

You may ask for help from the SST for your child by contacting the local school counselor. He or she will be able to talk to you about the referral.

COMMUNICABLE DISEASES
The Cullman County Commission on Education will work cooperatively with local and state health agencies to comply with and enforce all applicable health rules for the prevention, control and containment of communicable diseases in the schools. All actions taken in regard to communicable diseases will be in compliance with Cullman County Commission on Education policy, available for review in each principal’s office. For additional information; parents or guardians may contact their child’s principal or Community/Drug/AIDS Coordinator, Cullman County Board of Education, P. O. Drawer 1590, Cullman, AL 35056. Phone: 256-734-2933.

In the event your child is sick, he/she should stay home until they are symptom and/or fever free for 24 hours without the use of medicine.

IMMUNIZATION REQUIREMENT FOR 6TH GRADE ENTRY
Beginning with the 2010-11 school year, a dose of Tdap vaccine is required for Alabama students age 11 years or older, entering 6th grade. This requirement increases by one successive grade each year for the following 6 years to include 6th through 12th grades through the fall of 2016.

Any eligible student who has not received this required vaccine will not be allowed to enroll in school at the beginning of the school year until this requirement has been met. Every effort will be made to partner with outside health agencies to provide this immunization at school, but if your child is unable to receive it at school, it is the parent’s responsibility to be sure he/she receives it during the summer before returning to school in the fall.
<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Required or Recommended</th>
<th>For whom does the ACIP/CDC recommend this vaccine?</th>
<th>What does this vaccine help protect against?</th>
<th>What are some of the symptoms of these diseases?</th>
<th>When is the vaccine given?</th>
</tr>
</thead>
</table>
| Tdap                 | Required* For all 11-12 year old adolescents in 6th grade | All adolescents 11-18 years of age | • 3 serious bacterial diseases  
• Tetanus: also known as “lockjaw”.  
• Diphtheria: upper respiratory disease  
• Pertussis: also known as “whooping cough” | Tetanus: Painful tightening of the muscles  
Diphtheria: Difficulty in breathing; can lead to paralysis, heart failure  
Pertussis: Severe coughing spells and vomiting. | 1 dose during adolescence |
| Varicella            | Required                | • All children 12 months through 18 years of age | • Chickenpox | • A skin rash of blister-like lesions, usually on the scalp, trunk | 1 dose required  
2 doses recommended |
| Meningococcal        | Recommended             | • All adolescents 11 through 18 years of age | • Meningococcal disease including blood infection (sepsis) and meningitis | • Initial symptoms can be flu-like (including fever), stiff neck, rash  
• Can lead to hearing loss, amputation, seizures, coma, shock, or death within 48 hrs | 1 dose at 11 through 12 years of age  
1 booster dose at 16 years of age  
1 dose at 13 through 18 years of age or  
1 booster dose at age 16 through 18 years for persons who received 1st dose at 13 through 15 years of age |
| HPV                  | Recommended             | • All females 11 through 26 years of age | • Sexually transmitted infection caused by the human papillomavirus *Can cause cervical cancer or genital warts | • No symptoms at first | 3 doses over 6 months |
| Influenza (Seasonal) | Recommended             | • All children 6 months through 18 years of age | • Influenza virus: the “flu” | • Fever, sore throat, cough, head and muscle aches, extreme tiredness | 1 dose each year  
• Children 6 months-8 years of age: 2 doses may be needed 4 weeks apart. |

**REQUIRED VACCINES FOR SCHOOL ATTENDANCE**

<table>
<thead>
<tr>
<th>NAME</th>
<th>NUMBER OF DOSES</th>
</tr>
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<tbody>
<tr>
<td>Diphtheria/Tetanus/Pertussis</td>
<td>5 doses (4 if the 4th dose was received after the 4th birthday; a booster dose of Tdap vaccine must be given at 11 or 12 years of age)</td>
</tr>
<tr>
<td>Polio</td>
<td>4 doses (3 if the 3rd dose was received on or after the 4th birthday)</td>
</tr>
<tr>
<td>Measles/Mumps/Rubella</td>
<td>2 doses of Measles, 1 dose of Mumps, and 1 dose of Rubella</td>
</tr>
<tr>
<td>PCV</td>
<td>4 doses (not usually given after 5 years of age)</td>
</tr>
<tr>
<td>Varicella</td>
<td>1 dose (2 doses separated by at least 28 days for persons 13 years of age or older beginning the vaccination series)</td>
</tr>
</tbody>
</table>
SCOLIOSIS SCREENING

State law requires scoliosis screening each year for students in grades 5-9 to detect spinal deformities. Scoliosis is the medical term for the lateral or sideways curving of the spine. Although a common disorder, early detection and treatment are essential to prevent the possibility of future serious spinal, heart or lung problems. Unless this condition is severe, it will not be visible to parents and others in the fully clothed child.

The initial screening procedure is performed at school by specially trained personnel. Students who show symptoms are screened a second time at a later date. Students with positive findings at the second screening are referred to a physician. A referral does not constitute a diagnosis of spinal deformity but does indicate the need of further evaluations by a physician. Financial assistance for examination is available through the Children’s Rehabilitation Services for those who qualify and through the Shriner organization.

Refusal to participate in the screening process requires a written and signed statement from the parent to be filed in the student’s record. For further information contact the school nurse at 734-2933.

RESTRAINT POLICY

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

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

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

Ala.Admin.Code290-3-1-.02(1) (f)

IMPORTANT INFORMATION CONCERNING MEDICATION

In the event your child requires medication to be administered at any time during the school day, the parent/guardian will need to complete and sign the Prescriber/Parent Authorization Form and return it to your school nurse.
Cullman County Schools
Student Technology Acceptable Use Agreement

Cullman County Schools provides technology resources for employees/students in support of educational and instructional needs. This Agreement covers all forms of hardware, digital devices, software, accounts, network infrastructure, etc. It applies to all technology, regardless of ownership, used on school property during school hours as well as school- or district-owned technology regardless of location or time of day.

Access
The use of all Cullman County Schools technology resources is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. Individuals may only use accounts, files, software, and technology resources that are assigned to them. Students may not attempt to login to another individual’s account.

Privacy and Security
To maintain network integrity and to insure that the technology is being used legally and responsibly, technology staff reserve the right to inspect and monitor files, communications, Internet use, or any other data on school- or district-owned devices or personal mobile devices that are connected to the Cullman County Schools network. Cullman County Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet. All passwords must be kept private and may not be posted or shared. All third party vendors with which Cullman County Schools contracts to provide educational services are responsible for complying with all applicable local, state, and Federal laws.

Email and Web-based Services
Cullman County Schools provides email access for students in grades 6-12 through Google Apps for Education for educational and instructional use only and it may not be used for personal gain, commercial purposes, profit, political activity, threats, harassment, spam, etc. Incoming and outgoing email is filtered by the district for inappropriate content; however, no filtering system is foolproof, and Cullman County Schools cannot assume any liability for hacks or breaches of the filter. Cullman County Schools may also provide access to other web-based services. Terms of Service and Privacy Policies for GAFE and other web-based services can be found on the Technology Department page of the district website at www.ccboe.org located under “Student Protection.” The use of personal email on school- or district-owned devices is not permitted.

Safety
Cullman County Schools strives to provide safe access to educational resources available via the Internet. Cullman County Schools are in compliance with the Child Internet Protection Act. In accordance with CIPA all Internet access is filtered and policies have been established for the use of Cullman County Schools computers, servers, network and Internet resources. No filtering system is foolproof, and Cullman County Schools cannot assume any liability for hacks or breaches of the filter. Students will learn about online safety and digital citizenship through the implementation of the Alabama Technology Course of Study.

Personal Mobile Communication Devices
The use of personal mobile devices, including but not limited to laptops, tablets, and cell phones, can be allowed for instructional purposes at the discretion of the principal of the local school. If allowed by the principal, these devices should be restricted to instructional purposes only. Principals and teachers may also choose to place further restrictions on the use of personal mobile devices. All uses of personal mobile devices must fall within and are subject to the restrictions outlined in this Acceptable Use Agreement. Any student using a personal mobile device must have the Student Technology Use Agreement signed and on file with the school/district.

Respecting Resources
Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this
Agreement. Other examples of inappropriate use of resources can be considered a violation of this Agreement and may include, but not be limited to, the following:

* Sharing or attempting to discover or share another user’s personal information including password
* Unauthorized access of another user’s accounts, files, or work
* Downloading, installing, or copying files or software illegally
* Bullying, harassing, insulting, embarrassing, or attacking others via technology resources
* Placing irresponsible demands on limited resources such as Internet bandwidth or disk space
* Accessing, sending, or posting inappropriate or offensive materials or language
* Bypassing or attempting to bypass the Internet filter or other security measures
* Posting false or damaging information about other people, the school system, or other organizations
* Any form of hacking including hacking devices, accounts, servers, or other network resources

Copyright
All users are expected to follow the Fair Use Guidelines for Educational Multimedia.

Additional Laws and Policies
In addition the policies outlined in this Acceptable Use Agreement, students are expected to follow all Board Policies as well as all local, state, and Federal laws.

Restriction or Loss of Technology Privileges
Persons who violate any Board policy, rule, or regulation regarding technology, including those found in this Acceptable Use Agreement, may be denied use of the Board’s technology resources and may be subject to additional disciplinary action.

Searches
School- or district-owned and personal technology may be searched pursuant to other applicable board policies and state and federal laws.

Complaints and Grievances
Complaints and grievances may be submitted as outlined under the “Student Grievance Procedure” located in the Student Handbook.

Parental Rights
As a parent, you have the right to restrict student access to the Internet and web-based services. You have been provided an opportunity to Opt Out of Web Services through on-line enrollment.

Student Technology Acceptable Use Agreement Acknowledgement
Your on-line signature verifies your agreement to adhere and abide by the terms of the Cullman County Schools Student Technology Acceptable Use Agreement. You are agreeing to indemnify and hold harmless the school and the school district that provides the opportunity for technology access against all claims, damages, losses, and costs that may result from student access to technology or his/her violation of the district’s Acceptable Use Agreement.

MEDICATION POLICIES AND PROCEDURES FOR CULLMAN COUNTY SCHOOLS

1. All medications (prescription and over-the-counter) must be brought to school by an adult (not necessarily the parent). Medications should not be transported on a Cullman County school bus (with the exception of the handicap buses) or brought to school by a student.
2. If medication is sent to school with student, parents will be contacted and informed of medication guidelines for Cullman County Schools. Parent or other responsible adult may be required to come
to school to give medication. Medication cannot be sent home with the child. It should be picked up by the parent or another responsible adult. Medication will not be administered without the required written parental authorization.

3. All prescription medications should be received in the original bottle specific to that medication, child, and circumstances. All OTC medications should be received in an unopened, original bottle with the label clearly visible and the child’s name written in ink on the bottle or label but not obscuring any written information on the label. Parents should provide a separate bottle for each child.

4. No medications will be bought or received for the general student population. All medication must be provided by the parent specifically for his/her own children. This includes topical medications such as Neosporin.

5. All medications will be counted by the nurse and the person bringing it in. Then both parties should sign the appropriate form.

6. No medications will be given without written parental consent (or written physician consent if applicable). Verbal consent will not be accepted. Parents should specify dosages, times, and circumstances to be given. However, if any of the above is deemed inappropriate or differs with label directions, the nurse may make adjustments based on nursing judgment. (For example, the parent specifies too high a dosage for child’s weight or age). Parent’s directions must be specific as to symptoms. (If Advil is to be given for menstrual pain, it can only be given for menstrual pain, not for headaches). The nurse or medication assistant should check the permission for wording (ex. Give for fever, headache, or mild discomfort. In extreme instances, prescription medications may be given with a parent signature only and a valid, current prescription label for no more than 48 hours to give the parent time to obtain a signed Parent Provider Authorization from the physician. If the school nurse is not provided with a doctor’s signature after 48 hours, the parent or another responsible adult will need to come to school to give the medication until a signature can be obtained.

7. Cullman County School nurses will accept verbal orders from licensed health care providers only, but a written consent should follow within 48 hrs. Cullman County School Board Policy does not allow changes to be made on the Parent Prescriber Authorization regarding a prescription medication based solely on communication with the parents or a student.

8. The school nurse or medication assistant will give all medications with the exception of Epi-Pen, inhalers, insulin, or other specific emergency medications when the parent and physician have indicated on the Prescriber/Parent Authorization (PPA) that the medication can be safely administered by the student. Epi-Pen may be administered by non-licensed personnel who have received the appropriate training by the school nurse.

9. Medication should be picked up by the parent at the end of the school year or if medication is discontinued. The nurse or medication assistant should notify the parent of the presence of the remainder of medication and give a specified length of time for it to be picked up. If not picked up by the specified time, the medication should be destroyed based on state and federal guidelines.

CULLMAN COUNTY SCHOOLS STUDENT ASSESSMENT

Testing information and the Testing Calendar may be viewed online at ccboe.org

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