

2015-2016
PARENT – STUDENT
HANDBOOK
AND
STUDENT CODE OF CONDUCT



BLOUNT COUNTY SCHOOLS
2015-2016
STUDENT HANDBOOK

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Brian Narrell	Technology Coordinator
Becky Brothers McGowan	Special Education Coordinator
Phillip Hazelrig	Human Resources Coordinator
Cindy Parker	Chief School Finance Officer

EQUAL EDUCATIONAL OPPORTUNITIES

It shall be the policy of the Board that the school district shall place an equal emphasis on the nondiscriminatory provision of educational opportunities for children and no person shall be denied the benefits of any education program or activity on the basis of race, color, disability, creed, national origin, religion, age or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

The Blount County Board of Education provides a variety of support services and opportunities for its students. Among them are Special Education, At-Risk Student Support, and Problem Solving Team (PST).

The following person has been designated to handle inquiries regarding nondiscrimination policies, Title IX, and Section 504:

Phillip Hazelrig
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Asbestos Management Statement

It is the intention of the Blount County Board of Education to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. A copy of the asbestos management plan is available for review at the Blount County Board of Education Maintenance Department office and at the administrative office of each county school.

THE INFORMATION IN THE PARENT STUDENT HANDBOOK OUTLINES POLICIES CONCERNING STUDENT REGULATIONS AND CODE OF CONDUCT FOR BLOUNT COUNTY SCHOOLS. THE COMPLETE POLICY MANUAL IS AVAILABLE IN EACH SCHOOL AND ONLINE AT WWW.BLOUNTBOE.NET. STUDENTS AND PARENTS ARE REQUESTED TO READ THIS HANDBOOK AND RETAIN IT FOR FUTURE REFERENCE.

PLEASE SIGN AND RETURN TO YOUR SCHOOL THE NOTICE OF RECEIPT FOUND ON THE LAST PAGE OF THE HANDBOOK.

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3.14 Technology Responsible Use Policy (RUP)

Blount County Schools

Introduction

Blount County Schools relies on its computer network to enhance education outcomes. To ensure that BCS' computer resources are used properly by its employees, students, independent contractors, agents, vendors, and other computer users, the Blount County Board of Education has drafted and approved the following Responsible Use Policy.

The rules and obligations described in this policy apply to all users of BCS' computer network or computer resources, wherever they may be located in BCS' policies. Specific policies against discrimination and harassment (sexual or otherwise) apply fully to BCS' computer resources, and any violation of these policies serves as grounds for discipline up to and including termination. Students who violate these policies are subject to disciplinary action consistent with Board policy and the Student Handbook. Vendors, consultants, and all other third party guest users must adhere to these policies and are subject to losing their right to access BCS' computer resources for violations of these policies. By complying with the provisions in this Responsible Use Policy, users consent to monitoring as a condition of access under the Electronic Communications Privacy Act (1986). All users should be aware that BCS' computer resource uses including all its components are subject to monitoring in order to comply with the Alabama Supercomputer Authority and Family Educational Rights and Privacy Act (FERPA), as well as the Children's Internet Protection Act (CIPA). Employees, students, and other users should not have any expectation of privacy in anything they create, store, send or receive using the BCS' computer resources. The main goal of this aspect of the Responsible Use Policy is to ensure our children's safety and protection while using technology for educational purposes.

This Responsible Use Policy is crafted in the spirit of the Purpose and Direction for Blount County Schools, which includes our Mission "to create life-long learners by providing quality education and meeting the needs of all students" and our Vision to collaborate with all "stakeholders to prepare responsible citizens ready to succeed in an ever-changing global society." This policy also fully represents our Beliefs as a school system and is undergirded by the three tenets framing the Purpose and Direction: College and Career Readiness for Every Student; Commitment to Continuous Improvement; and a Positive, Collaborative, and Safe Learning Environment.

All technology resource use will be governed by the requirement that it must add to the standards-based educational experience and growth of the user and not disrupt the educational process in any way.

Definitions

The term "computer resources" as used herein refers to BCS' entire computer, electronic and communications network. Specifically, the term "computer resources" includes, but is not limited to computers, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, tablets such as IPADs, telephones, facsimile machines, scanners, software, data files, peripherals such as printers, and all internal and external computer and communications networks (for example, Internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly via remote access (including access by students, vendors, consultants and all other third party guests using personally owned computer hardware as authorized by BCS) from our computer network or that are owned or have been purchased by BCS.

Bring your own device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student's family), staff, or guests.

- Laptop computers are portable computers that can be used with or without the Internet.
- Netbook computers are portable computers that gain most of their functionality through the Internet.
- Smartphones/handhelds, some of which blur the lines between the Internet and cellular networks (e.g., Blackberry, Android, iPhone, personal digital assistants, iPod Touch).
- Tablet computers fall along a continuum from laptop-like to large size smartphones (e.g., iPad, Android tablet, etc.).
- E-book readers (e.g., Kindle, Nook, Kobo)
- Audio MP3 Players (iPod, etc.)
- Smart Watches

"Users" include employees, substitutes, students, and guests, using technology, including, but not limited to computers, networks, Internet, email, chat rooms, and other forms of technology services and products.

Network is wired and wireless technology networks, including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students.

Equipment includes cellular phones, smart phones, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, Nooks, Chromebooks, desktops, tablets and netbooks, as well as portable storage devices.

Policy Statements

Protection of Users

The Children's Internet Protection Act (CIPA) is a federal law that addresses concerns about access in schools and libraries to the Internet and other information. Under CIPA, schools and libraries are required to certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that: (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors. Schools subject to CIPA are required to adopt a policy to monitor online activities of minors i.e. (a) access by minors to inappropriate matter on the Internet and the Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, including but not limited to social networking sites; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them.

Schools will annually provide for the educating of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.

Bring Your Own Device

Effective at the beginning of 2015-2016 school year, the Blount County Board of Education will implement a Bring Your Own Device Policy (BYOD). Students may have electronic communication devices and other digital devices in their possession such as iOS devices (MacBooks, iPhones/smart phones, iPads, iWatches/smart watches, iPods), Kindles, Nooks, tablets, Androids, Blackberrys, MP3 players, and laptops to be used for instructional purposes. They must be turned off, charged, and only in use with permission. Students will not be allowed to bring chargers to charge devices. The principal, teacher, or supervising employee may approve the use of personal electronic devices for instructional purposes, after regular school hours, during medical emergencies, natural disasters, or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. The principal, teacher, or supervising employee will also have the authority to further restrict the use of personal electronic devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. Electronic communication devices and other digital devices will not be allowed to be present in standardized testing situations based on State Department of Education Policy. Students and parents must sign a technology contract that outlines the terms of the policy prior to bringing any device. Neither the Blount County Board of Education nor local schools are responsible for lost, stolen, or damaged items as this is a *voluntary* program. If students and parents do not agree to the terms, those students will not be allowed to participate in BYOD. Students will have basic technology available at school necessary to complete lessons and assignments as directed by the teacher.

The purpose of the BYOD initiative is to enhance instruction and assist students in developing communication, problem-solving, and critical thinking skills necessary to meet the College and Career Readiness Standards. All devices must use the Blount County Schools' guest network through Wi-Fi enabled airplane mode rather than a cellular data plan in order to meet Child Internet Protection Act (CIPA) compliance. Appropriate authorized use may include the following: research, organization of information into tables and graphs, organization of tasks using calendars, sharing information documents, and making calculations. Examples of unauthorized use or misuse, for the purpose of this policy, may include (but are not limited to) any of the following: having the device out in class, hallways, restrooms, or lunchrooms, texting, playing games, using apps, visiting websites, taking, posting, and/or sharing photographs and/or video on school campus or on the bus, without the supervising adult's permission.

The consequences for unauthorized use or misuse are outlined below:

Board Approved: April 6, 2015

First Offense:

Take up cell phone or other electronic device, hold for seven (7) school days, parents must pick up cell phone or other electronic device from administration. ⁽¹⁾ Administration may assign Saturday School/Detention/or conduct a parent conference.

⁽¹⁾ Revised July 1, 2010

Second Offense:

Take up the cell phone or other electronic device, hold for nine (9) weeks of school. Automatic one-day suspension.

Third Offense:

Take up cell phone or other electronic device, hold for the remainder of the school year or up to one year.
Automatic two-day suspension or five to ten day Alternative School assignment.

Revised and Board Approved: April 7, 2008

Social Media

Blount County Schools recognizes the value of social media, both for personal and professional use.

However, there are some guidelines that should be addressed when educators use social media. The guidelines and reminders below have been developed to better protect (and inform) BCS employees from charges of inappropriate use. Teachers should not "friend" students on personal social media. Teachers should also be judicious about "friending" students' parents on social media.

Many teachers utilize learning management platforms such as Edmodo to engage and assess 21st Century learners.

Unacceptable Social Media Use Includes:

- Updating social media or posting non-instructional content during school hours. Stakeholders expect BCS' employees to be working during the school day; posting on social media during this time gives the impression that teachers are not fulfilling their responsibilities to students.
- Posting pictures with students in them without permission of parents or guardians.
- Using social media as the sole means of classroom communication.
- Posting disruptive content which harms the goodwill and reputation of the students, teachers, school, and system.

Communication between teachers, parents, and students should be of an educational/extra-curricular nature and support the vision, mission, and beliefs of BCS. Other types of personal communication between teachers and students must be avoided.

Technology Acceptable Use

Adult-supervised, technology-enhanced activities which are standards-based and educationally driven and which follow all Blount County Board of Education policies should be deemed as acceptable use by students and adults. Some examples of acceptable and/or responsible use may include, but are not limited to the following: visiting approved educational websites; research; online practice quizzes; educational games; reading/writing website programs; student-learning platforms such as Edmodo, Blackboard, or Moodle; using video-enhanced learning, such as Khan Academy, Ted, or YouTube for educational purposes; educational surveys or student response websites; achievement or performance tracking websites; as well as other educational uses.

Technology Unacceptable Use

Prohibited Activities --The following activities, items, or materials are prohibited: fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate material may not be viewed, sent, posted, or shared through any form of electronic communication (such as bulletin board systems, newsgroups, chat groups), downloaded from the Internet or displayed or stored on BCS' resources. This includes "Spam" and other non-educational/business related matter. Any user encountering or receiving materials that violate the Blount County Schools' Responsible Use Policy should immediately report the incident to their teacher or supervisor.

Computer resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, political material, promotions, religious material, or any other unauthorized significant personal use. Additionally, users should not attempt to circumvent network security or internet access restrictions, torrent/P2P, or use destructive programs, such as viruses/self-replicating codes. Users should not intentionally damage computers, peripherals, or the network in any way.

Violation of a license agreement or copyright, any state, federal or international law, or waste of computer resources--Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to sending mass mailings or chain letters, non-educational use of computer resources, playing games, engaging in online chat groups, or otherwise creating unnecessary network traffic.

Violation Consequences

Any user who violates this policy may have computer/Internet privileges revoked at any time and without prior notice. Employee violations of this policy may also result in administrative leave, suspension, and possible termination. Student users are also subject to discipline according to the Blount County Student Code of Conduct. Any illegal use will also result in civil and/or criminal liability.

5.1 Admission

All children between the ages of six⁽⁴⁾ and seventeen⁽¹⁾ who reside in the school district will attend school regularly for the full term unless excused for the following causes: graduation from high school, physical or mental illness, or expulsion.

(4) Revised May 8, 2012

(1) (Revised May 18, 2009)

⁽²⁾ All children five years of age on or before September 1 shall be entitled to admission to kindergarten.

⁽³⁾ All children who are six years of age on or before September 1⁽³⁾ shall be entitled to admission to elementary school at the opening of the school year or as soon as practicable thereafter.

(3) (Revised/approved April 4, 2011)

(2) (Revised July 26, 2005)

All pupils registering for school in any grade must present a certificate showing immunization for the following:

(1) Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT), Diphtheria/Tetanus/acellular Pertussis (DTaP), or Tetanus/Diphtheria (Td), the student must have a total of 5 doses to be complete unless the 4th dose was given after the 4th birthday. ⁽³⁾ All students (11 or 12 years of age) entering the sixth grade will require a booster dose of tetanus-diphtheria toxoid and acellular pertussis vaccine (Tdap) prior to enrollment.⁽³⁾ A medical exemption is required for children less than 7 years of age that are not given pertussis vaccine. ⁽³⁾ (Revised June 2010)

(2) Haemophilus influenzae type b (HIB), at least one dose is required on admission to Head Start. Not required for children older than 5 years of age.

(3) Oral Polio Vaccine (OPV) or Inactivated Poliomyelitis Vaccine (IPV), at least one dose required on admission. Must have 4 doses to be complete unless the 3rd dose was given after the 4th birthday.

(4) Measles/Mumps/Rubella (MMR), first dose due at 12-15 months of age. A second dose of measles-containing vaccine is required for all students kindergarten through twelfth grades.

(5) Varicella vaccine is subject to the following schedule unless there is documentation of a positive varicella titer or a date of varicella disease. This requirement is effective for students entering kindergarten beginning fall of 2001 and will escalate by one successive grade each year for the following 12 years to include all grades, kindergarten through twelfth, beginning fall of 2013.

(6) Children entering pre-K programs must have four doses of the Pneumococcal vaccine. ⁽³⁾

(3) (Revised June 2010)

Medical and/or religious exemption certificates will be accepted in accordance with Alabama law. All pupils enrolling in school for the first time must present a birth certificate or equivalent record of birth. A student who does not meet the above requirements will not be enrolled.

(Revised June 14, 2001)

Effective July 1, 2014, Blount County Schools will use the enrollment form approved by the State Department of Education for the enrollment of all new students each year. As part of the enrollment form and procedures, schools may request a Social Security Number (SSN) but it is not required for enrollment and disclosure is voluntary. If a SSN is not provided, schools must assign a temporary number using the state approved process and numbering sequence for your school. (SDE Memo FY 14-1027)

(Added July 8, 2014)

No student shall be denied access to vocational programs or services on the basis of race, sex, national origin, limited English speaking ability, handicapping condition, or economic condition. (1)

No student will be allowed to attend the Blount County Career Technical Center unless enrolled in a high school operated by the Blount County Board of Education or the Oneonta City Board of Education. (2)

Students residing in the Blount County School District applying for admission to school as a transfer student from a church school, private school, non-accredited home school, or from a tutor are subject to being evaluated by means of tests administered by the principal of the school to determine proper grade placement. The tests administered may include achievement tests, end of grade level tests, end of course tests or some combination of these. Initial placement in a grade or course shall be temporary pending the evaluation and determination by the principal of which grades and/or credits for courses are

found to be acceptable by the school. Such evaluation and determination must be completed by the tenth school day after enrollment of the student. (3)

Admission for Homeless, Migratory, Immigrant⁽⁵⁾ and Limited English Proficient Students

Pursuant to the requirement of No Child Left Behind and the McKinney-Vento Homeless Education Act of 2001, all homeless, migratory, immigrant⁽⁵⁾, and limited English proficient children in the district will have access to the education and services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

The enrollment of homeless, migrant, immigrant⁽⁵⁾, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization of health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

The district will ensure that homeless, migratory, immigrant⁽⁵⁾, or limited English proficient students are not stigmatized nor segregated on the basis of their individual status. The student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent, guardian, or homeless liaison in the case of an unaccompanied youth, and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent, guardian, or in the case of an unaccompanied student, the district's liaison for homeless students. In the event circumstances are not in the best interest of the student to attend the school of origin based on a determination by the parent, guardian, or liaison, the student will attend the school in the attendance area of current residence. (4)

(5) Revised January 9, 2012

(4) (Revised and Approved March 1, 2004)

(3) (Revised May 2, 1994)

(2) (Revised May 14, 1991)

(1) (Revised May 7, 1990)

5.2 Transfer

Students living in Blount County must enroll in the assigned school that serves the designated district where the student and parent or legal guardian resides. Students may transfer to another Blount County School only if there is a change in residence into another designated district by the parent or legal guardian or by approval of the receiving principal.

(Approved May 7, 2007)

New and transfer students must show proof of residency before being enrolled in Blount County Schools. Students living outside Blount County will not be admitted to Blount County Schools. Likewise, students whose parent or legal guardian does not reside in Blount County are not eligible to attend Blount County Schools. Also, students must reside with their legal guardian for admission to Blount County Schools.

Should a student's legal guardian move outside the Blount County School District, the student is no longer eligible to attend school in Blount County. An exception may be given for seniors who have already begun their final year of high school if approved by the school principal.

Students who live inside Blount County but outside the Blount County School District may be admitted by the school principal after reviewing the applicant's record of academic achievement, attendance and discipline. Those students approved for admission will be required to pay an additional admission fee after August 18, 1997. The admission fee for out of district students is \$250 for one child, \$350 for two children, \$450 for three or more children and paid to the school's general fund. The admission fee is non-refundable. In addition, these students will be reviewed yearly by the principal and appropriate faculty on the basis of their academics, attendance and behavior to determine whether the student can continue their enrollment.

Those out of district students currently attending Blount County Schools may continue upon approval of the school principal.

Children of employees of the Blount County Board of Education who live out of district may attend Blount County Schools without a fee.

The principal and appropriate faculty should review academics, attendance and behavior yearly.

No out of county transfer shall be enrolled in a Blount County School for the current year if he is no longer in good standing at the school from which he wishes to transfer. Any exceptions must be approved by the Board.

Transfer students will not have completed registration until transcripts of scholastic records and other information on record have been received from the school previously attended.

Resident students of the Blount County School District who are enrolled in school in another school system will not be permitted during a scholastic school year to transfer to and attend any school operated by the Blount County Board of Education without the express written approval of the Superintendent of Education and/or the Board of Education. Students whose requested reasons to transfer to a Blount County Board of Education school include discipline and/or behavior problems will not be accepted for enrollment during the current scholastic school year.

(1) (Revised and Approved May 7, 2007)
(Revised May 20, 1999)
(Revised May 15, 1997)
(Revised May 14, 1991)

5.3 Promotion and Retention Guidelines and Student Classification

A. Promotion and Retention Guidelines

Decisions made concerning the promotion and retention of students will be made jointly by the principal and teacher(s)

I. KINDERGARTEN

Kindergarten students will be promoted to first grade upon successful completion of a full year kindergarten program. ⁽¹⁾Kindergarten students must master 70% of the kindergarten state course of study standards and or common core standards in Language Arts and Math. Students failing to master 70% of the standards in Language Arts and Math will be retained for one additional year in kindergarten. Social, emotional, and physical maturity will also be considered.

Supporting data:

1. Assessments
2. Kindergarten Report Cards
3. Chronological Age
4. Attendance
5. Special Services or Referrals

(Revised and Approved May 6, 2013)

(1) (Revised, approved April 4, 2011)

(Revised and Board Approved June 2, 2003)

II. FIRST GRADE

A.⁽¹⁾ Language Arts: Must successfully complete the Language Arts program with 70% accuracy

B. Math: Must successfully complete the math program with 70% accuracy

Supporting Data:

1. Teacher made tests
2. Chronological age/previous retention
3. Attendance
4. Special Services

III. SECOND GRADE

- A. ⁽¹⁾ Language Arts: Must successfully complete the Language Arts program with 70% accuracy
- B. Math: Must successfully complete the math program with 70% accuracy

(Revised June 14, 2001)

Supporting Data:

- 1. Assessments
- 2. Chronological age/previous retention
- 3. Attendance
- 4. Special Services

IV. THIRD GRADE

- A. ⁽¹⁾ Language Arts: Must successfully complete the Language Arts program with 70% accuracy
- B. Math: Must successfully complete the math program with 70% accuracy.

(Revised April 5, 2005)

Supporting Data:

- 1. Assessments
- 2. Chronological age/previous retention
- 3. Attendance
- 4. Special Services

(Revised May 15, 1997)

V. FOURTH GRADE

- A.⁽¹⁾ Language Arts: Must successfully complete the Language Arts program with 60% accuracy.
- B. Math: Must successfully complete the math program with 60% accuracy.
- C. Must successfully complete 1 of these 2 subjects with 60% accuracy⁽¹⁾
 - 1. Science
 - 2. Social Studies

Supporting Data:

- 1. Assessments
- 2. Chronological age/previous retention
- 3. Attendance
- 4. Special Services

VI. FIFTH GRADE

- A. Reading: Must successfully complete the reading program with 60% accuracy
- B. Math: Must successfully complete the math program with 60% accuracy
- C. Must successfully complete 2 of these 3 subjects with 60% accuracy ⁽¹⁾
 - 1. Science
 - 2. Social Studies
 - 3. Language

Supporting Data:

- 1. Assessments
- 2. Chronological age/previous retention
- 3. Attendance
- 4. Special Services

VII. SIXTH GRADE

- A. Reading: Must successfully complete the reading program with 60% accuracy:
- B. Math: Must successfully complete the math program with 60% accuracy.
- C. Must successfully complete 2 of these 3 subjects with 60% accuracy⁽¹⁾
 - 1. Science
 - 2. Social Studies
 - 3. Language

Supporting Data:

- 1. Assessments
- 2. Chronological age/previous retention
- 3. Attendance

4. Special Services

⁽¹⁾Revised and Board Approved May 5, 2008

VIII. SEVENTH AND EIGHTH GRADES

Students in grades seven and eight should have passed 4 of 5 major subjects (English, History, math, science and language arts) before being promoted to the next grade.

(Revised June 14, 2001)

Other factors to be considered are:

1. Assessments
2. Chronological age/previous retention
3. Attendance
4. Special Services

(Revised May 7, 1990)

(Added August 5, 1985)

VIII. Student Classification

Requirements for placement of students in the sophomore, junior and senior classes are as follows:

1. Sophomore Class-A student shall have passed at least four major subjects in the ninth grade and shall have earned six units of credit.
(Effective July 1, 1997)
2. Junior Class-A student shall have passed at least eight major subjects since completion of the eighth grade and shall have earned twelve units of credit.
(Effective July 1, 1998)
3. Senior Class-A student shall have passed at least twelve major subjects, shall have earned eighteen units of credit, and must be scheduled for sufficient subjects to meet graduation requirements.
(Effective July 1, 1999)

Major subjects are English, history, math, science and all subjects required for graduation.

(Revised June 3, 1996)

5.4 Attendance

Alabama law requires that all children between the ages of ⁽³⁾ six and ⁽²⁾ seventeen be enrolled in and attend school. In addition, new state law amendments (Ala. code s. 16-28-16, as amended by Act 1999-705) provide that all children who choose to enroll in school even if not of compulsory school age, are subject to the school attendance and truancy laws of the state. All students should attend school regularly and be punctual for all classes in order to receive the greatest benefit from the instructional program and develop habits of punctuality, self-discipline, and individual responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and enjoy school more. Attendance at school shall be one of the factors considered in determining the promotion of a student from one grade to another or in any given course.

(3) Revised May 8, 2012

A. GENERAL REQUIREMENTS

According to the Alabama State Department of Education, excused absences are as follows:

- (a) Student illness
- (b) Death in the immediate family
- (c) Emergency conditions as determined by the principal
- (d) Legal quarantine

- (e) Summons to court
- (f) Prior permission of the principal as requested by parent or legal guardian

All other absences are unexcused and will be marked accordingly in the attendance register. If a student's absences exceed five days in a nine week grading period and there is reason to believe the student was not too ill to attend school, the student may be required to submit a doctor's statement verifying the illness in order for him/her to receive credit for the nine weeks grading period. No passing grade for a nine weeks will be given to a student whose unexcused absences exceed three days. Additionally, no passing grade for a semester will be given to any student whose unexcused absences exceed five days for that semester. No passing grade will be given to any elementary student whose unexcused absences exceed ten days in a year.

Ten absences per semester shall be considered the maximum number of absences allowed for students to receive a passing grade in a class or course. Any absences over ten will be coded unexcused unless there is a verified medical condition or illness that requires additional absences from school. Documentation on this medical condition shall be on file in the school's main office. Attendance in each individual class will be counted to determine if the absence maximum has been exceeded for that class. Elementary grades will determine absences in full day increments.

Students may be exempt from semester exams if they have (a) an 85+ average in the class with no absences, or (b) a 90+ average in the class with one absence.

(Added April 4, 2005)

Students, who are absent from school, must bring a written note, specifying the reason for the absence, upon his/her return to school (This includes checking out of school early or checking into school late) (1) A parent/guardian or a physician must sign the note. The dated and signed statement must contain the student's name and a reason for the absence(s), date(s) of the absence(s), and must provide a phone number where the parent/guardian may be reached for verification purposes. The written statement will be presented to a designated person in the school, upon the student's return. This person will present the student with an "ADMIT TO CLASS (ATC)" form. The original excuse will be retained on file in the school office. The "ATC" form will state the nature of the absence as excused or unexcused. It will be the responsibility of the student to show the "ATC" form to his/her classroom teacher(s). Each classroom teacher will record the status of each absence in the grade book. The student will be allowed to make up work only for excused absences. At the time the "ATC" is submitted, the student should inquire about any missed assignments and make arrangements for make-up work. No assignments will be made up for credit for unexcused absences. In the event that a student fails to bring a written note upon his/her return to school following an absence, a temporary "ATC" will be issued to the student. This "ATC" will be coded unexcused. Students have three school days from the last day missed to bring in an excuse or the absence remains unexcused.

Make Up Work:

- a) For the first ten absences each semester, students will be eligible for make-up work as long as the absence has been coded excused according to guidelines of this policy, and the student presents his/her "ATC" form to the teacher and makes arrangements to make up the missed work.
- b) After a tenth absence from school or class in any one semester, no make-up work will be given without a doctor's medical condition letter (1) or principal's permission. Principal's permission is to be used primarily for events beyond a student's control (i.e., extended illness, family death, etc.).
- c) It is the student's responsibility to present the coded excuse ("ATC" form) to each teacher. If the student is eligible to make up missed work, he/she in cooperation with the teacher, must make arrangements for make-up work or tests. Such work or tests should be completed within a reasonable time as determined by the teacher and/or school administrator. (Note: This procedure shall also be followed for make-up work missed due to time away from school for approved school-related activities.)
- d) A grade of zero will be received for work or tests missed on the day of any unexcused absence and for any absence past the tenth per semester without a doctor's medical condition letter (1) or principal's permission.
- e) Homebound services may be provided for qualified students (as determined by Board of Education) after a two (2) week absence for high school students and after a three (3) week absence for elementary students.

Students may use a parent/guardian note for a maximum of five school days or (1) portions of days (late checkins or early checkouts) per semester. Any additional absences must be accompanied by a doctor's excuse or legal notice; otherwise the absence is unexcused and the student is considered truant. (Please

note that unexcused absences accrue for the entire school year and do not start over at the beginning of second semester.) Upon the first unexcused absence, the parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy. After the third unexcused absence, students are referred to the Blount County Board of Education Attendance Officer and the parent/guardian will be contacted. If subsequent unexcused absences occur, the Attendance Officer may file a complaint with the Juvenile Probation Office. The parent/guardian will then be contacted to participate in the Early Warning Program provided by the juvenile court. If the student continues to incur unexcused absences, the Attendance Officer may file a petition against the child or a warrant against the parent/guardian, if appropriate.⁽¹⁾

(Revised June 5, 2015)

(1) (Revised and Board Approved May 4, 2009)

(Revised and Board Approved March 3, 2003)

Once a student arrives on campus, he/she may not leave school grounds during school hours without permission of the principal. This includes going to his/her car for any reason. In the case of illness of a child during the school day, the principal or a designated person may take appropriate measures as required.

B. COMPULSORY ATTENDANCE

The Board shall enroll in school all students residing within the school district between the ages of ⁽³⁾ six (6) and ⁽²⁾seventeen (17) not otherwise receiving instruction in a private school, church school, home school, or being taught by a private tutor. Additionally, any child who is five (5) years of age on or before September 1 of that school year and lives in the school district and wishes to attend school may do so. An accurate record of attendance for every student enrolled in school shall be maintained. This record shall be kept by the classroom or homeroom teacher or other designated person in the school in the official register or through other officially approved documentation provided or approved by the State Department of Education.

Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the Board. Parents failing to enroll students and ensuring their attendance and proper behavior are subject to fines and imprisonment under state law. State law also requires that all student suspensions from school must be reported to the local district attorney.

Principals must report to the local superintendent any parent, guardian, or other person having control or custody of a child who fails to require the child to attend school or receive instruction by a private tutor, or fails to properly conduct him/herself at school. The Superintendent or designee is required to report the violators to the district attorney within 10 days.

A portion of Act 94-782 is printed below for the purpose of informing parents and others of the law as it relates to them.

“Act 94-782. Section 1. Section 16-28-12, Code of Alabama 1975 is amended to read as follows:

(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days.

The absence of a child without the consent of the principal or teacher of the public school he or she attends or should attend, or of the tutor who instructs the child, shall be prima facie evidence of the violation of this section.

(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a

copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

(c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of Education of the school system in which the suspected violation occurred. The Superintendent of Education or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or Superintendent of Education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.”

The Board, pursuant to guidelines established by the State Board of Education, shall establish educational programs to inform parents of school children of their education-related responsibilities to their children. The programs shall include, but shall not be limited to, coverage of each of the following topics:

(1) The criminal liability and criminal sanctions parents may be subject to under Section 16-28-12 of the Code of Alabama 1975, for failing to compel their child to properly conduct himself or herself as a pupil, or failing to ensure that their child attends school or enrolls in school.

(2) The necessity for a parent to monitor and supervise the schoolwork and educational activities of the child.

(3) An explanation of the responsibilities of teachers and the school system to a child, and an enumeration of those matters that are strictly the responsibility of the parent.

(4) Techniques and suggestions to enable a parent to best supervise the schoolwork and educational activities of the child.

(Revised May 1, 1995)

(5) An explanation of the interrelationship of the family life of a child and the educational achievement of the child.

The State Board of Education and the Board shall develop strategies to ensure that parents of school children receive this information. These strategies may include provisions for weekend meetings, one-to-one conferences, telephone communications, and neighborhood meetings.

Local district attorneys and law enforcement officials shall, at the request of the Board, assist in the implementation and operations of these regulations.

(Ref: Ala. Code 16-28-2.2, 16-28-12, 16-28-3, 16-1-24.1)

C. TRUANCY

All children enrolled in Blount County Schools, whether compulsory school age or not, are subject to school attendance and truancy laws of the State of Alabama. All cases of non-enrollment or non-attendance will be investigated by the Blount County Board of Education Attendance Officer. In cases where there is no valid reason for absence, the attendance officer will give written notice to the parent, guardian, or other person having control of the child to require attendance of the child within three days of the date of the notice. If the absence is found to be without valid excuse or reason and intentional, the attendance officer shall be required to bring criminal prosecution against the parent, guardian, or other person having control of the child.

(16-28-16 Code of Alabama Effective July 1, 2000.)

The Board shall not tolerate truancy or the habitual and unlawful absence from school. In accordance with state attendance laws, habitual absences shall be investigated and dealt with by the principal or attendance officer. The parent or legal guardian is responsible for requiring any student under his or her control or charge and under ⁽²⁾seventeen (17) years of age to attend school regularly except for legal absences as defined by Alabama School Law and State Board of Education rules and regulations. When students have at least three unexcused absences from school per school year, they must be reported by a designated school official to the school system attendance officer as directed by the Superintendent of

Education. If a student becomes truant, the parent or legal guardian of said student may be guilty of a misdemeanor and subject to punishment by law. Students will be counted present in attendance at school on all days for which they are present at least one-half of the school day regardless of whether they are late to school, leave school early, or leave and return to school during the same school day.

(Revised June 5, 2015)

Parents/guardians are responsible for enrolling their children in school and assuring their children attend school and obey behavior policies set by the Board. Parents/guardians who fail to enroll or assure attendance and proper behavior of their children may be charged with contributing to the delinquency of a minor and fined up to \$500 or sentenced to hard labor for the county for a period not to exceed 12 months or both. If a parent/guardian files a written statement in court to the effect that he/she is unable to control his/her child, that student may then be subject to action of the juvenile court, which will determine whether said student is a dependent, neglected, or delinquent child.

(2) Revised May 18, 2009)

(Revised and Approved by the Board June 10, 2002)

(Revised June 14, 2001)

(Items B and C added July 5, 1994)

5.4.1 School Attendance and License to Operate Motor Vehicles

(Regulations Governing School Attendance Standards and the Operation of Motor Vehicles.)

This policy is to meet the requirements of Alabama Legislative Act 93-368.

The purpose of 93-368 is to require school attendance standards as a prerequisite for a driver's license or learner's permit for the operation of a motor vehicle. School attendance standards are met by enrollment in a school or General Educational Development (GED) program or job training program approved by the State Superintendent of Education.

Requirements of the Act include:

1. Verification of enrollment status by appropriate school personnel on Part I of the Student Enrollment/Exclusion Status form.
2. Notification to the Department of Public Safety when a student has more than 10 consecutive or 15 cumulative days of unexcused absences during a single semester.
3. Exemption for students due to circumstances beyond the control of the student.
4. Implementation of appeals process.

Definition of Circumstances Beyond the Control of the Student:

1. In accordance with Section 16-28-6, Code of Alabama, 1975, circumstances beyond the control of the student are limited to:
 - a. Students who are mentally or physically unable to attend school.
 - b. Students who are regularly and legally employed under the provision of the Child Labor Law.
 - c. Students who, because of the distance they reside from school and the lack of public transportation, are compelled to walk more than two miles to attend a public school.
2. Suspension or expulsion from school or imprisonment are not circumstances that qualify for exemption.
3. The school system Superintendent or designee is the sole judge of whether or not the evidence presented meets the legal requirements of "circumstances that are beyond the control" of the student.

Appeals Process

1. The appeal of a decision of the Blount County School System regarding the enrollment status of a student shall be submitted to the Blount County School System. To appeal, the student shall submit to the appropriate school principal written notification of intent to appeal within 15 days of the issuance of enrollment status, including a statement of reasons for the appeal.
2. Except as otherwise provided herein, the appeals process shall follow the procedures adopted by the Board for student grievances (policy 5.20)

Responsibility for Developing Procedures

1. Principals shall provide information to students regarding rights, penalties, and guidelines, provided in the Act.
2. The process for implementing components of the policy which may include:
 - a. Principals, assistant principals and guidance counselors are approved to certify enrollment and unexcused absences.
 - b. The principal of each school shall assign personnel and specify the record keeping system to record consecutive and cumulative days of unexcused absences each semester.
 - c. Principals, assistant principals, guidance counselors, Superintendent and Assistant Superintendent may issue the Student Enrollment/Exclusion Status forms to students.
 - d. Principals shall notify the Department of Public Safety (DPS) of students not enrolled or exceeding 10 consecutive or 15 cumulative days absent during a semester.
 - e. Principals shall advise students that DPS has been notified of the student's absences or withdrawal.
 - f. The Superintendent with the assistance of the county attendance director shall determine whether specific facts and circumstances fall within the "beyond control" exemption.
 - g. Principals shall inform students of the appeals process. (Added July 5, 1994)

This policy is to meet the requirements of Alabama Legislative Act 94-820 which makes provisions for the suspension of driver's licenses for persons under the age of 19 who are convicted of the possession of a pistol on school premises.

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, or both, under Section 13A-11-72 of the Alabama Code shall be denied issuance of a driver's permit or license for the operation of a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license for the operation of a motor vehicle. Any adjudication of a person as a juvenile delinquent or youthful offender where the underlying charge is a violation under Section 13A-11-72 of the Alabama Code shall be reported to the Alabama Department of Public Safety.

If a person over the age of 14 years possesses a driver's license on the date of conviction, the Department of Public Safety, within five days of receipt of a notice of conviction from the court, shall send notice to the licensee that his or her driver's license will be suspended for 180 days.

The court shall notify the Department of Public Safety of the conviction of a person over the age of 14 of a crime involving the possession of a pistol on the premises of a public school, or a public school bus, or both, under Section 13A-11-72 and any reversal of the conviction.

Principals or their designees must report to the appropriate juvenile authorities or law enforcement agencies students found to be in possession of a pistol under the provisions of this law.

5.5 Graduation Requirements

A. Requirements for Graduation Diplomas

Graduation from a Blount County High School denotes the completion of a school program designed to meet as nearly as possible the needs of the students. The Alabama State Course of Study shall be adhered to in meeting the program requirements. Time allotment and credit requirements as established by the State Department of Education shall be followed.

(1) Beginning with the ninth grade class for the 2009-2010 school year and thereafter, the Alabama High School Diploma with Advanced Academic Endorsement will be the default diploma for all regular education students. Parents/Guardians may complete an Alabama High School Diploma Endorsement Change Request Form at the end of any semester or grade after the student has completed or attempted the 9th grade. Diploma options for special education students should be determined by the student, parent/guardian, and the IEP team.

(Revised June 3, 1996)

2) Beginning with the entering ninth grade class of 2013-2014 (graduating class of 2017), all students will be under Alabama's One Diploma option. NO additional LEA endorsements will be awarded.

(2) (Revised and Approved May 6, 2013)

A diploma is awarded to students who satisfactorily complete the minimum state requirements. An additional certificate of proficiency will be awarded by the Blount County Career Technical Center to students meeting Alabama career technical requirements.

(Revised May 7, 1990)

(Revised May 3, 1982)

All candidates for high school graduation will be approved by the Superintendent upon the recommendation of the principals.

(Revised June 3, 1996)

A course in Driver Training should be taught in every senior high school and may be taken in any grade above the ninth grade. Driver Education is an elective course for which one-half unit of credit may be earned.

(Revised June 3, 1996)

(Revised May 1, 1989)

Health Education

Beginning with pupils that enter the ninth grade during school year 1982-1983 all pupils in high schools are required to successfully complete an approved one-semester course in health education before high school graduation, the contents of the course to be determined by the State Department of Education. The one-half unit of health education which is required by legislative act may be offered at any grade level (9-12) provided that the one-half unit shall not be counted toward the units required for graduation if taken below grade nine. (Act No. 853, Regular Session, Alabama Legislature, 1978.) Students who enroll in the prescribed program of study in Health Occupations Education for two years are not required to take the one-semester course in Health Education. (State Board of Education resolution on May 12, 1983 and Blount County Board of Education waiver on August 27, 1993.)

(Revised May 1, 1995)

(Revised May 1, 1989)

Physical Education

All students in grades 1-6 must receive at least 30 minutes of physical education daily (no exception; no substitutions).

All students in grades 7 and 8 must receive 50 minutes of physical education daily (no exceptions; no substitutions).

All students in grades 9-12 must receive 1 unit of credit (140 clock hours) of L.I.F.E physical education in order to meet Alabama High School Graduation requirements.

(Revised June 2, 2006)

All candidates for graduation shall participate in graduation exercises unless they are excused by the Board upon the recommendation of the Superintendent. Students who began the ninth grade in the 1996-1997 school year and thereafter, are required to earn 24 units of credit prior to graduation.

(Revised June 3, 1996)

All students entering ninth grade in 1997-98 or later must pass the Alabama High School Graduation Exam. Students entering ninth grade prior to 1997-98 must pass the Alabama High School Basic Skills Exit Exam.

(Revised May 20, 1999)

(Revised May 1, 1995)

EFFECTIVE WITH THE GRADUATION CLASS OF 2008

Effective with the graduating class of 2008, a student who has passed all required course work and has passed three of five sections of the Alabama High School Graduation Exam (with math and reading being two of the three sections) may be awarded the Alabama High School Diploma with Credit Based Endorsement.

Special Education students must pass all required course work and three parts of the Alabama High School Graduation Exam to be awarded the Alabama High School Diploma with Credit-Based Endorsement. However, a special education student can substitute another area of the Alabama High School Graduation Exam in lieu of reading or math if he/she qualifies for the exemption based on the established disability. The same qualifications apply for the exemption for the Credit Based Endorsement as are currently required for the Alabama High School Diploma.

(Revised Board Approved May 22, 2008)

EFFECTIVE WITH THE GRADUATION CLASS OF 2013

Alabama High School Graduation Requirements
(In effect with ninth grade students for the 2009-2010 school year)

The Alabama High School Diploma

The Alabama High School diploma requires the passing of 24 credits of coursework-- Mathematics (4), Science (4), Social Studies (4), English (4), Computer Applications (0.5), Physical Education (1), Health Education (0.5), Arts Education (0.5), and Electives (5.5). It also requires the passing of 5/5 sections of the AHSGE. An Alabama High School Diploma may have no endorsement or any one of the four endorsements listed below:

Advanced Academic Endorsement

Requires passing all standard coursework including Algebra II with Trig., two consecutive foreign language credits, an online experience, and passing 5/5 sections of the AHSGE. This is the First Choice default diploma.

Advanced Career and Technical Endorsement

Requires passing the same coursework as the Advanced Academic Endorsement with the exception of foreign language and passing three career and technical courses (or two career and technical courses and another course related to the student's career choice). In addition, 5/5 sections of the AHSGE also must be passed.

Career and Technical Endorsement

Requires passing all standard coursework, passing three career and technical courses, and passing 5/5 sections of the AHSGE.

Credit Based Endorsement

Requires passing all standard coursework and passing 3/5 sections of the AHSGE, including Reading, Mathematics, and one other section. Students must continue remediation and attempting to pass all sections of the AHSGE in order to request the Credit-Based Endorsement. This is a final diploma option once issued.

A diploma with or without an endorsement signifies completion of high school and all requirements associated with the awarding of the diploma by the Alabama State Board of Education.

Alabama State Board of Education Resolution to Modify Graduation Requirements

The Alabama High School Graduation Exam (AHSGE) is no longer a diploma requirement for any student who entered the 9th grade for the first time in the 2010-2011 school year or later cohort. (Passed November 14, 2013 ALSDE Memorandum FY 14-2019). All students who entered 9th grade prior to 2010-2011 must pass the AHSGE or appropriate sections in order to receive a diploma.

(Added July 8, 2014)

The Alabama Occupational Diploma

The Alabama Occupational Diploma (AOD) is achieved through the standard curriculum or an alternative that is aligned with the Alabama courses of study. The recipients of this diploma are students with some form of learning disability. Those who receive the AOD must take the AHSGE but are not required to pass in order to receive the Alabama Occupational Diploma.

(Revised May 4, 2009)

As of November 14, 2013, an LEA should issue the Alabama High School Diploma if the student has met all of the requirements for the AOD and are part of the 2010-2011 cohort. Students who entered the 9th grade for the first time in the 2010-2011 school year are not required to pass the AHSGE.

(Added July 8, 2014)

EFFECTIVE FOR STUDENTS WHO BEGIN THE NINTH GRADE IN THE 1996-1997 SCHOOL YEAR

Graduation from an Alabama High School denotes the completion of a school program which has been planned and administered to meet as nearly as possible the needs of the students. The Alabama State Courses of Study shall be followed in meeting the program requirements.

ALABAMA HIGH SCHOOL DIPLOMA Completed in Grades 9-12 inclusive:

English Language Arts	4	Units
Four Credits to include the equivalent of:		
English 9	1	
English 10	1	
English 11	1	
English 12	1	
Mathematics	4	Units
Four credits to include the equivalent of:		
Algebra I	1	
Geometry	1	
Science	4	Units
Four credits include the equivalent of:		
Biology	1	
A Physical Science	1	
Social Studies	4	Units
Four credits to include the equivalent of:		
World History 1500 to present	1	
U.S. History to 1877	1	
U.S. History 1877 to present	1	
U.S. Government	1/2	
Economics	1/2	
Physical Education	1	Unit
Health Education	1/2	Unit
Fine Arts	1/2	Unit
Computer Applications*	1/2	Unit
Electives	5 1/2	Units
MINIMUM UNITS REQUIRED	TOTAL	24 Units**

*May be waived if computer literacy, keyboarding skills, and introductory applications are verified by qualified staff at the high school. The designated one-half credit would then be added to the electives.

**Minimum units required. Students should be encouraged to complete additional credits.
 (Added June 3, 1996)
 (Revised May 20, 1999)

EFFECTIVE FOR STUDENTS WHO BEGIN THE NINTH GRADE IN THE
 1996-1997 SCHOOL YEAR

Full implementation of the foregoing requirements shall be contingent upon adequate and proper funding of these programs. Graduation from an Alabama high school denotes the completion of a school program which has been planned and administered to meet as nearly as possible the needs of the students. The Alabama State Courses of Study shall be followed in meeting the program requirements:

ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ACADEMIC
 ENDORSEMENT

Completed in grades 9-12 inclusive:

English Language Arts	4	Units
Four credits to include advanced level (if offered) of:		
English 9	1	
English 10	1	
English 11	1	
English 12	1	
Mathematics	4	Units
Four credits of advanced level (if offered) including:		
Algebra 1	1	
Geometry	1	
Algebra II w Trig	1	
Math elective(s)	1	
Science	4	Units
Four credits to include advanced levels (if offered) of:		
Biology	1	
A Physical Science	1	
Science electives	2	
Social Studies	4	Units
Four credits to include advanced levels (if offered) of:		
World History 1500 to present	1	
U. S. History to 1877	1	
U. S. History 1877 to present	1	
U.S. Government	1/2	
Economics	1/2	
Physical Education	1	Unit
Health Education	1/2	Unit
Fine Arts	1/2	Unit
Computer Applications*	1/2	Unit
Foreign Language**	2	Units
Electives	3 1/2	Units
MINIMUM UNITS REQUIRED	TOTAL 24	UNITS***

(Added June 3, 1996)

*May be waived if computer literacy, keyboarding skills, and introductory applications are verified by qualified staff at the high school. The designated one-half credit would then be added to the electives.

**Students must earn two (2) years in any one foreign language, grades 9-12, for the advanced academic endorsement. To satisfy this requirement, the content of the courses must be consistent with Level I and Level II as listed in The Alabama Course of Study for Foreign Languages regardless of the student's grade level. Exception to this must be approved by the state Superintendent of Education.

***Minimum units required. Students should be encouraged to complete additional units.
 (Added June 3, 1996)
 (Revised May 20, 1999)

EFFECTIVE FOR STUDENTS WHO BEGIN THE 9TH GRADE IN THE
 2013-2014 SCHOOL YEAR

Beginning with the entering ninth grade class of 2013-2014 (graduating class of 2017), all students will be under Alabama's New One Diploma Option. No additional LEA endorsements will be awarded.

(Revised May 6, 2013)

**New Alabama High School Diploma
 Effective for Students Who Begin the Ninth Grade in the 2013-2014 School Year**

Completed in grades 9-12 inclusive:

English Language Arts	4	Units
Four credits to include the equivalent of :		
English 9	1	
English 10	1	
English 11	1	
English 12	1	
(or any AP/IB/postsecondary equivalent option of these courses		
Mathematics	4	Units
Four credits to include the equivalent of:		
Algebra 1	1	
Geometry	1	
Algebra II w Trig	1	
Algebra II	1	

Additional course(s) to complete the four credits in mathematics must be chosen from the Alabama Course of Study: Mathematics or CTE/AP/IB/postsecondary equivalent courses.

Science	4	Units
Four credits to include the equivalent of :		
Biology	1	
A Physical Science	1	
Science electives	2	

The third and fourth science credits may be used to meet both the science and CTE course requirements and must be chosen from the Alabama Course of Study: Science or CTE/AP/IB/postsecondary courses.

Social Studies	4	Units
Four credits to include the equivalent of:		
World History 1500 to present	1	
U. S. History to 1877	1	
U. S. History 1877 to present	1	
U.S. Government	1/2	
Economics	1/2	
(or AP/IB/postsecondary equivalent)		
Physical Education-LIFE	1	Unit
(One JROTC credit may be used to meet this requirement)		
Health Education	1/2	Unit
Career Preparedness	1	Unit
(Career and Academic Planning, Computer Applications/Financial Literacy)		
CTE and/or Foreign Language and or/Arts Education	3	Units

(Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence).

Electives	2 1/2	Units
MINIMUM UNITS REQUIRED	TOTAL 24	UNITS
	(Added May 6, 2013)	

It is recommended that American Government be taught the first semester and Economics the second semester in order that uniformity throughout the state may be observed as much as possible. However, where a hardship is inflicted through the furnishing of textbooks, these courses may be taught simultaneously. The larger schools will be affected most by this necessity. In no case should the order be completely reversed.

(Revised May 20, 1999)

(Effective August 6, 1984)

Except in a case of bona fide change 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. 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 the principal of the school from which the student was 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. In case of doubt as to procedure or appropriate action in such case, either or both of the principals of the schools concerned should discuss the matter with the State Department of Education.

(Effective August 6, 1984)

Graduation Activities

Diplomas shall be imprinted with the words Alabama High School Diploma with the appropriate endorsement(s) where applicable.

It is the intent and desire of the Blount County Board of Education that graduation activities and procedures for awarding the Alabama High School Diploma with various endorsements, the Alabama Occupational Diploma, and a certificate of completion to each eligible student (including special education students) be integrated and identical with no distinctions/differentiations made in regard to the way the exit document is awarded or presented.

(Revised May 29, 2009)

High schools are not authorized to issue a diploma as a result of GED tests or any other tests. High schools may issue the Alabama Alternate Adult High School Diploma (AAAHSD) and allow a student to graduate if they have successfully completed and passed the required Carnegie Units and have passed the test of General Educational Development (GED test).

(Revised July 21, 2005)

(Effective August 6, 1984)

B. Requirements for Certificate of Completion

The Certificate of Completion from a high school denotes that a student who receives special education services has not met the requirements for a diploma. The Alabama State Courses of Study regulations for Exceptional Students shall be followed in planning the student's program.

Graduation Procedures for Special Education Students

Each special education student who accumulates the required number of Carnegie Units for graduation, but does not pass the Alabama High School Graduation Exam shall be awarded a Certificate of Completion and afforded the opportunity to participate in activities related to graduation.

Each special education student who passes the Alabama High School Graduation Exam, but does not accumulate the required number of Carnegie Units for graduation shall be awarded a Certificate of Completion and afforded the opportunity to participate in activities related to graduation.

Alabama State Board of Education Resolution to Modify Graduation Requirements

The Alabama High School Graduation Exam (AHSGE) is no longer a diploma requirement for any student who entered the 9th grade for the first time in the 2010-2011 school year or later cohort. (Passed November 14, 2013 ALSDE Memorandum FY 14-2019). All students who entered 9th grade prior to 2010-2011 must pass the AHSGE or appropriate sections in order to receive a diploma.

(Added July 8, 2014)

Each special education student who successfully completes the prescribed program specified in his/her Individual Education Plan (IEP) for high school graduation shall be awarded a Certificate of Completion and afforded the opportunity to participate in activities related to graduation.

Issuance of Diplomas and Certificates of Completion

High School Diplomas and Certificates of Completion shall be issued only upon the authority of the Board of Education and shall be on forms prescribed or approved by the Board. Diplomas and Certificates of Completion shall bear the signature of the Superintendent of Education, Principal of the school and the President of the Blount County Board of Education.

The "Great Seal of Alabama" shall be on the face of all diplomas and certificates of completion issued by schools under the jurisdiction of the Blount County Board of Education .

(Effective August 6, 1984)

Special education students should follow the program guidelines of the State Department of Education.

All schools shall follow the course offering requirements contained in Courses of Study as published by the Alabama State Department of Education.

(Added May 1, 1989)

C. Time Allotment Credit Requirements for Secondary Schools

Any subject that is offered in grades 9-12 which meets for a minimum of 140 clock hours of recitation and is successfully completed by the student enrolled in class must carry one (1) unit of credit. The credit must be counted toward graduation as an elective or required unit of credit. Example: One year or one unit of foreign language must be recognized even though the student does not pursue the second year of the program.

Any fractional credit which a student earns may be combined with any other fractional credit and cumulatively count toward graduation or for promotional purposes.

It is possible for a student to earn a total of ten (10) credits in a time span of twelve months. The ten credits may include earned credits from summer school, credit recovery, on-line courses, or from dual enrollment. ⁽¹⁾ Exceptions to the 10-credit limit must be approved by the Superintendent.

(1) (Added May 6, 2013)

A maximum of two credits (units) may be earned in an approved summer school/credit recovery program for purposes of eligibility based on AHSAA guidelines. Units earned in the summer for eligibility purposes must be completed before September 1.

(Revised August 6, 2012)

D. Requirements for a Graduation Certificate/Other Credentials

The Graduation Certificate from a high school denotes that a student has not met the requirements for a diploma.

A Graduation Certificate may be awarded to students who have accumulated the required number of Carnegie Units for graduation, including core subjects, met all course requirements, and completed all other requirements for graduation except satisfactorily passing the high school graduation exam. A student being awarded a graduation certificate will be allowed to participate in graduation activities.

A student who does not pass 24 units of work including core subjects cannot receive a graduation certificate and cannot participate in graduation activities.

Wording on the Graduation Certificate following the student's name shall read essentially as follows: has satisfactorily completed the Course of Study prescribed by the Alabama State Board of Education for Accredited High Schools and by the Southern Association of Colleges and Schools and is therefore awarded this Graduation Certificate.

A graduation certificate shall not be issued as a result of GED tests or any other tests.

E. Dating High School Exit Documents

High schools shall hold graduation ceremonies once each year on the date set by the Board for the purpose of awarding diplomas and the certificates of completion.

A student who passes the high school graduation exam after exiting high school, will be awarded a diploma, provided all other requirements have been satisfied, bearing a date the results were received from the exam or any date thereafter. The diploma may not be backdated with the student's graduation class.

This same policy on the dating of exit documents shall apply to students completing course requirements after the regular date of graduation.

(Revised May 29, 2009)

(Added May 1, 1995)

F. Alabama Occupational Diploma

Requirements for the Alabama Occupational Diploma. Effective for students with disabilities as defined by the Individuals with Disabilities Education Act (Public Law 101-476) who begin the tenth grade in the 1997-98 school year, students must earn the course credits outlined in the Alabama Occupational Diploma Manual, Bulletin 2004, November 13, Revised May 2007. Current course offerings and requirements as specified by the State of Alabama Department of Education can be reviewed at www.blountboe.net Special Education/Documents/Alabama High School Diploma Substitute Courses For Students with Disabilities.

In addition to earning 24 Carnegie units, the student must complete the vocational training component of the program of study consisting of the following three components:

School Based Work Assessment. Successful experience and acceptable work performance evaluations in three to six school-based work assessment experiences, six to eight job shadowing experiences, or a combination for a minimum total of 30 hours.

Community Based Work Training. Successful experience and acceptable work performance evaluations in two to four community-based work training experiences with a minimum total of 30 hours.

Cooperative Career/Technical Education. Minimum of 270 hours of successful paid employment.

(Revised March 3, 2003)

(Approved May 20, 1999)

According to the April 24, 2014 ALSDE Memo FY 14-2057, "Students with disabilities in the 2010-2011 or later cohort who meet all requirements for the AOD should be awarded the Alabama High School Diploma".

Students with Disabilities Now Have Three Pathways for Earning the Alabama High School Diploma: General Education Pathway, Essentials/Life Skills Pathway, and Alternative Achievement Standards (AAS) Pathway.

(Added July 8, 2014)

5.6 GRADUATION HONORS

In order to qualify for graduation honors, students must be pursuing the Alabama High School Diploma with Advanced Academic Endorsement and be taking honors-level courses (including dual enrollment and Advanced Placement) ^(c). Valedictorian, Salutatorian, and Historian Awards will be based on semester grade point averages calculated from grades nine through eleven and the first semester of grade twelve. The minimum requirement to be considered for the top three honors is that a student must have completed or be enrolled in four advanced level units of each of the following: English, social studies, mathematics, and science. All subjects taken (including those taken at the Blount County Career Technical Center) will be counted in calculating grade averages. Numerical grades will be based on a maximum of 100 points possible. Honor students will be chosen according to the highest grade point average carried out to the 100th place if necessary to distinguish placement. In the event that two or more students have the same numerical average for any of the top three honors, provided the average has been taken out to the 100th place, then the two (or more) students shall share the honor. (a) Grades that are given for being an office, library or teacher's aide/audit will not be counted when calculating grade averages.

For the purpose of determining graduation honors, admission to honor clubs, and rank in the graduating class, the exact numerical grade rounded to whole numbers must be recorded and retained as a part of student records at each school for grades nine through twelve. This policy shall be effective beginning with the 1982-83 school year. (b) Weighted credits shall be given to students who successfully complete advanced/honors, Advanced Placement, and dual enrollment or equivalent courses. ^(d) Advanced/honors courses shall receive an additional weight of 1.15 and Advanced Placement/dual enrollment courses shall be weighted 1.25. Schools will keep record and share with students a district-approved list of weighted courses.

(Revised May 4, 2009) (c) (d)

(Revised April 5, 2005)(a) (b)

Beginning with the entering ninth grade class of 2013-2014 (graduating class of 2017) all students will be considered for Valedictorian, Salutatorian, and Historian Awards based on semester grade point averages calculated from grades nine through eleven and the first semester of grade twelve. All subjects taken (including those taken at the Blount County Career Technical Center) will be counted in calculating grade averages. Numerical grades will be based on a maximum of 100 points possible. Honor students will be chosen according to the highest grade point average carried out to the 100th place if necessary to distinguish placement. In the event that two or more students have the same numerical average for any of the top three honors, provided the average has been taken out to the 100th place, then the two (or more) students shall share the honor. (a) Grades that are given for being an office, library or teacher's aide/audit will not be counted when calculating grade averages.

(Revised May 6, 2013)

Beginning with the entering ninth grade class of 2013-2014 (graduating class of 2017) schools will recognize students who graduate with a 3.5 or higher GPA as graduating "With Honors." The honors should follow these guidelines:

- 1) Overall GPA for credit-bearing courses should be used in the calculation.
- 2) 3.500 – 3.7999 = "With Honors," 3.800 – 3.999 = "With High Honors," 4.000 and above = "With Highest Honors"
- 3) An Honor Seal may be affixed to the Alabama High School Diploma
- 4) Students graduating with any level of "honors" should be recognized accordingly during the graduation ceremony.

(Revised May 6, 2013)

Students transferring from a school system where numerical grades are not given will be assigned numerical grades based on that system's grading scale, if available. If a scale is not available, the Blount County School System scale will be used. In the event of lack of pluses or minuses with the letter grades, the middle numerical grade will be assigned to each letter grade.

Only Carnegie Units received from a state accredited school system will be accepted for the purpose of calculating the grade-point averages for the top three honors. Credit units transferred from an independent correspondence study, non-accredited private school, church school, private

tutor, and/or a home school will not be accepted for the purpose of calculating the averages for the top three honors.

(Revised May 15, 1997)

(Revised May 1, 1995)

(Revised May 3, 1993)

(Revised May 7, 1990)

(Revised May 5, 1986)

5.7 DRESS AND DECORUM

The policy of the Blount County Board of Education is that good grooming and personal appearances are essential elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students or the purposes of public school education.

Any student violating the dress code may be suspended for the remainder of the school day and may receive unexcused absences in the classes missed. The principal or his/her designated person(s) has the authority to determine inappropriate dress.

Repeat offenders are subject to further disciplinary action as deemed appropriate by the principal/designee. (2)

Principals can specify dress code for specific events, i.e. graduation, prom, etc. (5)

A. Student Dress Code

Students must be neatly dressed, clean, and well groomed while at school. Clothing must be suited for school activities.

Students in grades K-12 are prohibited from wearing excessively loose clothing including shirts, tops, pants, and shorts.

Pants should be of the appropriate size in the waist and inseam. Pants are not allowed that sag off the hips.

Trench coats are also prohibited.

(4)(Approved May 20, 1999)

Students in grades 4-12 are prohibited from wearing short shorts, short culottes, sheer mesh or net clothing, backless clothing, extremely tight pants, tank tops or muscle shirts, ⁽⁶⁾shirts with sleeves cut off at the shoulder, or clothing that exposes a bare midriff. (3)Shirts must be buttoned. For students in grades 4-12, clothing, cuts, slits, or tears in clothing should not exceed four inches above the knee. (1) Extremely tight clothing shall be prohibited.⁽⁷⁾Leggings and other tightly fitting pants must be covered with clothing that meets the four inch standard stated above.

Clothing or any item attached to or worn on clothing or on a person's body, with pictures, symbols, or writing conveying a message about alcoholic beverages, illegal drugs, having a sexual connotation, containing any obscenity, or containing any foul or abusive language is prohibited on the school campus.⁽⁵⁾ No writing on back (seat) of pants, jeans, shorts, sweatpants, etc. for K-12 grade male and female students, including cheerleaders and all athletes.

Shoes or sandals must be worn.

Hats, headwear or head coverings, and sunglasses are not to be worn inside school buildings.

Students will be prohibited from wearing any apparel which is inappropriate or disruptive to the learning environment as determined by the principal.

(7) (Revised/approved April 4, 2011)

(6) (Revised/approved April 8, 2011)

(5)(Revised April 4, 2005)

(4)(Revised May 20, 1999)

(3)(Revised May 15, 1997)

(2-Revised May 1, 1995)

(1-Revised May 14, 1991)

(Revised May 7, 1990)

(Revised May 4, 1987)

(Revised May 5, 1986)

(Revised May 6, 1985)

(Revised May 2, 1983)

B. Backpacks

No restrictions on backpacks.

Revised May 4, 2009

C. Hair

Hair must be clean and well groomed, not in the eyes, and not of length dangerous around equipment (hair must be secured around equipment).

D. Tobacco

Use or possession of tobacco in any form including vapor and/or electronic cigarettes is expressly prohibited on school premises and school buses including trips at all times, regardless of whether school is in or out of session. On the first offense, the student will be given a one-day suspension. On the second offense, the student will be given a two-week placement in Alternative School. Any subsequent offenses will require the student to appear before the Blount County Board of Education with a recommendation from the principal as the suggested punishment.

(Revised April 6, 2015)

(Revised May 15, 1997)

E. Drugs and Alcohol

Students in the possession of or under the influence of any illegal drugs or in the possession of drug paraphernalia (those drugs and paraphernalia prohibited by Federal and State of Alabama Laws) or alcoholic beverages will be suspended and subject to expulsion from school as well as subject to legal action by the appropriate legal authorities. Any student having in his/her possession any drug, prescription or non-prescription and/or gives away, sells, or attempts to give away and/or sell medication, non-prescription or prescription, will be subject to suspension or expulsion.

(Revised July 29, 2003)

F. Profanity and obscenity will not be tolerated

G. Weapons

Students are prohibited from bringing to the school campus, having in their possession or in their lockers, any lethal weapons or facsimile, including but not limited to firearms, bombs, fireworks, explosives, knives, hunting knives, bayonets, razors, razor blades, letter openers, ice picks, and hat pins.

Any student who is found guilty of having a lethal weapon may be expelled by the Board.

In addition to the above policy on weapons, the following policy statement is required by Act 94-817 as it amends Section 13A-11-72, Code of Alabama 1975.

Subject to the exceptions provided in Section 13A-11-74, Code of Alabama 1972, 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 in violation of the subsection printed above is a Class C felony.

The term "deadly weapon" as used in this Act means a firearm or anything manifestly designed, made, or adapted 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; pistol, rifle, or shotgun; or a switchblade knife, gravity knife, stiletto, sword or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.

(Revised May 1, 1995)

The following policy relative to weapons (firearms) is necessitated by the Federal Gun-Free Schools Act of 1994 and by Act of the Alabama Legislature, 1995:

Any student who, after due process has been accorded, is found to have brought a weapon (firearm) to school will be expelled by the Board for a period of not less than one year (365 days) subject to a case by case exception that may be granted by the Superintendent of Education for the purpose of disciplining students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act. Furthermore, any student who brings a firearm or weapon to school must be referred by the principal to the criminal justice or juvenile delinquency systems.

The one-year expulsion requirement applies to students who bring weapons to any setting that is under the control and supervision of the Board including events held off the school campus and including school buses and other means of transportation that are under contract with the school or Board.

Nothing in this policy shall be constructed to prevent the Board from providing a student who has been expelled from the student's regular school setting educational services in an alternative setting.

Expulsion means removal from the student's regular school program at the location where the violation occurred.

Alternative setting means one that is clearly distinguishable from the student's regular school placement.

A "weapon" or "firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code. According to Section 921, the following are included within the definition:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive.
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any explosive incendiary, or poison gas
 - (1) bomb,
 - (2) grenade,
 - (3) rocket having a propellant charge of more than four ounces,
 - (4) missile having an explosive or incendiary charge of more than one-quarter ounce,
 - (5) mine, or
 - (6) similar device

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

According to Section 921, the following are not included in the definition:

--an antique firearm
--a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
--any device which is neither designed nor redesigned for use as a weapon
--any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device
--surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of Section 4684 (2), 4685, or 4686 of Title 10.

The Federal Bureau of Alcohol, Tobacco, and Firearms does not include Class-C common fireworks in the definition of weapon.

(Revised May 23, 1995)

H. Earrings

Boys are prohibited from wearing earrings to school. Girls are permitted to wear earrings in the ear to school. Students are prohibited from wearing any other body-piercing jewelry to school.

I. Electronic Communication Devices

Effective at the beginning of 2015-2016 school year, the Blount County Board of Education will implement a Bring Your Own Device Policy (BYOD). Students may have electronic communication devices and other digital devices in their possession such as iOS devices (MacBooks, iPhones/smart phones, iPads, iWatches/smart watches, iPods), Kindles, Nooks, tablets, Androids, Blackberrys, MP3 players, and laptops to be used for instructional purposes. They must be turned off, charged, and only in use with permission. Students will not be allowed to bring chargers to charge devices. The principal, teacher, or supervising employee may approve the use of personal electronic devices for instructional purposes, after regular school hours, during medical emergencies, natural disasters, or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. The principal, teacher, or supervising employee will also have the authority to further restrict the use of personal electronic devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. Electronic communication devices and other digital devices will not be allowed to be present in standardized testing situations based on State Department of Education Policy.

Students and parents must sign a technology contract that outlines the terms of the policy prior to bringing any device. Neither the Blount County Board of Education nor local schools are responsible for lost, stolen, or damaged items as this is a *voluntary* program. If students and parents do not agree to the terms, those students will not be allowed to participate in BYOD. Students will have basic technology available at school necessary to complete lessons and assignments as directed by the teacher.

The purpose of the BYOD initiative is to enhance instruction and assist students in developing communication, problem-solving, and critical thinking skills necessary to meet the College and Career Readiness Standards. All devices must use the Blount County Schools' guest network through Wi-Fi enabled airplane mode rather than a cellular data plan in order to meet Child Internet Protection Act (CIPA) compliance. Appropriate authorized use may include the following: research, organization of information into tables and graphs, organization of tasks using calendars, sharing information documents, and making calculations. Examples of unauthorized use or misuse, for the purpose of this policy, may include (but are not limited to) any of the following: having the device out in class, hallways, restrooms, or lunchrooms, texting, playing games, **using** apps, visiting websites, taking, posting, and/or sharing photographs and/or video on school campus or on the bus, without the supervising adult's permission. The consequences for unauthorized use or misuse are outlined below:

First Offense:

Take up cell phone or other electronic device, hold for seven (7) school days, parents must pick up cell phone or other electronic device from administration. ⁽¹⁾ Administration may assign Saturday School/Detention/or conduct a parent conference.

⁽¹⁾ Revised July 1, 2010

Second Offense:

Take up the cell phone or other electronic device, hold for nine (9) weeks of school. Automatic one-day suspension.

Third Offense:

Take up cell phone or other electronic device, hold for the remainder of the school year or up to one year. Automatic two-day suspension **or** five to ten day Alternative School assignment.

(Revised April 6, 2015)

Revised and Board Approved: April 7, 2008

Cell Phone/Digital Device in a Testing Setting by Students

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

If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.

(Added June 15, 2011)

J. Laser Pointers

Students are prohibited from bringing, possessing, or otherwise using laser pointers or other devices that emit laser light at school or school sponsored activities. However, students may participate in science lab exercises or other activities using lasers when under the direction and supervision of a teacher.

(Approved May 20, 1999)

K. Gang Symbols

Clothing or paraphernalia related to or associated with gang affiliation or activity is prohibited. Any symbol of gangs, gang activity or gang membership may not be worn or displayed by students at school or while participating in any school activity including field trips.

(Revised May 1, 1995)

(Revised May 3, 1993)

(Revised May 7, 1990)

(Revised June 5, 1989)

(Revised May 2, 1988)

(Revised May 4, 1981)

L. Rules for Specific Activities

With approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in specific activities except that nothing in this policy is meant to imply that those things prohibited in this policy manual shall be permitted except for students required to wear uniforms.

(Added May 1, 1995)

M. Required Actions for Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm

The school principal shall notify appropriate law enforcement officials when a person violates Board 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 a student violates these policies, he or she shall immediately be suspended from attending regular classes and hearing scheduled within five (5) school days before the Board of Education.

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

Any student determined to be guilty of an offense involving drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, may be readmitted to the public schools of this state upon such conditions as the Board of Education shall prescribe for preservation of the safety or security of students and employees of the Board, which may include, but are not limited to, psychiatric or psychological evaluation and counseling.

The decision to suspend or initiate criminal charges against a student, or both, shall include a review and consideration of the student's exceptional status (students with disabilities), if applicable under Chapter 39, Code of Alabama 1975, or appropriate state and federal statutory or case law. (Act 94-784 as it amends Section 16-1-24.1, Code of Alabama 1975)

(Added May 1, 1995)

N. Bullying, Harassment, Discrimination

The Blount County Board of Education is committed to protecting its students and employees from bullying, harassment, or discrimination of any type. The school board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment or discrimination, as defined herein, occurring on school property during the school day or at school-sponsored events is prohibited. The use of school equipment for the purpose of these actions is also prohibited.

Definitions

1. “**Bullying**” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

- a) unwanted teasing
 - b) threatening
 - c) intimidating
 - d) stalking
 - e) cyberstalking
 - f) cyberbullying
 - g) physical violence
 - h) theft
 - i) sexual, religious, or racial harassment
 - j) public humiliation
 - k) destruction of school or personal property
 - l) social exclusion, including incitement and/or coercion
 - m) rumor or spreading of falsehoods
2. “**Harassment**” means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:
 - a) places a student or school employee in reasonable fear of harm to his or her
 - i. person or damage to his or her property;
 - b) has the effect of substantially interfering with a student’s educational performance, or employee’s work performance, or either’s opportunities, or benefits;

- c) has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
- d) has the effect of substantially disrupting the orderly operation of a school.

3. "**Cyberstalking**" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

4. "**Cyberbullying**" is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., MySpace, Facebook), chat rooms, and instant messaging.

5. "**Bullying**," "**Cyberbullying**," and/or "**Harassment**" also encompass:

- a) retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
- b) retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
- c) perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by-
 - I. incitement or coercion;
 - II. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
 - III. acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

6. "**Bullying**," "**Harassment**," "**Cyberstalking**," "**Cyberbullying**," and "**Discrimination**" (hereinafter referred to as bullying, as defined in Section A, for the purpose of this Policy) also encompass, but are not limited to unwanted harm towards a student or employee in regard to their real or perceived sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, or social/family background or being viewed as different in its education programs or admissions to education programs.

(Revised May 2, 2009)

7 **Reporting, Investigating, and Complaint Resolution Procedures**

- a. Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principals and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- b. Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves in violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is

available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

- d. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

(G) (Revised/approved April 4, 2011)

O. Articles/Items Prohibited in Schools

Radios, cell phones, MP3 players, cameras, navigation devices, DVD players, and other electronic communication devices are prohibited in school.

Knives, sharp objects, fireworks, firearms, or weapons of any kind are prohibited.

If brought to school, prohibited items will be impounded and may not be returned. The Blount County Board of Education or the school will not be held responsible for any confiscated items.

Added June 15, 2011

P. Lockers

School lockers are used by students on a permissive basis only. The lockers remain the property of the school and may be opened and searched as the need arises. A locker which has a lock placed on it may be opened upon demand of school authorities after reasonable notice. (Revised August 18, 1975)

5.8 Transportation

A. Personal Vehicles

A student driving an automobile to school must be a licensed driver and must park in the place designated by the principal. Vehicles are not to be moved during the school day without the permission of the principal and are not to be moved at the end of the day until all buses are loaded and off the school grounds unless an exception is made by the principal. Students will not be allowed to loiter in or around parked cars during the school day.

Speed limit on all school grounds is 5 (five) miles per hour.

School officials, standing in loco parentis, may search any vehicle brought on campus by a student when such officials have reason to believe the student may have possession of any substance, item, or material which could endanger that or another student or could interfere with the educational process of the school.

The principal has the authority to designate faculty, employee, bus, student, and visitor parking zones if the need for such zones exists.

Any student who fails to abide by any of these regulations can be refused permission to drive a vehicle to school.

(Revised May 7, 1990)

(Revised June 11, 1979)

B. Public Vehicles

In accordance with the law, the bus driver shall stand in the place of the parent or guardian when exercising authority and control over the pupils who ride the bus while they are in transit to and from school. This means that the driver is responsible for the good conduct of all pupils while they are on his bus and he shall make sure they deport themselves properly and observe all safety rules and regulations.

A pupil who is willfully disobedient, fights, or destroys property while on a school bus may lose transportation privileges and may be excluded from the bus. Public transportation is a privilege and a convenience and is conditioned upon good behavior.

C. Students who attend the Blount County Career Technical Center

Students who attend the Blount County Career Technical Center will be required to ride school buses to and from the center, unless other arrangements are approved by the Center Director and the local principal.

5.9 Safety Supervision

Pupil safety shall be a major concern of the principal and faculty.

A. Playground

The principal and concerned faculty will arrange for supervision of the playground during school hours.

B. Before and After School Hours

Faculty members will be on campus fifteen minutes before school opens and fifteen minutes after school dismisses. Parents should be aware of this when allowing students to arrive early or remain late.

A designated faculty member will supervise planned school activities which take place after school hours.
(Revised August 18, 1975)

C. Illness

Parents or other designated persons will be contacted in case of student illness.

D. Fire and Tornado Safety

Fire and tornado drill signals shall be uniform throughout the school system for every school. These signals shall consist of the following:

1. Tornado-Continuous series of three short bells signifying the three syllables of tornado
2. Fire-One long continuous bell just as a fire siren is continuous
3. Schools must have a backup alarm system in case of power failure. An example of a backup alarm is a hand-rung bell.

5.10 School Athletics

A. Athletic events shall be limited to one night per week prior to a school day (an exception will be made for Thursday night varsity football games). A student will be allowed to participate only on one night before a school day each week.

1. Total number of games played each night will be limited to five.
(Revised May 2, 1994)
2. Girls and boys teams will be limited to junior varsity and varsity teams. The varsity team will consist of students from grades 9-12 and the junior varsity team will consist of students from grades 7-10. Basketball teams shall be limited to a varsity team, "B" team, and a junior high team.
(Revised May 6, 1985)
3. The county basketball tournament shall be played the week prior to the area tournament for boys' and girls' teams.

4. Times for boys' and girls' varsity teams will be eight minutes per quarter and junior varsity games will be six minutes per quarter in basketball.
5. The junior football games and the B-team football games will be played on the same night.

A student can cheerlead on one (1) night before a school day each week.
(Added May 6, 1985)

Students who participate in school athletics will be governed by the regulations set forth by the Alabama High School Athletic Association.

Reasonable precaution and safeguard for the welfare of athletes will be taken.

Transportation for team athletes and cheerleaders to and from scheduled events will be provided by the school, if possible.

Locally scheduled athletics during the instructional day (360 minutes) are prohibited. Athletic activities for students below grade seven (7) are limited to intramurals. Tackle football for students below grade seven is prohibited.

(Revised May 18, 1987
(Added August 6, 1984)

- B. The Board recognizes the Blount County Girls' Athletic Conference, an organization for coaches of girls' sports, and the Blount County Coaches Association, an organization for coaches of boys' sports, in Blount County. The organizations are expected to adhere to the rules and regulations of the Alabama High School Athletic Association and to the policies of the Board of Education.

The rules and regulations of the Alabama High School Athletic Association and of the two county coaches organizations are not to be considered policies of the Blount County Board of Education.

- C. The athletic program of each school is subject to the approval of the principal.
(Revised May 6, 1985)
(Added August 6, 1984)

- D. The principal of the school hosting the Blount County Basketball Tournament shall have the authority to select the association of game officials for officiating the annual County Basketball Tournament. The association to be used during the tournament may or may not be an association used by the host school for regular season games. The host school shall be responsible for obtaining a contract with the chosen association for officiating the tournament.

(Revised June 3, 1996)

5.10.1 Blount County Board of Education Policy on Extracurricular Activity Participation-Academics First

The Blount County Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Blount County Board of Education 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 toward graduating from high school on schedule with his/her class. This Board of Education 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 four (4) credits each in science, mathematics, social studies, and English.

The Blount County Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities:

1. Students entering Grades 10-12 must, for the immediately preceding school year, have a passing grade and earn the appropriate number of credits in each of six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies and mathematics.
2. Physical education may count as only one (1) unit per year.

3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The restored eligibility of any student must be determined no later than the fifth day of the second semester. Bonafide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular schoolwork repeated in computing the 70 average.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess 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.

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

Students promoted to the seventh grade for the first time are eligible.

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are 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 the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association. 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 at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

This policy is effective for all students in grades 8-12 beginning with the 1999-2000 school year with their eligibility determined by grades earned during the 1998-99 school year and 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein.

This is a minimal policy of Blount County Schools. Other more stringent guidelines may be required by individual extracurricular disciplines.

(Added May 20, 1999)
(Approved October 6, 1998)

5.11 Extracurricular Activities

- A. If a student is absent from school for more than one-half of a day, that student will not be allowed to perform, play, or practice with his or her particular extracurricular activity on the day of the absence. This will involve all students and all extracurricular activities. If a student has to be absent from school, this student must seek approval of the principal in advance if he or she wishes to participate in the extracurricular activity. Upon the student's request, the principal shall make a decision about the student's participation. The principal shall make this decision after deliberation with the coach, sponsor, or director of the student's extracurricular activity.
(Revised March 3, 2003)
- B. All extracurricular activities must have a teacher-sponsor. These club activities will be held on school property unless exceptions are approved by the Board.
- C. Responsibility for student transportation to and from the origin of departure for a school extracurricular event is assumed by the parent or legal guardian.
(Revised June 14, 2001)
- D. Local school (extracurricular) activities will not interfere with regular classes at the vocational center.
- E. Club Initiation and Hazing. Club initiation activities will not extend to the area of physically detracting the body of the initiates. This policy is expressly directed toward, but is not limited to, unorthodox haircuts, body painting, and other such activities which are not conducive to the pursuit of academic excellence. (1)

5.12 Marriage

Married students are subject to the same rules and regulations as other students.

(1)(Revised May 14, 1991)
(Revised June 14, 1976)

5.13 Discipline

The discipline of highest educational value is self-discipline on the part of individuals.

In cases where discretion and forethought have been used, it is the duty of the principal to support teachers in everyday disciplinary actions. In cases where the support is not forthcoming, the Superintendent, Assistant Superintendent, and/or the Board will supply the needed support.

- A. Grades may not be lowered as a disciplinary measure.
- B. Corporal punishment must be administered by the principal, assistant principal or teacher.

The corporal punishment must be witnessed by another adult which must be a principal, assistant principal or another teacher.

Corporal punishment must not be administered in front of other students.

Corporal punishment must be reasonable and not severe enough to cause bodily injury. Corporal punishment must not be cruel or inhumane and must never be administered with malice. Corporal punishment must be documented stating the name of the student, the reason for the punishment, the type of the punishment, the signature of the person who administered the punishment, the signature of the witness, and the date of the punishment. This documentation must be retained until the student graduates or achieves the age whereby he/she should have graduated for a student who ceases to attend school.

- C. After-School Detention
Schools may implement a policy of after-school detention as a means of discipline.
(Revised May 4, 1987)

(Revised June 11, 1979)

D. Suspension

Suspension may be used as a discipline measure when other efforts have failed to modify a student's behavior in school. Suspension may be used to protect the safety of others, the learning environment, property, and the education of others. A student may be suspended for violating Board policies.

The principal or designee may suspend any student for the above reasons. The suspension period must not be longer than for five school days.

The student must be given an oral or written notice of the charges against him, and if he denies them, an explanation of the evidence and an opportunity to present his version.

A suspended student will not be allowed to participate in any school extracurricular activities during the suspension period.

(Revised June 11, 1979)

(Added May 6, 1985)

A hearing should immediately follow the misconduct, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, notice and hearing should follow as soon as practicable. The hearing must be held within three school days following the suspension.

Reasons for which suspension action may be taken against a student include but are not limited to such acts as:

1. Use of obscene or abusive language
2. Willful disobedience to persons acting in an official capacity.
3. Possession of obscene or pornographic literature and other material.
4. Taking another's property under duress, by threat, by stealing or by other fraudulent means.
5. Fighting or engaging in violent behavior.
6. Possession of, consumption of, or intoxication due to use of restricted or controlled drugs or alcoholic beverages, chemicals and chemical substances. Also, possession of any drug paraphernalia.
7. Unauthorized presence during the school day at any school or on school property where not enrolled.
8. Violation of the policy on medication.
9. Continuous disruption of classroom procedures.
10. Use of tobacco in buildings or on buses or smoking on the campus.

(Revised May 7, 1990)

(Revised May 2, 1988)

(Revised August 18, 1975)

Written accounts of suspension must be filed in the school office and a copy sent immediately to the Superintendent.

Immediately after suspension, a written notice of suspension will be mailed or sent to the parent or guardian. A parent or guardian must accompany the student on his return to school unless the principal specifically exempts such requirement.

E. Expulsion

A student may be expelled for any act that is detrimental to the education process, the school program, the condition of the public school buildings, the condition of the public school buses, or the rights of others to pursue an education. Any student who, after due process has been afforded, is found to have brought a weapon (firearm) to school will be expelled by the Board for a period of one year as provided in Policy 5.7, (F), but no other expulsion may extend beyond the end of the school year during which act(s) leading directly to the expulsion occurred unless such act(s) occurred during the last 6 weeks (30 school days) of the school year. An expulsion made during the last 6 weeks (30 school days) of a school year may extend into the next succeeding school year.

No student will be expelled without a proper hearing before the Board of Education with the decision being made by that body with due consideration for the recommendation of the Superintendent.

Any student who is the subject of any expulsion action will be granted every right of due process including a hearing, the right to hear the alleged charge(s), the right to question all evidence, the right to speak and offer evidence in his own behalf and the right to have a full explanation of the applicable Board policy used to charge the student.

Expulsion action may be taken for violation of any Board policy.

(Revised May 23, 1995)

(Revised May 7, 1990)

(Revised August 18, 1975)

A written report of the pertinent facts concerning the case shall be filed in the office of the Superintendent. Immediately after expulsion, written notice of expulsion should be sent to the parent or guardian.

An expelled student may petition the Board that he be reinstated at the beginning of next semester. The principal and the Superintendent shall make recommendations on such requests to the Board.

An expelled student will not be allowed to participate in any school extracurricular activities and shall not be allowed to attend any school functions unless such functions are open to the public. The expelled student shall be subject to the same rules, regulations, and laws that apply to the public.

(Added May 6, 1985)

F. Suspension and Expulsion Policies and Procedures for Students with Disabilities

(A) Blount County Board of Education will follow the following procedures in disciplining students with disabilities

Suspension:

All suspensions should be for a specified number of days, not to exceed three (3) full school days or maximum specified by the Board and statutory regulations. Any deviation from said pattern shall require the authorization from the Superintendent of Schools. Provided the student is suspended, following a hearing which affords the applicable due process criteria, the principal shall notify the student's parent or legal guardian in writing on forms prescribed by the school system of the action taken, cause or causes for such action, effective dates of suspension and/or specified requirements to be met prior to re-admission.

Ten or more days of suspensions during any given school year will necessitate the convening of the IEP Committee, as it will result in a change of placement.

Expulsion:

A student with disabilities may not be expelled from school for any misbehavior that has a direct and significant relationship to that student's area of disability. If the Individual Education Planning Committee (IEP) determines that the behavior in question does not have a direct and significant relationship to the student's area of disability, the education agency may expel the student; however, a complete cessation of education services is not permissible. Expulsion constitutes change in placement which requires due process through the IEP Committee action.

Student Status During Proceedings-If administration or judicial remedy is requested as a result of disagreements with any disciplinary action which would result in a change of placement, the student with disabilities involved in the issue must remain in his/her present educational placement. If the education agency believes the student with disabilities poses an immediate threat to the safety of himself/herself or others, the education agency may request injunctive relief to have the student temporarily removed from the present educational placement until the issue is resolved. The emergency suspension shall be followed, as soon

as practical, by an IEP Committee meeting action, if a long term suspension or expulsion is contemplated.

(Revised May 2, 1994)

G. Classifications of Violations and Sanctions

It is fundamental that orderly schools have clearly defined behaviors to which students must conform. Nonconformity to these behaviors becomes violations of the code of student conduct. Violations are grouped into four classes (Class I, Class II, Class III, and Class IV) which range from the least to the most serious. Appropriate school personnel shall investigate, verify and determine classification of student conduct on a school campus, at school-related events, or while being transported to or from school-related events.

Below is a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases.

CLASS I VIOLATIONS

- 1.01 Distraction of other students
- 1.02 Intimidation of a student
- 1.03 Unexcused tardiness-reporting late to class
- 1.04 Non-direct use of profane language or obscene manifestations (see 2.08)
- 1.05 Non-conformity of dress code (inappropriate gang related dress)
- 1.06 Disruption on a school bus
- 1.07 Inappropriate display of affection-including, but not limited to, embracing and kissing
- 1.08 Refusal to complete class assignments-including continued failure to bring materials to class
- 1.09 Failure to follow appropriate directives from a board of education employee (Administrator, teacher, counselor, teacher's aide, substitute teacher, bus driver etc.)
- 1.10 Unauthorized use of school or personal property (radios, CD players, electronic games, iPods, MP3 players, laser light pointers, etc.)
- 1.11 Littering of school property
- 1.12 Inappropriate displays of behavior-horseplay, shoving, tripping, rudeness-in hall, classroom, lunchroom, assembly, pep rally and/or other school-sponsored function

Multiple incidents of Class I violations will result in Class II sanctions.

*Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

CLASS I DISCIPLINARY SANCTIONS

Administrative responses for Class I violations may include, but are not limited to:

- Conference with student
- Verbal reprimand
- Written assignments
- School/Community service
- Withdrawal of privilege(s)
- Parent Conference(s)
- Temporary removal from class (including prohibiting student from attending special events, i.e. field trips)
- Detention
- In-school suspension
- Corporal Punishment
- Bus suspension
- Saturday School
- Other sanction(s) deemed necessary or appropriate by school administration

CLASS II-VIOLATIONS

- 2.01 Insubordination, defiance, disrespectful of board of education employee's authority; any verbal or non-verbal refusal to comply with a lawful direction of board of education employee

- 2.02 Vandalism/property damage-Intentional damage to public property (i.e. desks, tables, bus seats); or real property of others; in all cases student shall make monetary restitution for damages.
- 2.03 Theft of property \$50.00 or less
- 2.04 Gambling- any participation in games of chance for money and/or other things of value such as flipping coins, matching etc.
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Threats/extortion/harassment/bullying.
- 2.07 Trespassing/Illegal school entry- Breaking, entering or remaining in a structure or conveyance without jurisdiction and/or supervision during the hours the premises are closed to the public
- 2.08 Direct use or repeated non-direct use of profane language, obscene manifestation (verbal, written, electronic, gesture directed toward another person – (see 1.05) and/or possession of inappropriate or pornographic material
- 2.09 Malicious mischief or graffiti on school property or buses
- 2.10 Unauthorized absence from school and/or class/skipping
- 2.11 Written or verbal proposition to engage in sexual acts
- 2.12 Touching of another person (offensive touching or touching with sexual connotation)
- 2.13 Possession of and/or use of matches or lighters
- 2.14 Possession of/or use of electronic pager, laser light pointer, unauthorized communication devices (includes but not limited to iPods, MP3, electronic games, cell phones, BlackBerrys, two way radios, tape and CD players).
- 2.15 Providing false information to a board of education employee-intentionally providing false information to a school board employee including giving false student information or concealment of information directly relating to school business. This includes forgery of school notes, re-admittance slips, tardy slips, excuse slips, report cards, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school.
- 2.16 Dishonesty and cheating
- 2.17 Unsafe/unlicensed driving on school property or other violations of the school parking/driving rules, sitting in vehicle, going to vehicle without permission.
- 2.18 Engaging in any act that is deemed harmful, including acts of aggression and practical jokes
- 2.19 Harassment-speech or other expression (written, electronic or gestures) intended to insult or stigmatize others on the basis of their sex, race, color, disability, religion, sexual orientation or national and ethnic origin. (Use of racial insults or slurs)
- 2.20 Violation of Medication Policy-(possession and/or use of prescription or non-prescription medication, inhalants, or over the counter products without following proper procedure.)
- 2.21 Multiple Class I Violations will result in Class II sanctions.

Multiple incidents of Class I and Class II violations will result in Class III sanctions

*Any other violation the principal deems reasonable to fall within this category after investigation and consideration of extenuating circumstances

CLASS II DISCIPLINARY SANCTIONS

Administrative responses for Class II violations may include, but are not limited to:

- Temporary removal from class (including prohibiting students from attending school functions such as field trips etc.)
- Detention
- In-school suspension
- Corporal punishment
- Saturday school
- Out of school suspension
- Alternative education program
- Referral to outside agency
- Expulsion
- Other sanction(s) deemed necessary or appropriate by school administration

Subsequent violations may result in suspension up to five (5) school days plus additional disciplinary action as warranted. Special circumstances may warrant referral to the Alternative School, or the filing of a CHINS, Delinquent, or Dependent Complaint or Petition in Juvenile Court.

CLASS III VIOLATIONS

- 3.01 Fighting on school grounds, buses or school-related functions or events
- 3.02 Inciting or participating in major student disorder-leading, encouraging or assisting in disruption which results in destruction or damage of private property or personal injury to participants or others.
- 3.03 Unjustified activation of fire alarm system or fire extinguisher
- 3.04 Possession, Sale or Use of tobacco products. First offense, one day suspension, second offense, 2 weeks alternative school, third offense, disciplinary hearing.
 - 3.04 a Tobacco products, use
 - 3.04 b Tobacco products, possession
 - 3.04 c Tobacco products, sale
- 3.05 Unauthorized use of school computers/violation of Internet policy.
- 3.06 Indecent exposure of the human body on school property, buses or at school-sponsored events or functions.
- 3.07 Extortion-the act of obtaining service, money or information by the use of threats
- 3.08 Aggressive contact/assault which causes physical harm
- 3.09 Robbery-The taking of money or other property (may subject the student to larceny) from the person or custody of another by force, violence, assault, or putting in fear of same. Restitution will be required.
- 3.10 Theft of property-The intentional unlawful taking and/or carrying away of property valued at \$50.00 or more belonging to or in the lawful possession or custody of another. Restitution will be required.
- 3.11 Possession, sale, use, furnishing, or giving of a prohibited item not listed above.
 - 3.11 a Possession of a prohibited item not listed above
 - 3.11 b Sale of a prohibited item not listed above
 - 3.11 c Use of a prohibited item not listed above
 - 3.11 d Giving of a prohibited item not listed above
- 3.12 Threats, harassment, intimidation, bullying
- 3.13 Multiple Class I and II violations will result in Class III sanctions

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

CLASS III DISCIPLINARY SANCTIONS

Administrative responses for Class III violations may include, but are not limited to:

- Out-of-school suspension
- Alternative education program
- Referral to outside agency, including the criminal justice system
- Expulsion hearing
- Restitution of property and damages where appropriate
- Other sanctions deemed necessary or appropriate by school administration

CLASS IV VIOLATIONS

- 4.01 Sexual offense-Acts of a sexual nature which occur on school property, school buses or when the student is in attendance at a school sanctioned activity. These acts include but are not limited to battery, indecent exposure, intercourse with a student, attempted rape, or rape.
- 4.02 Assault/Battery on another person (student, teacher, staff member, visitor, etc). The unlawful and intentional touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee. In accordance with the Code of Alabama, 16-1-24(b) (c), the principal shall notify appropriate law enforcement when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Board.
- 4.03 Possession of a weapon-students are prohibited from bringing to the school campus, having in their possession on campus, on the bus or personal vehicle, or in their lockers any lethal weapon or facsimile, including but not limited to a firearm, bomb, fireworks, explosives, knife, hunting knife, bayonet, razor, razor blade, letter opener, ice pick, hat pin, metallic knuckles, tear gas gun, throwing star, chemical weapon or devise, pepper gas or any other weapon, instrument or object
 - 4.03 a Knife, possession
 - 4.03 b Knife, sale

- 4.03 c Knife, use
- 4.03 d Other weapon, possession
- 4.03 e Other weapon, sale
- 4.03 f Other Weapon, use
- 4.04 Possession, sale and/or igniting explosive device
 - 4.04 a Explosive/incendiary or poison gas, possession
 - 4.04 b Explosive/incendiary or poison gas, sale
 - 4.04 c Explosive/incendiary or poison gas, use
- 4.05 Possession of Firearms – any firearm (including a starter gun which will, or is designed to, or may already be convert to expel a projectile by the action of an explosive), the frame or receivers of any such weapon, with intent to do bodily harm on School System property, including a school bus, is a Class C felony. In accordance with the Code of Alabama, 16-1-24.1 (b) (c), the principal shall notify appropriate law enforcement officials when any student violates Board policy concerning physical harm or threatened physical harm against another student or employee of the Board.
 - 4.05 a Firearm, possession
 - 4.05 b Firearm, sale
 - 4.05 c Firearm, use
- 4.06 Crimes as defined under the laws of the city, county, State of Alabama, or United States
- 4.07 Arson-the willful and malicious burning of any school property. In accordance with the Code of Alabama, 16-1-24.1 (e) (2), parents are liable for damages to school property cause by their child (children).
- 4.08 Unlawful sale, purchase, furnishing or giving or possession of a) prescribed/non prescribed drugs (see definition and exceptions under Drugs and Medication) b) illegal drug paraphernalia or c) alcoholic beverage-In accordance with the Code of Alabama 16.1.24.1 (b) (c) the principal shall notify appropriate law enforcement officials when any student violates Board policy concerning drugs and/or alcohol.
 - 4.08 a Alcohol, possession
 - 4.08 b Alcohol, sale
 - 4.08 c Alcohol, use
 - 4.08 d Alcohol, furnishing or giving
 - 4.08 e Drugs, possession
 - 4.08 f Drugs, sale
 - 4.08 g Drugs, use
 - 4.08 h Drugs, furnishing or giving
- 4.09 Bomb Threat- Any such communication concerning school board property that has the effect of interrupting the educational environment. Any student found to have made a bomb threat or to have falsely reported such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures. Any student who stands by and aides, abets, or assists another person to make a bomb threat or to falsely report such a threat that is related to any school system facility, operation or activities is subject to immediate expulsion procedures. Any student who counsels, advises, persuades, encourages, or dares another person to make a bomb threat or to falsely report such a threat that is related to any school system, facility, operation or activity is subject to immediate expulsion procedures.
- 4.10 Multiple Class II and Class III violations will result in Class IV sanctions.

Class IV DISCIPLINARY SANCTIONS

All 5 steps apply.

- 1.-Parent/guardian notification and conference
- 2.-Notify the local police (or sheriff)
- 3.-Notify Juvenile Justice authority
- 4.-Immediate suspension pending a hearing (within 5 (five) school days)
- 5.-Initiation of procedures for an Administrative Hearing to consider a recommendation to the Superintendent of action(s) ranging from placement in an Alternative School to a recommendation for expulsion.

School principals must notify appropriate law enforcement officials when any person violates local board of education policies concerning drugs, alcohol, bomb threats, weapons, physical harm to a person, or threatened physical harm to a person. If that person is a student enrolled, the local school system shall immediately suspend that student from attending regular classes and schedule a hearing at the earliest

possible date which shall not be later than five school days. The decision to initiate disciplinary action and/or initiate criminal charges against a student shall include a review and consideration of the student's exceptional status, if applicable. Code of Alabama 16-1-14 (1975)

(G) (Approved May 2, 2005)

(G) Revised June 21, 2010

5.14 Textbooks

Pupils are to sign for the books issued to them under a statement at the top of the page, which shall read:

"I agree to assume responsibility for the care and return of the books issued to me. I will not write in, tear, cut, deface, or permit the books to become wet. I understand that if I damage the books beyond normal wear that I will be assessed a fee for the damage. If I should lose a book, I agree to pay for it."

The condition of the book at the time it is issued to the student should be recorded by the number of the book according to one of the following terms: New, Good, Fair, Poor.

For loss or damage the pupil will be assessed as follows:

1. full price if new when issued
2. seventy-five percent of full price for books two years old,
3. fifty percent of full price for books three years old or older.

No textbooks will be issued to any pupil until all charges for lost or damaged books have been paid.

(Revised May 6, 1985)

All textbooks must be returned to the issuing school by the pupil when he is promoted or transferred or when he terminates his attendance for any other reason.

5.15 Visitors

Persons visiting on the school campus during school hours must have written permission from the principal's office.

5.16 Medication

A Parent/Prescriber Authorization form must be completed and signed by the physician (prescriber) and the parent/guardian for prescription medication to be dispensed at school. The parent/legal guardian is responsible for having the medication forms completed and delivered to the school.

The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle/container. The parent/guardian or the parent designated responsible adult shall deliver ALL medications to the designated school personnel. The school personnel will count and document all controlled substances in the presence of a parent/guardian or parent designated responsible adult.

Non-prescription Medication:

The parent must complete and sign the Parent/Prescriber Authorization form. This medication must be in the original unopened container. Dosage will not exceed package directions for weight and/or age. Non-prescription medication may not be kept "on person" during the school day.

A Parent/Guardian Authorization for non-prescription medications is valid for nine weeks only. Parent/guardian has the option of submitting a new form after nine weeks, if warranted. After the nine-week period is over, the parent/guardian must pick up the medication. In order for the non-prescription medication to be valid for the entire school year, a physician/prescriber must sign the medication authorization form. If the medication is not picked up within two weeks after the parent/prescriber authorization expires, the medication will be discarded per federal guidelines.

The registered nurse will determine if non-prescription medications are appropriate and whether a provider order is also necessary.

On the last day of school, parents are responsible for picking up any remaining prescription or non-prescription medication. Designated school personnel will discard remaining medications in a manner consistent with federal guidelines.

School personnel will refuse to administer medication when there is any discrepancy, i.e. label is different from instructions, label is unclear, or label is torn. This medication will not be given until clarification is obtained.

All medications to be administered by school personnel shall be kept in a securely locked cabinet, substantially constructed, and anchored securely to a solid surface.

(Revised May 4, 2009)
(Revised and approved May 7, 2007)
(Revised March 3, 2003)
(Revised June 14, 2001)

5.17 Student Records

Records of attendance and scholastic progress as well as vital statistics and significant health facts are maintained under the direction of the principal of each school in the system. A copy of certain student information is filed in the office of the Superintendent. Upon graduation the educational record is destroyed except for the permanent record card containing semester averages, attendance, vital statistics, significant health facts, scores on standardized tests, and graduation date.

(Revised May 7, 1990)
(Revised May 4, 1987)
(Revised August 18, 1975)

Professional and paraprofessional personnel in the school system having a legitimate educational reason have access to the student records. Persons or agencies having legitimate educational interests who obtain access to a student's records are required to sign a written form indicating specifically the legitimate educational or other interest of such person or agency. They may have access thereto without the written consent of the parents or legal guardians. No other person, except where specifically authorized by law, have access to these records without the written consent of the parent or the student provided that he is 18 years of age.

The only exception to the above is the information published in the student directory and/or yearbook which is as follows: Name of student, home address, phone number, grade or classification in school, membership in school clubs and organizations, honors received, participation in sports and other such general information. In order for a school to release the above information in a student directory, the principal must provide notice to all parents of the school's intent to declare this information as directory information. Parents have the right to request that the names and addresses of their children be deleted from the directory information.

(Revised May 2, 1994)

Questions in regard to student records should be directed to the principal. Parents may inspect and review all cumulative or permanent records relating to their children. Requests for access to such records shall be granted by the principal within a reasonable period of time. The period of time must not be longer than 45 days after the initial contact and request. The principal may require that inspection be made in his presence.

The principal or superintendent may release personally identifiable student record information to authorized education and government agencies. All other release of student record information shall be made only upon the written request of the parent or the student provided he has attained 18 years of age.

Student records, including students currently receiving special education and related services, must be transferred to the requesting school without the requirement of obtaining a written permission statement from the applicable parent or guardian.

(Revised May 3, 1993)
(Revised June 11, 1979)

Health and Safety

In consideration of health and safety emergencies, schools may disclose student information to appropriate parties in connection with an emergency if knowledge of information is necessary to protect the health or safety of the student or others. Schools may also disclose information about certain disciplinary actions taken against students to officials of other schools.

(Added June 13, 2007)

Parents of students under 18 years of age and students 18 years of age or older are entitled to the right to request a hearing to challenge the content in the student's records. Such request must be made to the principal in writing. The principal must grant such a hearing with proper notification to the person eligible to request such a hearing as to the place and time of said hearing. The hearing should be scheduled within a reasonable period of time. The period of time must not be longer than 45 days after the receipt of the written request for such hearing.

The person or persons requesting such hearing shall have the right to challenge the content in the student's records and to state reasons and evidence for the challenge. The principal shall make a decision within five (5) school days after the hearing and make his decision known to the person(s) eligible to request the hearing.

In regard to student records, the rights of parents pass to students at age 18.

If the parent(s) or eligible student so desires, copies of the student's records will be made at the cost of \$.25 per page. The principal must produce such copies within 45 days after receipt of such request.

Consent of a parent or eligible student to release records should state the type of information to be released, the reason, the name(s) of the parties to receive the information and it should be dated and signed. A record of all parties requesting or obtaining access to records, other than authorized school personnel, should be kept with the records of each student.

(Revised August 18, 1975)

Notification of Rights under FERPA for Parents and Students

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

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

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

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit

personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The school may disclose directory information for public consumption without requesting parental consent. Directory information is defined as student information not generally considered harmful or an invasion of privacy if disclosed. This information includes, but is not limited to: student names, addresses, telephone listings, photographs, grade level, participation in activities and sports, weight and height of athletic team members, and honors and awards received. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include: programs, yearbooks, honor rolls, graduation recognition, and sports publications. Similar informational data may also be released to local newspapers, or included in school related video presentations, etc.

Directory information can also be disclosed to outside organizations that provide student-based products and services without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks, provide photographs, graduation products, sporting goods, etc. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without prior written consent.

If the parent/guardian does not want the school to disclose directory information without prior written consent, you must notify the school in writing.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

(Revised May 29, 2009)

5.18 Student Fees

Students enrolled in the following courses are required to pay the following annual fees upon registration for each school year except that students may make arrangements with the principal for deferred payment of the fees:

Blount County Career Technical Center Lab	\$40.00(4)
Keyboarding Class (Junior High Pre-Typing)	\$ 5.00(2)
Family and Consumer Science	\$20.00 (4)
Vocational Agriscience and Technology	\$20.00 (3)
Driver Education	\$25.00

Band*	\$30.00
Computer Education	\$25.00 (1)

*Band fee is optional with each school

A student's financial inability to pay the above fees shall not prohibit him from enrolling and completing the school year and the courses listed above. The parents of a student who is unable to pay the fee or fees due to financial inability must complete the form entitled "School Fees Exemption Claim Form" supplied by the Superintendent of Education and available in the principal's office. The principal shall make a determination on the exemption claim within five days. His decision is subject to review by the Superintendent.

The fee in any course listed above shall be waived for any student provided that the course is a requirement for the diploma pursued by the student.

All fees collected in the courses listed above must be receipted and all funds expended for instructional supplies and expenses in the course. The Superintendent may require that the principal supply documents to support collections and expenditures in each course.

This policy is effective with the 1984-85 school year.

(4) (Revised April 4, 2005)
(3) (Revised June 14, 2001)
(2)(Revised May 1, 1995)
(1)(Revised May 3, 1993)
(Revised May 7, 1990)
(Revised May 1, 1989)
(Revised May 7, 1984)

5.19 Students Leaving School During the School Day

A student shall remain in school for the full instructional day except when the student is earning high school or college credit through cooperative education, clinical experiences, college level course work, through cooperative arrangements with a post-secondary institution, or while participating in job training and work experiences. A student must be in academic and conduct good standing as determined by the school principal, on track to graduate with a recognized diploma or as required by the student's Individualized Education Program.

(Revised May 4, 2009)

5.20 Student Complaints and Grievances Procedure

Grievances

Level One-The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

Level Two-In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file an appeal in writing with the Superintendent or his designee. Within ten (10) days from receipt of the grievance, he shall request a conference with the aggrieved or render a written decision.

Level Three-In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he may request the Superintendent or his designee to schedule a brief hearing before the Board of Education at its next regular meeting.

The aggrieved person may select a representative to accompany him at each level, may ask such representative to state the facts in written form, and may request a written decision at each level outlined above.

The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified must be observed by students and school officials.

For the discussion and consideration of a grievance, time and place will be selected which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

(Revised May 2, 1994)

Confidentiality

- A. To the greatest extent possible, all complaints and/or grievances will be treated as confidential.
- B. Limited disclosure may be necessary to complete a thorough investigation. The school's and district's obligation to investigate and take corrective action may supersede an individual's right to privacy.
- C. The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed. The identity of the victim of a reported act shall be protected to the extent possible.

Retaliation Prohibited

- A. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation.
- B. Retaliatory or intimidating conduct against any individual who has made a complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this policy shall be treated as an incidence of bullying or harassment.
- C. During the investigation, the principal/designee may take any action necessary to protect the complainant, other students or employees consistent with the requirements of applicable regulations and statutes.

(Revised May 4, 2009)

5.21 System-Wide Core Curriculum for Grades 7-12
Refer to Policy 5.5 Graduation Requirements

5.22 HEAD LICE (Pediculosis)

Guidelines for Pediculosis Screening

All classes, K– 6th grade will be checked by teachers. Routine checks will be performed every other Friday or as scheduled and should be completed by 8:30 a.m. Additionally, checks will be performed the second day of class at the beginning of the school year and the day students return from specified holidays and breaks.

All changes to the pediculosis screening schedule must be approved by the Central Office. Students that are absent will be screened on the following school day and guidelines followed. A school plan should be established to allow for a trained teacher or designated person (s) to check classes where a substitute is in place of an absent teacher.

All findings shall be documented using the approved forms. If evidence of pediculosis, bugs or nits, is found, the identified students' names should be listed on the Pediculosis Screening List and delivered confidentially to the re-checker as soon as possible.

The re-checker should either call or send for the identified students. The re-checker is responsible for confirming the evidence of pediculosis. Regardless of the findings, the student should be sent back to the classroom. Hopefully, this will decrease the amount of attention that causes the student to be stigmatized.

If a student is positive for pediculosis, parents should be notified to pick up the child as soon as possible. Siblings of the positive students in grades 7-12 should be brought to the office and checked by the designated person.

A letter (Form A) stating that evidence of pediculosis was found, and the general information sheet should be given to the parent along with verbal and demonstrated instructions. The parent should sign, in the designated space, acknowledging receipt of the letter. A copy of this letter should be placed in the individual student's pediculosis file each time he/she is newly identified. If the student is picked up by the parent or guardian, a signature should be obtained at this time. In a case where the student was not picked up from school, the signature should be obtained when the student is re-checked for clearance.

When the student returns to school, he/she must be brought in by the parent/guardian to be screened by the designated person. Rechecks should be completed within the first two hours of the school day. When cleared, the student will receive a *Return to Class Pass* that shall be taken to the school's office for re-admittance.

The student must be free of **ALL NITS and LICE before being readmitted to school.** A doctor's or health department's excuse does not preempt these readmission requirements!

If a student is not clear and is sent back home, the parent or guardian should be given additional verbal and demonstrated instruction on checking their child's head plus another copy of the general information sheet.

Nits should not be pulled from the student's hair by school personnel.

The school nurse may notify the school social worker if the student has not returned for a recheck within two days.

A copy of all information given to the parent/guardian must be copied and placed in the student's pediculosis file. Records must be kept up-to-date. This document serves as a legal record of the dates/times when a student has been sent home and when the student has been cleared to return to school.

The day the student is identified with bugs or nits AND/OR sent home will be the only excused absence. Routine screenings are done on Friday giving the parent extra days to clear the child of head lice.

The school should be aware of health hazards which may provide for spreading of lice, i.e., mats, proximity of coats and jackets on racks, and listening station earphones.

When a case of pediculosis is suspected prior to the biweekly check, the teacher must screen the entire class. The teacher may not screen an individual student or may not refer the student to the school nurse unless the entire class has been screened. If evidence of pediculosis is found, guidelines must be followed.

(Revised May 4, 2009)
(Revised June 14, 2001)
(Revised May 20, 1999)
(Revised May 15, 1997)

5.23 Alternative School Program

The Blount County Board of Education recognizes that all members of the school community should be served in order that they might develop academically, physically, socially and mentally to become members of society. With the implementation of this program, the Blount County Board of Education

endeavors to provide a means to retain those students whose behavior requires removal from the regular school setting.

- A. Objectives of the Alternative Program
 - 1. To meet minimum state academic requirements
 - 2. To improve behavior of students
 - 3. To help students become more responsible
 - 4. To improve student self-concept
 - 5. To improve attendance
 - 6. To provide a highly structured and closely supervised school environment
 - 7. To reduce number of at-risk students leaving school before graduating

- B. Organization
 - 1. The Alternative School shall operate under the direct supervision of the head teacher at the school.
 - 2. Students who attend the Alternative School shall be in attendance for the entire school day and meet the State Board of Education requirement concerning a six-hour instructional day.
 - 3. The Alternative School shall observe all policies of the Blount County Board of Education
 - 4. The teacher at the Alternative School shall keep a Teacher's Attendance Register and file monthly reports with the principal of each applicable school. The attendance data for that student will be included in the student's base school.

- A. Guidelines
 - 1. The local school principal may recommend a student for assignment to the Alternative School for the following reasons:
 - Possession or use of drugs or alcohol, violent behavior, possession of a weapon, chronic disruptive behavior, any offense causing danger to the student or other students and teachers, or violation of any Board policy.
 - 2. The Superintendent or his designee will decide after a hearing of the facts if the recommended placement is appropriate. The exception to this will be the second offense of tobacco use or possession which will be an automatic placement of two weeks in the Alternative School with the beginning date being determined by the Superintendent in coordination with the Alternative supervisor.
(Revised May 20, 1999)
 - 3. The parent and student will be required to sign an agreement stating that the student's behavior must be corrected before the student will be readmitted to the local school.
 - 4. The parent and/or student will be responsible for transportation to the Alternative School.

(Revised August 18, 2006.)
 - 5. The student will be assigned for a period as determined by the Superintendent or designee in conjunction with Principal/Assistant Principal and the Alternative School Supervisor. The exceptions are: (1) a second offense of the tobacco policy which will be an automatic two week period assigned by the principal, and (2) students who bring a weapon (firearm) to school must be assigned to a one year (365 days) except as provided for otherwise in Board Policies.
 - 6. A student who does not alter his or her behavior may be referred to the Board by the teacher at the Alternative School with the concurrence of the local school principal.

7. There will be no field trips, parties or free time for students at the Alternative School.
8. Students at the Alternative School shall not interact with or participate in athletics and in extra-curricular activities at the local schools at any time.
9. A student enrolled at the Alternative School shall not be allowed to attend any school functions unless such functions are open to the public. An Alternative School student shall be subject to the same rules, regulations and laws that apply to the public while attending public school functions.
10. Rules and regulations for the day to day operation of the Alternative School shall be developed by the teacher at the Alternative School. Such rules and regulations must be written and made available to students.
11. Regular attendance is mandatory. All absences must be for excused reasons documented by statements from doctors or documentation from other authorities attesting to the legality of the absence. An excuse statement written and signed by a parent will not be acceptable unless it is accompanied by supporting documentation. Any unexcused absence must be made up plus two additional days.
12. Students who do not attend regularly or who drop out will be reported to the Juvenile Court and parents/guardians of the students will be reported to the District Attorney as provided by Alabama law.
(Revised May 20, 1999)
(Revised May 15, 1997)

D. Curriculum and Instruction

1. The instructional needs of individual students will be met based upon plans forwarded from the local school. All appropriate skills and/or lesson plans will be provided by the local school.
2. Each student transferring to the Alternative School shall bring textbooks which he or she is currently using in the local school.
3. The teacher(s) at the Alternative School shall administer and return major examinations to the student's home school for grading.
4. Grades will be determined at the local school by averaging current grades with grades earned at the Alternative School. All standardized tests such as Stanford Achievement Test and Alabama High School Graduation Exam shall be taken at the local school except for students found to have violated the weapons policy. Tests for those students must be administered at the Alternative School.
5. The graduation eligibility of senior students attending the Alternative School shall be determined by the local principal.
6. Students must be taught character education, nonviolent conflict resolution, responsibility, group problem solving, and satisfaction through academic achievement.

E. Exit Conference

Upon completing the assigned period, a conference will be held involving the principal or the assistant principal of the local school, the parent, the student and the teacher at the Alternative School to discuss the progress made by the student.

All grades, attendance records and other pertinent material shall be given to the principal upon the student's departure from the school.

(Revised June 3, 1996)

5.24 SEXUAL HARASSMENT

Prohibited conduct

Students shall not engage in conduct constituting sexual harassment. Sexual harassment, whether between students or between a student and an employee, is illegal and will not be tolerated. The Board will investigate all allegations of sexual harassment and take appropriate action against students who engage in sexual harassment. Sanctions against students for violation of this policy may include verbal or written warning, suspension, or expulsion.

Definition

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school or school facility.

Complaint Procedure

A student who believes he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to the school counselor, principal or the Superintendent. Any student who becomes aware of or suspects that a student is being sexually harassed shall immediately report the information to the school counselor, principal or the Superintendent. A student's request to make his or her report of sexual harassment to someone of the same sex as the student shall be granted.

No student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

If the complaint is received by someone other than the school principal, the person receiving the complaint shall promptly inform the school principal. The principal shall start an immediate investigation into the matter. The custodial parent(s) of the student will be informed of the complaint. The completed investigation shall be reviewed by the Superintendent or the Superintendent's designee and legal counsel for prompt and appropriate action, if warranted. A written response to the student's complaint will be provided to the custodial parent(s) of the student and the student within 45 days of the date the student first registered the complaint. The student or the custodial parent(s) of the student may appeal the decision within 10 days of receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board at the next scheduled meeting of the Board. The Board shall make a final decision and notify the student and the custodial parent(s) of the student in writing of the Board's decision.

Protection of Complainant

No student shall be subject to adverse action for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

(Added May 2, 1994)

5.25 Voluntary Prayer at School Related Events

In order that students may exercise their freedoms of speech and religion as guaranteed by the Alabama and United States Constitutions without government direction, support or intervention, and to maintain a

neutral position for the state on all religious matters and not to advance as state action any religion, the Alabama State Board of Education directed that each school board implement the following policy concerning voluntary prayer on public school or other public property, or other property at school-related events:

- (a) All Blount County Board of Education officials, employees or agents shall maintain a neutral position concerning students' religious matters and shall accommodate students' rights as guaranteed by the Alabama and United States Constitutions.
- (b) A student's giving of a prayer, invocation or benediction at any school-related assembly, school-related student sporting event, school-related graduation or commencement ceremony or any other school-related student event shall be at the personal decision of a participating student.
- (c) Any such prayer, invocation or benediction shall be nonsectarian and non-proselytizing in nature.
- (d) This policy shall in no way limit the rights of students to engage in prayer or religious activity at such other times and places, on public school or other public property, or other property as permitted by the Alabama and United States Constitutions.
- (e) Any order or finding by a court of competent jurisdiction concerning that enforceability or constitutionality of Alabama Acts 93-850 on voluntary school prayer shall not affect the validity or enforceability of this policy.

(Note-Alabama State Attorney General Jimmy Evans issued an advisory opinion in November, 1993, stating that the regulation adopted by the Alabama State Board of Education on voluntary prayer at school related events is constitutional.)

(Added May 2, 1994)

5.26 Exceptional Children

The Blount County Board of Education ensures that all children residing within the jurisdiction, age 3 to 21, regardless of the severity of the disability that need special education and related services are identified, located, and evaluated and provided a free appropriate public education as established by state and federal regulations.

Persons employed to teach the special classes must meet basic requirements for Alabama certification in special education.

Parents or legal guardians registering children in special classes at the Blount County Learning Center must accompany students at the time of their enrollment.

Each disabled student will be given the opportunity to participate in all extra-curricular activities and field trips which are offered to his/her non-disabled peers.

Intellectually gifted students are those who perform 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 children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted.

A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist provided by the State Department of Education. Parents will be informed when their child is referred.

For each student referred, information is gathered in the following three areas:

1. Aptitude
2. Characteristics
3. Performance

The scores from the assessments/items used are 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.

For more information or a referral contact Becky Brothers McGowan, Special Education Coordinator.
(Revised May 6, 2013)
(Revised November 2012)
(Revised June 2010)
(Revised June 10, 2003)
(Revised May 2, 1994)
(Revised July 11, 1989)
(Revised May 5, 1986)
(Revised June 11, 1979)

5.27 Child Nutrition Program Charged Meal Policy

Each cafeteria will operate a computerized point of sale system with a system-wide database.

Student meal accounts will follow their attendance site.

Parents/Guardians are encouraged to maintain a sufficient balance in their child's account to pay for meals or to send money on a daily basis. The system will allow charges up to ⁽¹⁾ \$6.00.

After a ⁽¹⁾ \$6.00 limit, students grades K-6 will be given a regular lunch allowing parents time to send money. The cashier will record a list of these students on a daily basis. The list will be given to the principal for assistance with collection.

After a ⁽¹⁾ \$6.00 limit, students grades 7-12 will be given an alternative meal. The alternative meal will include a cheese sandwich, fruit and milk.

Students will not be allowed to charge extra items.

The CNP manager will manage low and negative balances through a weekly report to parents. In addition, the cashier will give students a negative balance card the first day a negative balance occurs.

Students with negative balances that have not been paid in a timely manner will be referred to the principal for assistance with collection.

At the end of the school year the principal will reimburse the CNP for any uncollected charges from non-public school funds.

(1) Approved and added June 4, 2012
Approved and added July 1, 2010

Parent Involvement Policy

revised and adopted for use in 2015-2016 on May 6, 2015
by the Parent Involvement Parent Advisory Council

1. The Blount County Parent Involvement Policy and Plan will be reviewed and revised, as needed, in the spring of each school year.
2. The Blount County Parent Involvement Specialist will assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. This will be accomplished by serving on the schools' advisory committees, if requested, provide parent training sessions for parents from all Title I, Part A schools, and by providing materials for schools to use in such trainings.
3. The BLOUNT COUNTY Parent Involvement Specialist will conduct an annual evaluation of the content and effectiveness of the parent involvement policy. The evaluation will include an opportunity for parents to identify barriers preventing them from participating in parent activities provided by the schools and/or LEA.

4. The BLOUNT COUNTY Parent Involvement Specialist will provide a brochure or pamphlet in English and Spanish for parents. This publication will contain information on how to request information about the professional qualifications of teachers and paraprofessionals who work with their children, a copy of the “Parents Right-to-Know”. This information is also included in the Blount County Student Handbook.
5. A copy of the Parent Involvement Plan for 2015-2016 will be distributed to all parents through the Blount County Student Handbook. A copy of the Parent Involvement Plan and Policy will be posted on the www.blountboe.net/parent-involvement web page.
6. To the extent practicable, information posted to the “Parent Information” link of the Blount County Schools website, will be in both English and Spanish. Announcement flyers pertaining to parent training sessions where a translator will be present, flyers will be provided in English and Spanish.
7. Monthly newsletters, provided by the Blount County Parent Involvement Specialist, are in English and Spanish.
8. A Parent Advisory Council will convene twice yearly, to oversee the planning and implementation of the Parent Involvement Plan. Additional meetings will be planned as needed or correspondence will be conducted via email.
9. The Blount County Parent Involvement Specialist will provide a PowerPoint Presentation for each school’s annual meeting to discuss items indicated in section 1118 of the ESEA.
10. The Blount County Parent Involvement Specialist will assist Title I, Part A schools in developing a Parent Involvement Program.
11. Blount County provides parents access to the Blount County Resource Center. The Parent Involvement Specialist will hold parent training sessions at the Center and provide materials for parents to use and check out to use with their children.

Blount County LEA Parental Involvement Plan

PART I. GENERAL EXPECTATIONS

The Blount County School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this LEA parental involvement plan into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including

providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) 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;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED LEA PARENTAL INVOLVEMENT PLAN COMPONENTS

1. The Blount County School District will take the following actions to involve parents in the joint development of its LEA parental involvement plan under section 1112 of the ESEA:
 - Biannual Parent Advisory Council Meetings
 - Email communication throughout school year
 - Annual Parent Survey Results
 - Website notices
 - Annual Parent Information meetings regarding Federal Programs at each school. Handout provided at meeting for all parents includes a comment section to be collected by school officials at the conclusion of the meeting.
2. The Blount County School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - No schools are currently under review or improvement according to section 1116 of the ESEA
3. The Blount County School District 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 student academic achievement and school performance:
 - LEA's parent involvement specialist **meets with each principal** during the fall semester to provide them with specific information regarding what the district Parent Involvement Specialist provides for each school. This information should be included in the schools' Continuous Improvement Plans.
 - LEA's parent involvement specialist provides a **Blount County Schools Parent Involvement Information Booth** at the Blount County Fair each September.
 - LEA's parent involvement specialist provides a power point presentation at each school's **Annual Parent Meeting** which explains the required parent involvement and the 1% set-asides for parent involvement, as well as reviews the other county-wide set-asides. A handout is provided for each

parent. The form contains a detachable form to allow parents to make comments, suggestions or voice complaints.

- LEA's parent involvement specialist provides **KID CRAFTERS training sessions** for parents of preschool age children ages 3-5.
 - LEA's parent involvement specialist provides materials or resources for distribution during the **Parent Visitation Day** each October, upon request by the schools.
 - LEA's parent involvement's office is located in the **Blount County Resource Center** and is convenient for parents who visit the center. Materials, activities, games, internet resource, parenting resource, and grade appropriate materials are available for parents to make or check out from the Resource Center.
 - LEA provides monthly **Home & School Connection Newsletters** to all students grades K-6 in schools receiving Title I funds. The newsletters are also available for viewing on the Blount County website. The parent involvement specialist also emails copies of the newsletters to all parents who provide a valid email address.
 - LEA parent involvement specialist works with the Blount County social worker, special education coordinator, at risk teacher, consulting teacher, classroom teachers, guidance counselors, Migrant/ESL Home-School Liaison, PTO/PTA/PTSO officers and principals to meet the needs and provide information for parents.
 - **LEA's Migrant/ESL Home-School Liaison** provides, whenever feasible, translations for all notices, required forms, and other communications sent home to parents in a language they understand.
 - LEA's parent involvement specialist works hand-in-hand with the **school-based parent liaisons**.
 - LEA's parent involvement specialist updates and edits the **Parent Involvement link** on the Blount County website.
 - LEA's parent involvement specialist will help coordinate Family Focus Groups/Grandparent Support Groups and others groups as parents at each school request. This will include identifying a Parent Leader at each school and will meet with them to identify needs for training/support and assist in setting up meetings and/or trainings. LEA's parent involvement specialist will conduct and/or provide other **parent training sessions** as needed or requested, i.e. homework tips, technology training, reading and math tips, etc. Assistance will be given for materials, programs and/or resources needed for parent meetings at each school as requested.
 - LEAS Parent Involvement Specialist will develop a Blount County Resource Center Information Brochure and posters to inform parents/teachers of the resources available to assist students in their academic success.
 - A Parent Resource Corner will be stationed at each school. Pamphlets and/or brochures will be available at the station to include but not limited to: Blount County Parent & Teacher Resource Center, list of lending library books and resources, state assessment and state standards information, opportunities for volunteering, etc.
4. The Blount County School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs by: .
- Provides access to the Blount County Resource Center for all parents whose children attend a Blount County Schools based Head Start Program and/or Reaching Individuals Seeking Education (R.I.S.E.) programs for developmentally delayed children.
5. The Blount County School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement 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 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.
- The LEA's parent involvement specialist conducts an annual parent survey of all parents of students attending a school which receives Title I funds. A copy of the survey is sent home with each student, a copy is posted on the Blount County/Parent Involvement website.
 - Summaries of the data collected from the surveys are provided to each principal, posted to the Blount County website for parent review and used for development of the following year's parent involvement plan and policies.

- The LEA's parent involvement specialist conducts biannual meetings of the Parent Advisory Council to review, revise and formulate the final draft of the Parent Involvement Plan and Policies. Additional revisions are accomplished through email and telephone communications. Information gleaned from the annual parent meeting, parent surveys, email correspondence, telephone logs and personal contacts will be considered when formulating the final drafts of the parent involvement plan and policies.
6. The Blount County School District 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:
- the State's academic content standards,
 - Parents will be provided information through the district website, through the State Standards link and through information provided each school at the Parent Resource Corner. Workshops will be developed on academic content standards as needed. The State's academic content standards are also discussed during the Annual Parent Information Meeting held in the fall at each school.
 - the State's student academic achievement standards,
 - Parents will be provided information through the district website, through the State Standards link and through information provided each school at the Parent Resource Corner. Workshops will be developed on academic achievement standards as needed.
 - The State's academic achievement standards are also discussed during the Annual Parent Information Meeting held in the fall of each school.
 - the State and local academic assessments including alternate assessments,
 - Parents will be provided information through the district website, through the State Standards link and through information provided each school at the Parent Resource Corner. Workshops will be developed on local academic assessments as needed. The State's local academic assessments are also discussed during the Annual Parent Information Meeting held in the fall at each school.
 - The academic standards and programs used are also discussed during the Annual Parent Information Meeting held in the fall of each school.
 - the requirements of Part A,
 - Are provided through distribution of the parent involvement plan and policies. A copy of the parent involvement plan and policies are posted on the Blount website Parent Involvement link in English and Spanish. A copy of the Plan/Policy is printed in the District Handbook which is distributed to all parents during the fall semester. Parents are asked to sign and return a verification form stating they have received and read the plan/policy.
 - how to monitor their child's progress,
 - Schools provide progress reports mid quarter, parent/teacher conferences can be scheduled at a parent's request throughout the school year.
 - Parent Visitation Day is scheduled during the month of October for all Blount County Schools. Teachers will be available for parent/teacher conferences by appointment during school hours. Each school will conduct various events for parents during this time.
 - Report cards are distributed each nine weeks.
 - Information Now Parent Portal is available for parents to access to view grades, attendance and discipline. Link is available on the district website. User names and passwords are sent home to parents by the school.
 - Various schools have teacher email addresses available for parents and private social media sites have been established by some schools.
 - A link to each school is accessible at www.blountboe.net
 - and how to work with educators:
 - The LEA's parent involvement specialist councils with parents via telephone, email and in person regarding scheduling meeting with teacher, counselors, principals etc. Parents are encouraged to be organized, stay focused on one or two issues and make appointments with school personnel when the need arises. Parents are encouraged to volunteer to work in and for the schools as needed.

- The Blount County Resource Center is available for use by any parent of a student attending a Blount County School. Laminators, book binding machines, copy machine, Ellison die cutting machine, computers, and internet access are all available at the Resource Center.
 - Materials, for example: construction paper, copy paper, laminating film, poster board, book binding supplies, are made available for parents at no cost.
 - A Parent Lending Library will be established at the Blount County Resource Center so that parents can check out books and/or resources to help them help their child academically.
 - A Blount County Parent/Teacher Resource brochure will be developed and placed at each school so that parents will become aware of resources available.
- B. The school district 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:
- The Blount County Resource is available for use by any parent of a student attending a Blount County School. Laminators, book binding machines, copy machine, Ellison die cutting machine, computers, and internet access are all available at the Resource Center.
 - Materials, for example: construction paper, copy paper, laminating film, poster board, book binding supplies, are made available for parents at no cost.
 - LEA's parent involvement specialist conducts and/or provides other **parent training sessions** as needed or requested, i.e. homework tips, technology training, reading and math tips, etc
- C. The school district 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:
- LEA's parent involvement specialist **meets with each principal** during the fall semester to provide them with specific information regarding what the district Parent Involvement Specialist provides for each school. This information should be included in the schools' Continuous Improvement Plans.
 - The LEA's parent involvement specialist is available to assist and guide school administrators and committee members in planning parent activities and revising parent involvement plans and policies.
 - LEA's parent involvement specialist meets with each school's faculty to discuss parent involvement, the use of the School-Home Compact, and using parent volunteers, as requested.
- D. The school district 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 alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- **LEA's Migrant/ESL Home-School Liaison** provides, whenever feasible, translations for all notices, required forms, and other communications sent home to parents in a language they understand.
 - **LEA's Migrant/ESL Home-School Liaison** translates, whenever feasible, for parent meetings, IEP meetings, parent/teacher conferences, disciplinary hearings, testing, health related appointments and registration.

PART III. APPROVAL

This LEA Parental Involvement plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the minutes from the May 6, 2015 Parent Advisory Council Meeting. The school district will distribute this plan to all parents of participating Title I, Part A children on or before September 30, 2015.

Cindy Williams
 PLAN APPROVED BY (Person or Entity)
 APPROVAL/REVISION

June 10, 2015
 DATE OF

**FEDERAL PROGRAMS Parent Information
PARENTS' RIGHT-TO-KNOW**

In accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- 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.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Complete the bottom portion of this page **ONLY** if you would like to receive this information, and return the form to your child's school or to the Blount County Board of Education at P.O. Box 578 Oneonta, AL 35121.

Blount County Board of Education

Parents' Right-To-Know-Request Teacher Qualifications

Title I, Part A, Section 1111(h)(6), No Child Left Behind Act of 2001, Public Law 107-110

I am requesting the professional qualifications of _____

Who teaches my child, _____ at _____
Child's Name (Please Print) School (Please Print)

My mailing address is _____
Street (Please Print) City Zip

My name is _____
(Please Print)

Signature

Date

(Complete this form only if you are requesting information.)

10.17 Physical Restraint and Seclusion

As a part of the policies and procedures of Blount County Schools, 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/herself 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, School Resource Officers and/or emergency medical personnel which could result in a removal of the student by such personnel.

**IMPORTANT NOTICE
FROM THE ALABAMA STATE DEPARTMENT OF PUBLIC HEALTH**

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

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

How do you catch the disease?

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

What are the symptoms of the disease?

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

Meningococcal vaccine: Who should get the vaccine and when?

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

For more information on this and other vaccine recommendations go to:

www.adph.org/immunization

Date:

Dear Parent or Guardian:

Each year, the Alabama Department of Public Health (ADPH) conducts an audit of student immunization records to ensure that children enrolled in school in Alabama are protected from vaccine-preventable diseases or have a valid exemption from vaccination. Documentation of vaccination and medical exemptions is contained on the Alabama Certificate of Immunization (also known as the Blue Slip) or on an Alabama Certificate of Religious Exemption. During the course of the audit, an ADPH employee will check for appropriate vaccinations and a valid expiration date on the Blue Slip or for an appropriate exemption form. If a child needs further vaccination or an updated certificate, the school will be notified at the completion of the audit. No Identifying information about the child is kept by the ADPH employee.

The Family Educational Rights and Privacy Act mandates parental consent be obtained for persons not employed by this school to view the records of its students. If you **do not wish** your child's record to be evaluated by ADPH, please sign this letter in the space below and return it to the school by _____. **No response from you will indicate that you will allow ADPH to audit the immunization records of your child.**

Thank you for your assistance.

Sincerely,

Principal

I deny access to my child's vaccination record by the Alabama Department of Public Health.

Name of Child: _____

Parent or Guardian: _____

Date: _____

**BLOUNT COUNTY BOARD OF EDUCATION
POST OFFICE BOX 578
ONEONTA, ALABAMA 35121**

Parent-Student Handbook and Student Code of Conduct/Family Educational Rights and Privacy Act (FERPA)/Technology Responsible Use Policy

NOTICE OF RECEIPT

I hereby certify that I have received a copy of the Parent-Student Handbook and Student Code of Conduct for Blount County Schools, which outlines Board Policy as it relates to student activities and responsibilities.

I hereby certify that I have read the Family Educational Rights and Privacy Act concerning parental and student rights with respect to the student's educational records. I understand that if the parent/guardian does not want the school to disclose directory information without prior written consent, I must notify the school in writing.

I hereby certify that I have read and agree to follow the guidelines, provisions, and user responsibilities of Board Policy 3.14, Technology Responsible Use Policy.

I hereby certify that I have received and read the Title I Parental Involvement Policy and Plan, Parents' Right to Know information concerning the parents' right to request information about their child's teacher(s) pertaining to professional qualifications. The Parents' Right To Know Request Form is located on page 67 of this handbook.

DATE

SIGNATURE OF PARENT OR GUARDIAN

STUDENT NAME (PLEASE PRINT)

SIGNATURE OF STUDENT

(Please sign, remove and return this form to school.)