



**Student-Parent Guide**  
**2018-2019**

# 2018-2019 School Calendar/Important Dates

## School Calendar

August 1 – 8, 2018	Teacher Workdays/Professional Development/In-Service
August 9, 2018	Opening of Schools / First Term Begins
September 3, 2018	Labor Day Holiday
October 8 & 9, 2018	Fall Break
October 22, 2018	Parent Report Card Conference Day
November 12, 2018	Veterans' Day Holiday
November 19 - 23, 2018	Thanksgiving Holidays
December 20, 2018	Christmas Holidays Begin /Students Dismiss-1:00 Teachers/Staff Dismiss-3:00 <i>First Term Ends</i>
January 3, 2019	Employees Return
January 7, 2019	Students Return / Report Card Day / <i>Second Term Begins</i>
January 21, 2019	Martin Luther King Holiday
February 18, 2019	President's Day
March 25 - 29, 2019	Spring Break
April 19, 2019	Weather Day
May 23, 2019	Closing Date and Graduation Students Dismiss-1:00
May 24, 2019	Employee Work Day

## Teacher Institute Days / In-Service Days (No School for Students)

August 1 – 8, 2018	February 19, 2019	1 <sup>st</sup> Semester = 86 Days
October 22, 2018	May 6, 2019	2 <sup>nd</sup> Semester = 89 Days
January 3 & 4, 2019	May 24, 2019	

## **2018-2019 Testing Calendar**

<b><u>Test</u></b>	<b><u>Testing Period</u></b>	<b><u>Days needed for Testing</u></b>
Scantron	August 20-Sept 14, 2018	
DIBELS	August 29-Sept 19, 2018	
ACT WorkKeys (Grade 12)	October 2, 2018	1 day
PreACT (Grade 10)	October 11, 2018	1 day
ACT WorkKeys Make- Up	October 16, 2018	1 day
Scantron	January 14 – Feb 15, 2019	Optional
DIBELS	January 14- Jan 31, 2019	
NAEP (State Selected Schools)	TBA	
ACCESS 2.0	January 22-March 22, 2019	2-3 days
Alternate ACCESS for ELLs	January 22-March 22, 2019	2-3 days
ACT Plus Writing (Grades 11)	February 20, 2019	1 day
Alabama Alternate Assessment	March 4 – April 12, 2019	
Scantron (Grades 3-8)	April 9- April 18, 2019	
ACT Plus Writing Make-Up	April 24, 2019	1 day
DIBELS	April 29-May 13, 2019	

# 2018-2019 Grading Periods

## **1<sup>st</sup> Term**

- 1<sup>st</sup> 9 Weeks – August 9, 2018 – October 12, 2018
- 2<sup>nd</sup> 9 Weeks – October 15, 2018 – December 20, 2018

## **2<sup>nd</sup> Term**

- 3<sup>rd</sup> 9 Weeks – January 7, 2019 – March 13, 2019
- 4<sup>th</sup> 9 Weeks – March 14, 2019 – May 23, 2019

## **Grading Period:**

August 9, 2018 – September 7, 2018	21 Days
Progress Reports Issued – September 11, 2018	
September 10, 2018 – October 12, 2018	23 Days
Report Cards Issued – October 22, 2018	
October 15, 2018 – November 14, 2018	21 Days
Progress Reports Issued – November 16, 2018	
November 15, 2018 – December 20, 2018	21 Days
Report Cards Issued – January 7, 2019	
January 7, 2019 – February 6, 2019	22 Days
Progress Reports Issued – February 8, 2019	
February 7, 2019 - March 13, 2019	23 Days
Report Cards Issued - March 18, 2019	
March 14, 2019- April 18, 2019	21 Days
Progress Reports Issued – April 24, 2019	
April 22, 2019 – May 23, 2019	23 Days
Report Cards Issued – May 24, 2019	

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**ALL STUDENTS MUST COMPLETE AND RETURN THE FOLLOWING FORMS FROM THE**  
**"REQUIRED FORMS" ICON**  
**ALABAMA APPLICATION FOR STUDENT ENROLLMENT**  
**ALSDE HEALTH ASSESSMENT RECORD**  
**STUDENT/PARENT AGREEMENT FOR USE OF SCHOOL COMPUTERS & INTERNET**  
**PERMISSION TO USE GOOGLE APPS FOR EDUCATION WITH STUDENTS**

**\*\*ADDITIONAL FORMS FOR COMPLETION CAN BE FOUND BY CLICKING ON THE  
CORRESPONDING ICON---"ADDITIONAL FORMS".  
NOTICE OF NON-DISCRIMINATION**

You are hereby notified that pursuant to the requirements of the Rehabilitation Act of 1973 this school district does not discriminate on the basis of disability in any of the programs and services offered by the system. Qualified students with disabilities are entitled to be provided with regular or special education and related aids and services that are designed to meet individual educational needs as adequately as the needs of the non-disabled persons are met. You may contact the school for more information or for the name of the person/persons responsible for coordinating Chilton County's efforts to comply with this law. (34 CFR 104.7)(1); 34 CFR 104.8(a); 34 CFR 104.33(b). Notice of Parent and Student Rights Under Section 504, revised January 1993.

*The Chilton County Board of Education reserves the right to make changes to this document during the year as needed. [www.chilton.k12.al.us](http://www.chilton.k12.al.us)*

# INTRODUCTION

## PURPOSE

The Student/Parent Information Guide is designed to assist parents and students to better understand the daily operations and policies of the Chilton County Schools in order to effectively use all the resources of the school. Copies of Board policies are available in your local school office and the Central Board of Education office located on Lay Dam Road. This guide contains general rules for the county. Students are to follow additional rules at individual schools.

Also, the Chilton County Board of Education supports recent Alabama laws which state: “a) Each parent, guardian, or other person having control or custody of any child required to attend school. . .who fails to have the child enrolled in school or fails to send the child to school. . .or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior 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 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.” (Section 16-28-40, Code of Alabama 1975)

## EQUAL EDUCATION OPPORTUNITIES

“It shall be the policy of the board that the School District shall provide, on a nondiscriminatory basis, educational opportunities for children. No person shall be denied the benefits of any educational program or activity based on the basis of race, color, handicap, creed, national origin, age, or sex. All programs offered by schools within the School District and any grievance procedures shall be open to all students in compliance with statutory and judicial requirements.”

## TRADITIONAL MORAL VALUES/CHARACTER EDUCATION

The teaching of traditional moral values and character education has been a part of public education since its inception. The Chilton County Board of Education recognizes that these values of honesty, integrity, kindness, tolerance, cooperation, sincerity, loyalty, patriotism, citizenship, and respect of human life and property are common to all established societies and are clearly reflective of Chilton County as a community. The Board encourages the teaching of these values in all grade levels.

## MISSION STATEMENT

The mission of the Chilton County School System is to educate all students to their fullest potential in a safe caring environment, creating responsible and productive citizens from a shared commitment of the students, parents, educators and communities.

## SCHOOL OPENING / CLOSING TIMES

The times established for the opening and closing of the schools of Chilton County are fifteen (15) minutes prior to the time students are to report to homeroom/first period and fifteen (15) minutes after the last class period each day (unless transported earlier or later by a school bus.) Between these times and throughout the school day, school personnel will be on duty and available to supervise and care for students.

## BOARD MEMBERS

Mr. Jason Griffin, Superintendent  
Mrs. Lori Patterson, Board President  
Mr. Joe Mims, Vice President  
Mrs. Linda Hand, Member  
Mr. Keith Moore, Member

Mrs. Adriane Dennis, Asst. Superintendent  
Mrs. Pam Plier Price, Member  
Mr. Jim Shannon, Member  
Mr. Curtis Smith, Member  
Mr. John Hollis Jackson, Attorney

All correspondence to the above persons should use the following address: 1705 Lay Dam Road, Clanton, Alabama 35045. The Chilton County Board of Education meets regularly on the third Tuesday of each month in the Central Education Office, located on Lay Dam Road, Clanton.



## **CHILTON COUNTY SCHOOLS / PRINCIPALS /PHONE/FAX NUMBERS**

<b>School</b>	<b>Principal/Director</b>	<b>Phone/Fax</b>
• <b>Chilton County High School</b> 1214 7th Street South, Clanton, Alabama 35045	<b>Ron Pinson</b>	<b>280-2710/755-0618</b>
• <b>LeCroy Career Technical Center</b> 2829 4th Avenue North, Clanton, AL 35045	<b>Dara Norman</b>	<b>280-2920/755-2035</b>
• <b>Clanton Elementary School</b> 1000 Cloverleaf Drive, Clanton, AL 35045	<b>Rebecca Threlkeld</b>	<b>280-2730/755-8483</b>
• <b>Clanton Intermediate School</b> 825 Temple Road, Clanton, AL 35045	<b>Louise Pitts</b>	<b>280-2790/280-2795</b>
• <b>Clanton Middle School</b> 835 Temple Road, Clanton, AL 35045	<b>Carla W. Moss</b>	<b>280-2750/755-2446</b>
• <b>Isabella High School</b> 11338 County Road 15, Maplesville, AL 36750	<b>Ricky Porter</b>	<b>280-2770/755-8549</b>
• <b>Jemison Elementary School</b> 1495 Co. Road 44, Jemison, AL 35085	<b>Scott Ingram</b>	<b>280-4820/688-2812</b>
• <b>Jemison Intermediate School</b> 1491 Co. Road 44, Jemison, AL 35085	<b>D.J. Nix</b>	<b>280-4840/688-2302</b>
• <b>Jemison Middle School</b> 25125 U.S. Highway 31, Jemison, AL 35085	<b>Kendall Jackson</b>	<b>280-4850/ 688-3202</b>
• <b>Jemison High School</b> 25195 U.S. Highway 31, Jemison, AL 35085	<b>Diane Calloway</b>	<b>280-4860/688-4761</b>
• <b>Maplesville High School</b> 1256 AL Hwy 139, Maplesville, AL 36750	<b>John Howard</b>	<b>280-4900/1-334-366-2531</b>
• <b>Thorsby High School</b> 54 Opportunity Drive, Thorsby, AL 35171	<b>Corey Clements</b>	<b>280-4880/646-2197</b>
• <b>Verbena High School</b> 202 County Road 510, Verbena, AL 36091	<b>Tammy Hand</b>	<b>280-2820/755-0393</b>
• <b>PASS Academy</b> 102 1 <sup>st</sup> St. South, Clanton, AL	<b>Kelvin Boulware</b>	<b>280-2919/280-3809</b>

## **SPECIAL PROGRAMS/ADMINISTRATIVE STAFF/TELEPHONE**

**Central Office - 280-3000 / Fax -755-6549**

• Superintendent	Mr. Jason Griffin	280-3000
• Assistant Superintendent	Mrs. Adriane Dennis	280-3008
• Secretary to the Superintendent	Mrs. Kim McKinney	208-3003
• Special Education/504 Coordinator	Mrs. Michelle Coppedge	280-2907
• Special Education Director	Mrs. Michelle Coppedge	280-2907
• Business / Chief Financial Officer	Mrs. LaVerne Williams	280-2997
• Assistant Chief Financial Officer	Mrs. Rachel Woodham	280-2995
• Child Nutrition	Mrs. Tasha Hayes	280-2992
• Federal Programs/Teaching & Learning	Mrs. Ashlie Harrison	280-3007
• Curriculum/Professional Development	Mrs. Nichelle Bulger-Johnson	280-2988
• Technology Director	Mrs. Kim Arrington	280-2828
• Test Coordinator/Student Services	Mrs. Pam Harris	280-2990
• Maintenance	Mr. Freddy Smith	280-2960
• School Nurse	Mrs. Chrysta Russell	280-2788
• Transportation	Mr. Steven Hunter	280-2950
• Career-Technical/Title IV	Mr. Dara Norman	280-2920
• Attendance Supervisor	Ms. Celia Flanagan	280-2918
• Energy Manager/Safe Schools Coordinator	Mr. Mickey Hardwick	280-3000

# ATTENDANCE/BEHAVIOR

The Chilton County Board of Education believes that regular school attendance is important to students and to the school system. Regular attendance by students facilitates development of the skills and knowledge necessary to function in a democratic society. Therefore, the Board endeavors to secure in compliance with Alabama law, the prompt and regular attendance of students and to secure their proper conduct and to hold the parent/guardian in charge of a student responsible and liable for such student's non-attendance and improper conduct.

## ALABAMA LAWS CONCERNING ATTENDANCE

### 1. Enrollment

- a. "Each Parent, guardian, or other person having control or custody of any child required to attend school.... who fails to have the child enrolled in school or who fails to send the child to school or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior 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 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" (Section 16-28-12, Code of Alabama, 1975).
- b. "...Each local school board of education shall adopt a written policy for its standards on school behavior...shall provide at the commencement each academic year a written policy on school behavior to each parent, guardian, or other person having control or custody of the 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.**" (Section 16-28-12, Code of Alabama, 1975.)
- c. "...Any parent, guardian or person having control or custody of any child enrolled in the public school who fails to require the child to regularly attend the school. . .or fails to compel the child to properly conduct himself or herself as a pupil in accordance with written policy on school behavior adopted by the local board of education 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 such suspected violation to the district attorney within ten (10) days. . ." (Section 16-28-12, Code of Alabama, 1975).

### 2. Denial of Driver's License

- a. "The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person: 1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained the certificate: 2) is enrolled in secondary school of this state or any other state; 3) is participating in a job training program approved by the State Superintendent of Education; 4) is gainfully and substantially employed; 5) is a parent with the care and custody of a minor or unborn child; 6) has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or 7) is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter."
- b. "...Whenever a student 17 years of age or older withdraws from school, the school administration shall notify the Department of Public Safety of the withdrawal. **WITHDRAWAL SHALL BE DEFINED AS MORE THAN 10 CONSECUTIVE OR 15 DAYS TOTAL UNEXCUSED ABSENCES DURING A SINGLE SEMESTER.**

c. The Department of Public Safety shall send notice to the licensee that his or her driver's license or learner's license will be suspended under this article on the 30th day following the date of notice.

**3. Non-Enrollment / Non-Attendance:**

“It shall be the duty of the county superintendent of education or the city superintendent of schools, as the case may be, to require the attendance officer to investigate all cases of non-enrollment and non-attendance. In all cases investigated where no valid reason for non-enrollment or non-attendance is found, the attendance officer shall give written notice to the parent, guardian or other person having control of the child.”

In the event of the absence of the parent, guardian or other person having control of the child from his or her usual place of residence, the attendance officer shall leave a copy of the notice with some person over twelve years of age residing at the usual place of residence, with instructions to hand such notice to such parent, guardian or other person having control of the child, which notice shall require the attendance of the child at the public school within three days from the date of the notice. In the event the investigation discloses that the non-enrollment or non-attendance was without valid excuse, or good reason and intentional, the attendance office shall be required to bring criminal prosecution against the parent, guardian, or other person having custody or control of the child. (Section 16-28-16, Code of Alabama, 1927).

**ABSENCES**

An absence is defined as non-attendance in a regularly scheduled class or activity. **To be counted present, a student must be present more than 50% of the scheduled class time.** To be counted present for a day, a student must be present more than 50% of the scheduled school day.

**EXPLANATION FOR ABSENCES**

**Written Explanation** - In accordance with State Law, a parent/guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a verifiable written excuse from home signed by the student's parent/guardian or doctor office for each absence and present it to the principal or designee. **THE WRITTEN EXCUSE SHOULD BE PRESENTED TO THE PRINCIPAL OR DESIGNEE ON THE DAY THE STUDENT RETURNS TO SCHOOL, BUT NO LATER THAN TWO (2) DAYS** after his/her return or absence(s) will be recorded as unexcused.

**Documented Explanation** - The parent/guardian will be required to provide written medical or legal documentation for absences to continue to be excused when:

**Grades K-8:** After six (6) occurrences where a parent/guardian uses written explanations to explain his/her child's absences in a school year. (See Page 6) **One parent note can excuse no more than THREE (3) consecutive days.**

**Grades 9-12:** After three (3) occurrences where a parent/guardian uses written explanations to explain his/her child's absences in a school term/semester. **One parent note can excuse no more than THREE (3) consecutive days.**

## **EXCUSED ABSENCES**

All absences shall be designated as either excused or unexcused. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

1. personal illness of the student, or
2. death in the immediate family, or
3. inclement weather which would be dangerous to the life or health of the student as determined by the principal, or
4. legal quarantine, subpoena to court, or
5. emergency conditions as determined by the principal, (limited to 3 per school year) or
6. prior permission of the principal and consent of the parent or guardian.

## **UNEXCUSED ABSENCES**

ABSENCES, FOR REASONS OTHER THAN THOSE DEFINED ABOVE, SHALL BE CONSIDERED AS UNEXCUSED.

### **MAKE-UP WORK (EXCUSED ABSENCES)**

If a student is absent for any excused reason as defined above, the student shall be allowed to make up all major assignments and other work missed during said absence(s) at a time agreeable to the teacher(s). Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. **AT THE SECONDARY LEVEL, THE STUDENT SHALL BE RESPONSIBLE FOR CONTACTING THE TEACHER(S) TO ARRANGE TO MAKE UP THE WORK. AT THE ELEMENTARY LEVEL, THE PARENT OR GUARDIAN SHALL BE RESPONSIBLE FOR ARRANGING NECESSARY MAKEUP WORK.** Arrangements for make-up work, in all grades, must be made within two (2) calendar days after returning from an excused absence.

### **MAKE-UP WORK (UNEXCUSED ABSENCES)**

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, classwork, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeros to students absent for unexcused reasons on an automatic basis; zeros maybe assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.

## **CHECK-OUT PROCEDURES**

Students are allowed to check-out of school through the principal's office by either of these procedures:

- 1) Being signed out by their parent /guardian or designated responsible adult (verified by school documentation).
- 2) Having a note signed by a parent/guardian that can be verified by phone by a school official **BEFORE** a designated time set by each school principal.

**All check-ins/check-outs shall be considered unexcused absences from those class periods missed unless written evidence is presented to the principal or his/her designee by the parent or guardian that the check-in/ check-out was for an excused reason.**

**\*\*PLEASE NOTE: Parent excuses that are used for check-outs will be part of the six (6) parent notes allowed per year for excused absences.**

## STUDENT TARDIES

**School Tardy** - A school tardy, for attendance marking purpose, is defined as a student's arrival after the official time set for the beginning of the respective school's regular day. A check in our check out is also labeled as a tardy.

**Three (3) or more unexcused tardies will result in the student being entered into the Early Warning Truancy Prevention Program. (See minor offenses.)**

**\*\*PLEASE NOTE: Once a student has attained 10 or more unexcused tardies, a warrant may be issued for the parent/guardian according to Alabama Law. Six (6) written parent notes will be allowed per year for tardies.**

**Class Tardy** - A class tardy, for attendance and marking purposes, is defined as a student's arrival to class after the time set for the beginning of class or after the tardy bell. Class tardies will be handled through school discipline procedures.

## TRUANCY

Truancy is the habitual and unlawful absence from school. In accordance with the Code of Alabama, the parent or guardian is responsible for requiring any student under his/her control or charge and is registered for school to attend school. (See Alabama Laws)

### **\*\*\*TRUANCY DEFINITION**

A parent, guardian, or other person having charge of any mandatory school-aged child shall explain in writing the cause of any and every absence of the child on the day following the absence. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. The latter truancy status shall also include skipping or cutting class. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. **FIRST TRUANCY/THIRD UNEXCUSED ABSENCE (WARNING)**
  - a. Parent/guardian shall receive written notice by the school attendance clerk that the student was truant and the date of the truancy.
  - b. Parent/guardian also shall be provided a copy of Alabama's compulsory school attendance laws and advised of the penalties, which can be applied, and the procedures, which shall be followed in the event that other unexcused absences occur.
  
2. **SECOND TRUANCY/FIFTH UNEXCUSED ABSENCE (CONFERENCE)**
  - a. The parent, guardian or person having control of the child shall (1) attend a conference with the attendance officer and principal and/or (2) participate in the early warning program provided by the juvenile court.
  - b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
  - c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.

### 3. THIRD TRUANCY/ SEVENTH UNEXCUSED ABSENCE (COURT)

May issue a warrant against the parent/guardian pursuant to Alabama Law (Section 16-28-12 Section A & C)

"The Early Warning Program Meeting will be provided only once per family. If a parent and/or child has attended the meeting and the student or other students in the same family have an occurrence of seven (7) unexcused absences the following school years, their attendance record will be sent before a committee of the Juvenile Court office and the District Attorney's office for review following written notification by the Attendance Supervisor, and on approval, a warrant on parent/guardian may be filed, if appropriate."

### **EARLY WARNING TRUANCY PREVENTION PROGRAM**

The early warning program requires principals to submit a weekly report to the attendance supervisor listing the names and addresses of students who are enrolled in school who have five (5) or more unexcused absences. These students and their parents or guardian will be referred to the early warning truancy prevention program at the school after the third unexcused absence. At the early warning conference, the parents and students will be informed of the laws regarding the compulsory attendance and court procedures for enforcing the laws and consequences for continuous violation of the compulsory attendance law. The Alabama compulsory attendance law requires children ages 6-17, and all those enrolled in public school, regardless of age, to attend school. The law also states parents and guardians having control over school-age children are responsible for the children's regular attendance and proper conduct. These students will also be referred to the early warning program for attendance.

### **EARLY INTERVENTION ATTENDANCE PROCEDURES**

The following procedures will be implemented when your child is not in compliance with the Attendance Policy mandated by the Chilton County Board of Education and the Alabama State Department of Education:

- Step I: School notification
- Step II: Letter from Attendance Officer requesting meeting with parent/guardian and school official and/or Court Personnel
- Step III: Letter of Final Warning from Attendance Officer before filing complaint/petition against parent/guardian for truancy charges.

### **LOSS OF CREDIT FOR EXCESSIVE ABSENCES**

1. When a student in grades 1-8 has accumulated more than 20 absences per year, the principal will evaluate the attendance record and may recommend retention. A student who has 12 unexcused absences may be retained due to excessive absences. If such is the case, the parent/guardian and the attendance officer shall be notified in writing in the event of retention.

2. When a student in grades 9-12 has accumulated more than 10 absences per class per semester, the teacher(s) and principal will evaluate the attendance record and academic achievement and may recommend loss of credit. A student who has 6 *unexcused absences* out of a total of 11 absences during a semester *may* be denied academic credit for excessive absences. The decision for loss of credit will be made by the school attendance committee. If such is the case, the parent/guardian and the attendance officer shall be notified in writing in the event of loss of credit.
3. A student who has been retained or lost credit because of noncompliance with attendance policies and had a passing grade shall receive a one (1) on the report card and all other records for that semester or that year. This loss of grades will be made up in the same manner other failures and retentions are made up.

### **SATURDAY SCHOOL & CREDIT RECOVERY**

Saturday School and/or Credit Recovery may be offered for loss of credit.

**Saturday School** - 4 hours per Saturday, 1 Saturday = 2 absences.

Students must arrive on time and not dismiss early to receive credit

### **DUE PROCESS PROCEDURES**

1. The parent, guardian, or student may request a hearing with the principal in writing, signed and dated, within five days from the date of the notification of the loss of credit or retention.
2. The failure of the parent, guardian, or student to request a hearing shall be sufficient evidence to sustain the loss of credit or retention.
3. The decision of the principal at the local school to deny credit or to retain a student may be appealed to the superintendent in writing within five days after the hearing at the local school has taken place.

## **AUTOMOBILE / MOTORIZED VEHICLE USE**

All students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations that may be formulated by local school officials. The privilege to operate a private vehicle on school property will be revoked if rules are violated. **SPEED LIMIT ON SCHOOL CAMPUS IS 5 MPH.** No vehicle shall have offensive, obscene or suggestive language with a hidden message or picture, tobacco, alcoholic or drug advertisement.

Students should exit vehicle upon arrival. No student may return to a vehicle during the school day without prior permission from the office. Students are required to present evidence of an Alabama driver's license and general liability insurance before they are authorized to bring a vehicle on school premises. **Students must have a parking permit on file in the school office.** Doors on vehicles must be locked at all times when not occupied. The School Board, local school, and school officials will not be responsible for damages to privately owned vehicles.



## CONDUCT / DISCIPLINE

The Chilton County Board of Education believes that instruction can only occur in an environment that is conducive to learning. Quality instruction requires orderly procedures and discipline. This can only be accomplished in schools where the environment is free from distraction caused by disruptive behavior. Teachers shall manage student behavior in the class prior to the referral to the administration. Creating such an environment requires the cooperation of the parent/guardian, students, Board of Education, and all employees of the school system. It is important that each person connected with the school understands the importance of a consistent set of behavior standards in order that a positive environment can be established and maintained. Surveillance cameras may be used in school or on buses at any time to ensure safety.

As students' progress in the system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action.

**\*HOWEVER, ALL STUDENTS IN GRADES K-12 ARE SUBJECT TO THE FOLLOWING CODE OF CONDUCT AT SCHOOL, ON SCHOOL GROUNDS, ON SCHOOL BUSES AND/OR AT ANY SCHOOL SPONSORED EVENT, BEFORE, DURING AND AFTER REGULAR SCHOOL HOURS.**

### **TERMS RELATING TO FORMAL DISCIPLINARY ACTION:**

#### **CORPORAL OR PHYSICAL PUNISHMENT:**

The Board of Education permits reasonable corporal punishment. Except for those acts of conduct, which are extremely antisocial or disruptive, corporal punishment should never be used as a first line of punishment. Also, subject to this exception, it should never be used unless the student is informed beforehand that specific misbehavior could occasion its use. Such punishment shall be administered only by the principal, or certified teacher of the school. Corporal punishment is to be administered in the presence of another teacher or administrator.

#### **P.A.S.S. ACADEMY (Pathways to Achievement for Student Success)**

\*formerly known as the Alternative School\*

The P.A.S.S. Academy is an environment which will provide self-discipline, as well as, promote self-esteem and academic awareness to a select group of students. It will assist in modifying social skills and behavior that will allow students to attain success when returning to a traditional academic setting.

#### **SUSPENSION**

Suspension is the temporary removal of an individual from school for violation of school policies, rules, or regulations or for interfering with the orderly operation of the schools. The following apply to suspension: (1) Days absent from school because of suspension are not unexcused **BUT CREDIT FOR WORK MISSED IS NOT PERMITTED**. However, students are encouraged to keep up with their assignments during suspensions. 2) Only the principal or assistant principal has the authority to suspend a student. 3) Any single suspension shall not exceed ten school days. 4) A student being suspended will be issued a Chilton County Notice of Suspension Form. A copy of the disciplinary action form will be sent to the custodial parent. 5) The custodial parent/guardian will be given the opportunity and/or be required to confer with the principal or assistant principal before the student is readmitted to school. 6) **A STUDENT MAY NOT PARTICIPATE IN ANY SCHOOL ACTIVITY NOR BE ON ANY SCHOOL PROPERTY (IN COUNTY AND OUT OF COUNTY) UNTIL THE STUDENT RESUMES REGULARLY SCHEDULED CLASSES.** 7) MULTIPLE OUT OF SCHOOL SUSPENSIONS MAY BE REPORTED BY THE PRINCIPAL TO THE SUPERINTENDENT AND TO THE DISTRICT ATTORNEY'S OFFICE FOR REVIEW AND MAY RESULT IN THE ISSUING OF A WARRANT AGAINST THE PARENT /GUARDIAN IN ACCORDANCE WITH SECTION 16-28-12 OF THE CODE OF ALABAMA. *(See Attendance/Behavior section, part a and c)*

## **EXPULSION**

Expulsion is the denial of school attendance in the Chilton County School System by the Board of Education and is for a period of time stated at the time a student is expelled. If a student is suspended and recommended for expulsion by the student's local school principal, the principal shall give written notice to both the student and the student's parent or legal guardian of the action taken, the recommendation for expulsion, and the cause or causes for both the action and the recommendation. The principal shall simultaneously furnish a copy of the notice to the Superintendent. On receipt of that written notice, the Superintendent shall schedule a hearing on the principal's recommendation for expulsion, to be held within five (5) school days. This hearing shall be an administrative hearing.

The administrative hearing will be held before the Superintendent, and both the school administration and the student will have an opportunity to be heard. If the administrative hearing results in an endorsement of the principal's recommendation to expel, the Superintendent shall make the recommendation in writing to the Board. The Superintendent shall also give the student and the student's parent or guardian written notice of the time and date of a Board hearing to afford the student a due process hearing on that recommendation. That notice shall include a written statement of the charges and shall advise the student of his or her opportunity to present a defense and to be represented by counsel at the hearing. Upon completion of the hearing, the Superintendent shall notify the student and the student's parent or guardian of the action taken by the Board. The Board has the authority to expel a student from school if an offense is serious enough to warrant such action. Such offenses may include: 1) at least four suspensions during any one school year, 2) offenses listed under "Intermediate" or "Major" offenses that in the judgment of the principal or assistant principal are serious enough to warrant such action, 3) a history of chronic misbehavior, 4) other acts of misbehavior, consequences of which could be a serious threat to student, staff, or property. (A copy of all charges will be given to the parent/parents when they are notified of the expulsion hearing.)

The Chilton County School System will not accept students who have been expelled or suspended from another school system. This provision shall not, however, apply to students whose custodial parent or guardian moves their residence from another school system into the Chilton County School System. Such cases shall be considered by the proper Chilton County School System authorities on an individual basis, considering the facts and legal applications of each.

## **CLASSIFICATION OF VIOLATIONS**

When a student is brought to the office for disciplinary reasons, the principal/assistant principal shall hear the student's explanation and may consult with other school personnel, if necessary, before determining the classification of violation or disciplinary measure.

Violations of the Code of Conduct are grouped into three classes: Minor, Intermediate, and Major. Each classification is followed by a disciplinary procedure, which is to be implemented by principals/assistant principals.

### **Minor Offenses**

1. Class pranks or distractions of other students of the school program in general - any behavior, which is disruptive to the educational process, including sleeping in class.
2. Excessive tardiness - three or more incidents of reporting late to school or class.
3. Non-conformity to dress code.
4. Minor disruption on a school bus.
5. Inappropriate public display of affection.
6. Intentionally providing false information to a school board employee.
7. Failure to come to class prepared.

8. Unauthorized organization - any on-campus participation in fraternities, sororities, secret societies, or non-affiliated school clubs.
  - Possession of portable electronics (games) or any item, which disrupts the instructional program. This includes cd players, trading cards or toys.
  - Any other violation which the principal/assistant principal may reasonably deem to fall within this category if the offense creates a disciplinary problem in any classroom or other school activity and/or if that offense is detrimental to the best interest and welfare of the school and/or its pupils as a whole.

*Disciplinary Action:*

Parental contact, in-school conference, school probation, after/before school detention, extra academic assignments, loss of field trip privileges, work detail, corporal punishment, and in-school suspension or out-of-school suspension, **at the discretion of the principal/assistant principal**, are appropriate for *Minor Offenses*. *On the 4<sup>th</sup> minor offense in this classification during the school, the action becomes intermediate.*

### **Intermediate Offenses**

1. Possession of an unauthorized camera, laser pointer or any electronic communication/listening device, except for health or other extraordinary needs upon approval by the board of education.
2. Defiance of a school board employee's authority - any refusal to comply with a reasonable direction or order of a school board employee. This includes, but is not limited to, trespassing on school property.
3. Intentionally touching or striking another person against the will of the other.
4. Gambling - any participation in games of chance for money and/or other things of value.
5. Use of profane or obscene language or gestures or possession of pornographic/suggestive material.
6. Possession of stolen property.
7. Vandalism - intentional and deliberate action resulting in injury or damages of less than \$200 to public property, or the real or personal property of another.
8. "Skipping" class or leaving school - including being on the campus of another school during school hours without permission of an official of each school.
9. Threats/Extortion, verbal or written - This also includes any harassment/intimidation of a student. *See Anti-Harassment Policy on pages 14-16 .*
10. Possession/use of fireworks of any kind.
11. Unjustified activation of a fire alarm system or security system.
12. Stealing - intentional taking of property valued at less than \$100.
13. Use of disrespectful words, action, or attitude towards a board employee.
14. Violation of Internet Rules.
15. Falsifying or changing absentee notes or school reports.
16. Fighting - K-5 - any physical conflict including two or more individuals.
17. Any other offense which the principal/assistant principal may reasonably deem to fall within this category if the offense creates a disciplinary problem in any classroom or other school activity and/or if that offense is detrimental to the best interest and welfare of the school and/or its pupils as a whole.
18. **REPEATED DRESS CODE VIOLATION.**

*Disciplinary Action:*

School campus community service, before/after school detention, corporal punishment, and in-school or out-of-school suspension, **at the discretion of the principal/assistant principal**, are appropriate for *Intermediate Offenses*. *On the 4<sup>th</sup> intermediate offense in this classification during the school, the action becomes major.*

## Major Offenses

1. Possession and/or use of tobacco products (See Smoking/Use of Tobacco Products), including possession of lighters, rolling paper, matches, electronic cigarettes, or similar devices.
2. Drugs - the unauthorized use, sale, transfer, possession, trafficking, misuse/abuse, or being under the influence of drugs on school property or during any off-campus school-sponsored activity. These include: alcoholic beverages, barbiturates, central nervous system stimulants, hallucinogens, non-prescribed inhalants, steroids, drug paraphernalia, and all other drugs, including any synthetic drug, to which the narcotic and drug abuse laws of the U.S., local municipalities and the State of Alabama apply. (See Alcohol/Drug Use)
3. Battery upon school employee - the intentional touching or striking of a school board employee against his/her will. Alabama law states "A person commits the crime of assault in the second degree if the person . . . with the intent to cause physical injury to a teacher or an employee of a public educational institution, causes physical injury to such person. Assault in the second degree is a Class C felony," (Section 13A-6-21, Code of Alabama 1975).
4. Robbery - the taking of money or other personal property from a person by force, violence, assault, or threats.
5. Stealing, larceny, and/or grand theft - the intentional taking and/or carrying away of property valued at more than \$100.
6. Criminal mischief - willful and malicious injury or damages of, or in excess of, \$200 to public property or to real or personal property belonging to another. "The parents, guardian, or other person having care or control of any minor under the age of 18 years with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained, but not exceeding the sum of \$1,000, plus the court costs of the action, to any person, firm, association, corporation, and the State of Alabama..." (Section 6-5-380 of the Code of Alabama 1975).
7. Possession or discharging of firearms - "Possession of a pistol on the premises of a public school. . . is a Class C felony..." (Section 13A-11-72, Code of Alabama 1975).
8. Burglary of school property.
9. Possession of dangerous weapons or devices, which include, but are not limited to, knives, mace, teargas, chains, "realistic guns", and/or artificial weapons, etc.
10. False report of fire/bomb threat or other catastrophe; any such communication(s) without just cause, which has the effect of interrupting the educational environment.
11. Explosives - preparing, possessing, or igniting on school board property explosives likely to cause serious bodily injury or property damage.
12. Sexual acts - acts of sexual nature including, but not limited to battery, intercourse, attempted rape, or rape. Written or verbal proposition to engage in sexual acts (See also Sexual Harassment).
13. Aggravated battery - intentionally causing great bodily harm, disability, or permanent disfigurement/use of a deadly weapon.
14. Inciting or participation in major demonstrations and/or disorderly activities; disruption of the normal school program.
15. Threat, harassment or intimidation of a school board employee; the intentional threat by word or act to do violence to another person.
16. Any violation of the Student Code of Conduct, which occurs as a result of affiliation with any fraternity, sorority, secret society, gang or other organizations not recognized and approved by the individual school or school board.
17. Arson - the willful and malicious burning of any part of school board property.
18. Fighting grades 6-12 - physical conflict involving two or more individuals.

19. Any other offense which the principal/assistant principal may reasonably deem to fall within this category if the offense creates a disciplinary problem in any classroom or other school activity and/or if that offense is detrimental to the best interest and welfare of the school and/or its pupils as a whole.
20. Attempted unauthorized access to network resources.

***Disciplinary Action:***

Suspension and/or recommendation for expulsion are appropriate for *Major Offenses*. Parental contact will be made immediately. Law enforcement personnel will be used when warranted. A verbal report of items 2-17 violations will be made to the Superintendent or designee immediately. The Superintendent may require a written report and/or refer the matters to the Board of Education for further action.

**Suspension / Expulsion of Student Receiving Special Education Services**

Any proceeding seeking to suspend or expel any student who has been found eligible for special education services will be conducted in accordance with the laws, rules, and regulations of the Individuals with Disabilities Education Act (IDEA).

**SECLUSION AND RESTRAINT POLICY**

Chilton County Schools adheres to the seclusion and restraint requirements of Administrative Code 290-3-1. The Seclusion and Restraint policy may be found on the Board of Education’s website at [www.chilton.k12.al.us](http://www.chilton.k12.al.us) .

**CHILTON COUNTY ANTI-HARASSMENT POLICY**  
**(Harassment, Intimidation, and Bullying)**

**A. HARASSMENT, VIOLENCE, AND THREATS OF VIOLENCE PROHIBITED**

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. **Students who violate this policy will be subject to disciplinary sanctions.**

**B. DEFINITIONS**

- The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, or a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has particular characteristic, if the characteristics falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:
  1. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
  2. Have the effect of substantially interfering with the educational performance, opportunities or benefits of a student.
  3. Have the effect of substantially disrupting or interfering with the orderly operation of school.
  4. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  5. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment of a student.

- The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.
- The term “student” as used in this policy means a student who is enrolled in the Chilton County School System.

### **C. Description of Behavior Expected of Students**

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

### **D. Consequences for Violations**

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

## **E. Reporting, Investigation, and Complaint Resolution Procedures**

- Complaints alleging discrimination on the basis of race, color, national origin, sex, disability, or age, as well as any other violations of the Chilton County anti-harassment policy must be made on Chilton County Board approved complaint forms available at the principal and/or counselor's office, the central education office or at [www.chilton.k12.al.us](http://www.chilton.k12.al.us) or otherwise reduced to writing or email. The complaint may be submitted to the principal, assistant principal, counselor, or the relevant coordinator:

Special Education Services: Section 504  
Michelle Coppedge  
1705 Lay Dam Road  
Clanton, AL 35045  
(205) 280-3000

Title I, II, III, VI  
Ashlie Harrison  
1705 Lay Dam Rd.  
Clanton, AL 35045  
(205)280-3000

At the request of the complainant, incidental or minor violations of this policy may be presented and resolved informally. These grievance procedures and the prohibition of HARASSMENT, VIOLENCE, THREATS OF VIOLENCE, INTIMIDATION, and any like activity shall apply to any discrimination carried out by students, employees, or third parties.

- 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 reasonable 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.
- Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions under the Chilton County 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 Chilton County Code of Student Conduct.
- 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. *The Harassment Report Form can be found in the Student/Parent Resources section on the district website.*

## **F. Promulgation of Policy and Related Procedures, Rules, and Forms**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Chilton County Board of Education's Web site.

## ALABAMA SUICIDE AND PREVENTION HOTLINES:

### 1-800-SUICIDE

1-800-784-2433

### 1-800-273-TALK

1-800-273-8255

(Alabama Public Health Dept.)

### 1-877-YOUTHLINE

1-877-968-8454

## Cell Phone Procedures

Effective – 12/20/2016

### ELECTRONICS POLICY/CELL PHONE USE

*Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21<sup>st</sup> century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for all of our Chilton County Schools:*

1. Cell phones/electronic devices may only be used for educational purposes in the classroom setting. If students wish to use their device for non-educational purposes, they may do so before the morning bell rings and after school...Monday through Friday.
2. Cell phones/electronic devices must be turned OFF before students enter any classroom, office, library, locker room, lab, lunchroom, and/or auditoriums. Students may power their phones at the request of the: Teacher/Administration.
3. Once inside any of the aforementioned locations, students must store their cell phones/electronic device in a location that is not visible to the teacher or other students, even though they are OFF. Students may use the device with Teacher/Administration Approval.
4. If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if a student is caught using it on campus during class time, a staff member may confiscate the device.
5. Refusal to surrender the phone when asked is considered defiance. Defiance may result in disciplinary consequences, including suspension. Parents will be contacted.

## Cell Phone Policy

**First Offense** – the device will be held in the Administration office until the end of the school day. A parent or student may pick up the phone at the end of the school day.

**Second Offense** – the device will remain in the main office until the end of the school day. An Administrator will assign **1 day out of school suspension**. Phone may be picked up only by a parent.

**Third Offense** – the device will remain in the main office until the end of the school day. The Administrator will issue **3 days at the P.A.S.S. Academy**. Phone may be picked up only by a parent.

\*If offense occurs during testing, the Board of Education will follow State Digital Policy.



## SCHOOL BUS CONDUCT

Bus transportation is provided as a **privilege** to students. The primary purpose of school transportation is to transport students safely. **STUDENTS ARE REQUIRED TO CONDUCT THEMSELVES ON THE BUS IN A MANNER CONSISTENT WITH ESTABLISHED STANDARDS FOR CLASSROOM BEHAVIOR.** Students are responsible to the bus driver while riding a bus. Also, safety and general rules have been designed to assist in student safety.

These rules, in conjunction with all rules in the Code of Conduct, should be followed by all students on school buses.

1. Surveillance cameras may be used in school or on buses at any time to ensure safety. Only school administrators may request access to videos.
2. Students should be at their bus stop 5 minutes prior to the scheduled pickup time. Drivers will stop at all designated stops.
3. Obtain written permission from parent and school administrator to ride a bus other than your regular route.
4. Obey all instructions given by the driver. Show respect.
5. Talk only in a normal voice; keep quiet when approaching railroad crossings.
6. Do not eat or drink anything on the bus.
7. Do not tamper with any of the equipment on the bus, especially the emergency door.
8. Keep all body parts inside the bus at all times.
9. Remain seated. Do not change seats once the bus has started.
10. Keep aisles of the bus unobstructed at all times.
11. Balloons are not allowed on the bus.
12. No aerosol products are allowed on the bus.
13. No glass products are allowed on the bus.
14. Do not litter the bus.
15. Do not throw objects within or outside the bus.
16. Do not leave the bus except at your regular stop without permission from the administration.
17. Do not carry weapons of any kind on the bus. Baseball and softball bats, archery equipment or anything that can be used as a weapon is prohibited on the bus.
18. Do not carry matches or lighters on the bus.
19. Avoid unnecessary conversations with the bus driver.
20. Do not run alongside a bus while it is in motion.
21. Enter or leave the bus only at the front door, except in cases of emergency, as designated by the driver.
22. Do not stand in the road while waiting for the bus to arrive. If the bus is late, do not start walking down the road to meet the bus. You must board the bus at your regular place.
23. Cross the highway when necessary in the following manner after getting off the bus:
  - a. Make certain the bus is stationary, the door is still open, and the stop signal is extended.
  - b. Cross in front of the bus within sight and hearing of the driver, look both ways, and stay out of the line of traffic until the path across the road is free from danger.
  - c. Proceed across the highway upon signal from driver.
24. The dress code must be followed.
25. When a bus is loaded to capacity, regular riders will be given priority and reassignment to other buses may occur.
26. When a student is returned to school, due to unsafe drop-off, the school may contact law enforcement and/or DHR.

**\*\* VIOLATION OF THESE RULES COULD RESULT IN SUSPENSION OR EXPULSION FROM ALL CHILTON COUNTY BUSES OR OTHER DISCIPLINARY ACTION. *Parents/guardians are held responsible for damage a child does to a bus.***

## CONFERENCES/DRESS CODES

### PARENT / TEACHER CONFERENCES:

Parent/teacher conferences are encouraged by the Chilton County Board of Education. To arrange an appointment for a conference with your child's teacher/administrator, call the local school office to make the necessary arrangements.

**Teachers/students are not to be interrupted during instruction. Conferences may be scheduled at the convenience of the teacher.**

### DRESS CODE

The Chilton County Board of Education recognizes the importance of the personal rights and privileges of each individual student in the school system. However, the Board equally recognizes that individual rights stop where the rights of the group/school begin and no student has the right to dress or appear in such a manner that becomes disruptive of the teaching/learning process. The Board strongly believes it is the responsibility of students and parents/guardians to use reason, good judgment, and common decency in the choice of dress and physical grooming in the school situation.

The Board believes the following are essential for a **minimum guide** to the orderly operation of the school on the basis of health, sanitation, safety, and to prevent disruptive appearances at school.

1. No hats, caps, headwear, trench coats, fingerless gloves, sweatbands, bandanas, visors, hair picks, combs, wallet chains, or sunglasses will be worn in school.
2. No obscene or suggestive language with a hidden message or pictures, tobacco, alcoholic or drug advertisements may be printed on clothing or otherwise worn.
3. No bare midriff blouses, spaghetti strap tops, tank-tops, muscle shirts or halters shall be worn for grades 5-12. K-4 wear will be at the discretion of the administration.
4. Shirts and blouses must be buttoned, zipped, or closed in such a manner as to cover cleavage and undergarments.
5. No mini-skirts, spandex-type outer garments, pajama-type garments, see-through articles of clothing, yoga pants, or jeans with holes above the knee.
6. Pants and skirts must be worn at the natural waistline.
7. Suspenders and belts must be fastened.
8. Students will be permitted to wear shorts, pants, skirts, or other attire that are appropriate as deemed by the administration.
9. Shoes must be worn at all times. No roller blades/wheeled shoes or cleats are allowed.
10. No nose rings, tongue pins, lip pins, navel pins/rings, gauging, or similar items shall be worn.

**\* Hats and pajamas may be worn for special occasions at the principal's discretion.**

**\*STUDENTS WHO HAVE QUESTIONABLE OR INAPPROPRIATE DRESS OR APPEARANCE, AS DETERMINED BY THE ADMINISTRATION, WILL NOT BE ALLOWED TO ATTEND CLASS. TEACHERS AND ADMINISTRATORS WILL REFER STUDENTS TO PARENTS/GUARDIANS WHEN CLOTHING, JEWELRY, HAIR OR GROOMING IS QUESTIONABLE OR INAPPROPRIATE.**

# **DRUGS/FIREARMS/WEAPONS**

## **SMOKING OR TOBACCO USE POLICY FOR THE CHILTON COUNTY SCHOOL SYSTEM**

Smoking, possession, or the use of tobacco and/or electronic cigarettes shall not be permitted on any school property including vehicles or at any school activity.

### Discipline:

Anyone found in violation of this policy may be subject to disciplinary action, in accordance with the Student/Parent Information Guide Major level violations.

*As adopted June 18, 1996, superseding and replacing any prior policy on this topic.*

## **ALCOHOL / DRUG USE**

It is the policy of the Chilton County Board of Education that students are specifically prohibited from the use, sale, transfer, possession, trafficking, misuse/abuse, or being under the influence of alcohol/drugs on school property, in a Chilton County Board of Education owned vehicle, or during any off-campus school-sponsored activity. The principal shall immediately notify the student's parents/ guardians if found in violation of this policy. After due process and prior to expulsion, the Board will consider whether the affected student is an appropriate candidate for assignment to the Board's alternate education program.

Also, law enforcement authorities will be contacted. (See Discipline under Major Offenses)  
According to Act 94-783 of Alabama law, a person is subject to civil liability if he/she "unlawfully sells or furnishes a controlled substance to minors".

## **FIREARMS AND OTHER WEAPONS**

According to Code of Alabama 1975, Section 13A-11-72 "no person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school". This would be classified as a Class C Felony.

The term "public school" refers to schools composed of grades K-12 and school buses. Term "deadly weapon" means a "firearm or anything manifestly designed, made, or adapted for the purposes of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun or switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles. . . Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public bus, or both, under Section 13A-11-72 shall be denied issuance of a driver's permit or license for the operation of a motor vehicle for one year from the date the person is eligible and applies for a permit or license for the operation of a motor vehicle." (Section 16-28-40, Code of Alabama 1975) (See Discipline under Major Offenses) Students will be subject to expulsion for one (1) calendar year.

# EMERGENCIES

## SCHOOL NOTIFICATIONS

Parents/Guardians: Each school year, you receive a series of phone notifications from your child's school or from the school system. These messages are used to inform you of upcoming events, meetings, attendance, lunch balances or weather emergencies. In 2015, the Federal Communications Commission (FCC) updated its rules to prohibit calls made using automatic telephone dialing equipment or a prerecorded message to any telephone number assigned to a cell phone or any service for which the called party is charged for the call without prior consent, unless the call is for emergency purposes as defined by the Telephone Consumer Protection Act. \*

**Therefore, parents/guardians who wish to "opt-out" of receiving calls from Chilton County Schools must notify the school in writing. If you "opt-out" you will not receive important information.** If you wish to receive notifications, no action is required. However, if your contact information changes during the school year, contact the school office to update your information.

\*Reference: A Guide to Understanding the Telephone Consumer Protection Act (TCPA) & Best Practices for School Communications

## EMERGENCY SCHOOL CLOSINGS

In the event of a school closing for any reason, the Chilton County School System's Central Office will notify the media to broadcast or televise the details of the situation.

Please **DO NOT CALL THE CENTRAL OFFICE**, individual school, radio/television stations or Board Members. Necessary details will be broadcasted or televised as information is available. You may call 205.280.3005 to get information on the possible closing of schools, if severe weather is approaching. **Listen to or watch** the following for this information: 1) **District's FACEBOOK** page; 2) **WKLF, WHPH (97.7)**, Clanton, 3) **WSMX (98.3)**, Clanton; 4) **WVTM-Channel 13**, Birmingham; 5) a police or fire monitor; 6) **WSFA-Channel 12**, Montgomery; or 7) visit <http://www.clantonadvertiser.com>

## DRILLS / WATCHES / WARNINGS

### FIRE DRILLS

Fire drills are conducted in all schools. Fire exit plans are posted in each school in each room that is occupied by students at any time during the day.

### TORNADO DRILLS

Tornado drills are conducted in all schools. Procedures for tornado drills have been developed and are conducted in accordance with the local/state Emergency Management guidelines.

### TORNADO WATCHES/WARNINGS

In the event a tornado **watch** is issued, the principal/designee will closely monitor its location and will take action accordingly. If a tornado watch is in effect at the end of the regular school day, buses will transport as usual. In the event a tornado **warning** is issued, the principal/designee will take action immediately following the county's plan. Under a tornado warning, students will not be released via regular transportation plans (car, buses, etc.) provided the warning is in effect at the time set for conducting normal school day activities, EXCEPT that students may be released during a tornado warning to student's parent/ guardian, provided said parent/guardian or person authorized on school documentation comes to the school to assume custody for his/her child.

\*All Chilton County Radio Stations will be notified when emergency calls are made.

\*Other safety drills (intruder drills, bus evacuation drill, etc.) may be conducted at individual schools.

# ENROLLMENT REQUIREMENTS

## AGE

Children entering Kindergarten must be five (5) years old on or before September 2, 2018.

Children entering first grade must be six (6) years old on or before December 31, 2018.

## FIRST-TIME ENROLLMENT (KINDERGARTEN, FIRST GRADE)

A child enrolling in school for the first time in either kindergarten or first grade must present to the principal the following items prior to enrollment:

1. An official, state certified birth certificate or interlocutory decree of adoption
2. Current immunization form
3. Proof of residence (Forms are available at each local school)
4. Home Language Survey
5. Student Residency Questionnaire
6. Employment Survey

## FIRST-TIME ENROLLMENT OR RE-ENROLLMENT

Students who seek to enroll in a school of the Chilton County School System for the first time enrollment or re-enrollment must present the following items:

1. Proof of residence. (ex. utility bill, power bill, or gas bill showing name and address)
2. Recent report card or release from last school attended.
3. State of Alabama valid Immunizations forms (blue).
4. Copy of official, state-certified birth certificate.
5. Guardianship papers that are either **court ordered** or have been **drawn up by an attorney**. (THIS IS NOT DELEGATION OF PARENTAL POWERS THAT CAN BE ACQUIRED FROM THE PROBATE JUDGE.)  
A student must be enrolled by parent or legal guardian with proper legal documentation.\*
6. Students must be able to graduate by their 20th birthday or if they are under Special Education guidelines, they must be able to graduate by their 21st birthday.
7. All students must be eligible to attend regular classes in the school from which he/she transferred.
8. Home Language Survey.
9. Student Residency Questionnaire
10. Employment Survey
11. Withdrawal form, if transferring into the system.

## ADMISSION POLICY FOR EL, HOMELESS, MIGRANT, IMMIGRANT, FOSTER AND LEP STUDENTS

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by NO CHILD LEFT BEHIND and the Stewart B. McKinney Homeless Assistance Act, all EL, homeless, migrant, immigrant, foster and LEP children must have equal access to the same free appropriate public education, including public preschool education, provided to the other children and youth. This shall be the policy of the Chilton County School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated. The enrollment of EL, homeless, migrant, immigrant, foster 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 or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

## **DENIAL OF ADMISSION**

It shall be the policy of the Board to deny admission to the following students:

- A. Students over 17 years of age who have repeatedly been dismissed from school for violation of the rules of the school.
- B. Students over 17 years of age whose parent(s)/guardian(s) reside in an area served by the school system and who have not registered within ten (10) school days of the beginning of the new term/semester, except that a qualified exceptional education student may be admitted after the deadline upon a review by the student's handicapping condition.
- C. Students who cannot graduate by their 20th birthday except students who have been enrolled on a continuous basis in Chilton County Schools.

\* Exceptions may be made at the discretion of the Superintendent for medical, legal, or any other reasonable and just claim.

Adopted: October 18, 1994

## **IMMUNIZATION REQUIREMENTS**

**According to Alabama Law (Section 16-30-4, Code of Alabama), Boards of Education shall require each pupil to present an Alabama Certificate of Immunization upon enrollment. These certificates may be obtained from your local physician or the Chilton County Health Department.**

All students entering Kindergarten are required to have an updated Certificate of Immunization.

All students 11 years of age, entering 6<sup>th</sup> grade, must have TDAP.

## **LOCKERS**

Student lockers are rented to students upon registration if available. These lockers are the property of the Chilton County Board of Education, which retains the right to inspect the lockers for any reason at any time without notice, without student consent and without a search warrant. Students are expected to assume responsibility for their own lockers and are encouraged to keep them locked (giving no one the combination) at all times.

## **STUDENT INSURANCE**

The Board of Education provides an opportunity to purchase low-cost student accident insurance for all students enrolled in the schools of the school system. The cost of this supplemental insurance will be made available upon registration. This program is a service to the students that may be participated in by all students on a voluntary basis.

The Board may require a student in certain curricular or extracurricular areas to participate in the school accident insurance program OR file with the school principal a statement from the student's parent/guardian stating the student is protected adequately against accidents that may occur while participating in such activities.

## **TEXTBOOKS / Library Books**

All textbooks are furnished free of charge to all students and are the property of the State of Alabama and the Board of Education. A receipt shall be signed by each student/parent upon issuance of any free textbook by school officials. Parent/guardian is responsible for every free textbook and other materials issued to his/her child.

Failure to pay the School System for a lost or damaged textbook will result in non-issuance of other textbooks to the individual student. In order to protect the educational interest of students, lost textbooks must be paid for within five (5) school days or a later date based on the discretion of the principal with a replacement reissued to the student.

## **SCHEDULE OF PAYMENT**

The amount of payment for lost or damaged textbooks / library books shall be determined by the following schedule:

1st year:	original cost
2nd year:	75% of original cost
3rd year:	75% of original cost
4th year:	50% of original cost
5th year:	50% of original cost

However, where unusual/excessive damage to a textbook is evident, charges may be assessed up to but not to exceed the original cost. Failure to pay the school System for a lost or damaged book will result in non-issuance of other textbooks **during the current school year.**

## **TUITION FOR OUT-OF-COUNTY RESIDENTS**

Each out-of-county student will be charged a \$500 fee for tuition to a Chilton County school PER SEMESTER. Students must reside with their parent/guardian and furnish proof of such residency. (Fees are payable to the central office on or before the first day of the term.)

# **EXTRACURRICULAR ACTIVITIES**

## **ATHLETICS / MARCHING BAND / CHEERLEADERS**

Students who participate in extracurricular activities that involves representing their school in competitions, presentations, performances as athletes, marching band members, cheerleaders, majorettes, dance teams, mascots, flag bearers, actors, debaters, scholar bowl members, etc., must meet the Alabama High School Athletic Association eligibility requirements as stated in the AHSAA Handbook. **STUDENTS WHO ARE SUSPENDED OUT OF SCHOOL, ABSENT FOR AN UNEXCUSED REASON WITHOUT PRIOR EXCUSE BY THE PRINCIPAL OR DESIGNEE FROM SCHOOL CANNOT PRACTICE OR PLAY IN ANY CONTEST. QUESTIONS ARE TO BE DIRECTED TO THE PRINCIPAL.**

### Academic Rule Requirements

- a) Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school or credit recovery, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
  - 1) Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science and social studies are core curriculum courses.)
  - 2) Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.

- b) Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
- c) Students entering the 7th grade for the first time are eligible.

**Note:** A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.

Guidelines:

1. 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.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first term by meeting the academic requirements listed above during their last two terms 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 term.
3. Only one unit (or subject) of physical education per year may be counted.
4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
5. An accredited correspondence course may be accepted by a school system but must be completed before the school year starts.
6. For eligibility purposes, no special recitation, extra work, make-up work, test, review, etc., may be given for the purpose of making a student eligible.
7. To be eligible, all students (including repeaters and hold-backs) must be enrolled in a specific number of new units at the school they represent.
  - a. Ninth, 10th and 11th graders must be carrying at least six new units.
  - b. Seniors, who are on track for graduation with more than the required number of units earned, must be carrying at least four new units for the school year.
  - c. Seventh and 8th graders must be carrying at least five new subjects.
8. The eligibility of a student, who has attended another school during the preceding year, must be established by a transcript from that school before the student is permitted to participate at the new school.

**Tryouts:** Tryout Guidelines are available at the Chilton County Board of Education.

**Insurance:** All participants must have school insurance or give the school a signed release by parents.

**Hair Code:** Students should conform to the length and style of hair desired by coaches and administration.

**Jewelry:** Jewelry is not allowed to be worn by athletes or cheerleaders while representing a school in competition

**Twirling:** Fire Batons, Swords or other sharp/dangerous objects are not permitted.

**Travel:** \*\* Principal/designee will be responsible for providing safe travel to and from athletic events. Transportation to and from athletic events must be on a school bus unless by child's parent.



## FIELD TRIPS/SCHOOL EVENTS

Students making a trip under the sponsorship of the local school are required to have a form signed by their parents giving them permission to take the trip and releasing the school from any liability for any accident or injury. Students not presenting a signed form will not be allowed to make the trip. The form of transportation must be approved by the principal and/or assistant principal. Field trips will be limited to two (2). Any out-of-state field trip must be approved by the Chilton County Board of Education. Students may be denied field trip privileges because of repetitive misbehavior or bus incidents. "Individual rights stop where the rights of the group/school begins."

## GRADES / EXAMS / TESTS

### UNIFORM GRADING SCALE

Chilton County Schools use the following letter/numerical grading system for **Grades K-12**

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
0 - 59 = F

### WEIGHTED-GRADING SCALE

The proposed weighted-scale will be divided into three categories: AP Classes, Advanced/Dual Enrollment Classes, and Standard Classes. Listed below are the three scales and the course offerings included in each.

<u>AP Scale</u>	<u>Advanced/Honors/Dual Enrollment/Dual Credit Scale</u>	<u>Standard Scale</u>
A = 5.0	A = 4.5	A = 4.0
B = 4.0	B = 3.5	B = 3.0
C = 3.0	C = 2.5	C = 2.0
D = 2.0	D = 1.5	D = 1.0
F = 0	F = 0	F = 0

### Grading Procedures

Chilton County students' grades should reflect their academic achievement. Academic achievement will be measured in a variety of ways over the course of a given grading period. To foster a consistent, equitable method of classroom assessment, Chilton County teachers will grade using the following categories for students in 7<sup>th</sup>-12<sup>th</sup> grade:

- Major tests and major work products/projects – 60%
- Quizzes and minor assignments – 40%

Teachers are required to give a minimum of four (4) major grades each grading period.  
Teachers are required to give a minimum of four (4) minor grades each grading periods.

Major grades are defined as tests, projects, essays, research papers, etc.

Minor grades are defined as daily classroom grades, i.e. progress monitoring, quizzes, checklists, homework, observations, etc.

### AP Classes

AP English Language and Composition	AP Calculus
AP United States History	AP Statistics
AP Macroeconomics	AP Spanish
AP U. S. Government and Politics	AP Art History
AP Chemistry	AP Psychology
AP Biology	AP Computer Science A

\*Any other AP classes added to ACCESS Distance Learning in the future.

### Honors Classes

Honors World History	Honors English 9	Principles of Biomedical Science
Honors U. S. History I	Honors English 10	Spanish I
Honors U. S. History II	Honors English 11	Spanish II
Government/Principals of Economics	Honors English 12	Robotics I
Honors Algebra I	Honors Biology	Robotics II
Honors Geometry	Honors Physical Science	American Sign Language
Algebra II with Trig	Honors Chemistry	EMT Classes
Algebra III with Statistics	Physics	Intro to Engineering Design
Pre-Calculus	Anatomy	Principles of Engineering
Calculus	Environmental Sustainability	Computer Science Principles

### Standard Classes

All other classes offered that are not included in the classes listed above.

Note: Any classes added by the State Department of Education or ACCESS Distance Learning will be added to the list above.

### **REPORT CARDS**

Report Cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parent or guardian. Midpoint progress reports will be issued at the midpoint of each nine weeks grading period. Students will be issued a grade report four (4) times each year. This report should be examined carefully, signed, and returned if required by the school. In the event of a lost report card, the parent/guardian of the child must contact the principal verbally and through a written statement. Then, at the discretion of the principal, a new report card may be issued for a \$2.00 fee.

### **INow**

INow Home Portal provides parents with a means of accessing school information from a remote computer, via the Internet. This information includes report cards, class averages, homework, assignments, attendance, discipline and other student information. To access iNow Home Portal, open an Internet Browser (Internet Explorer recommended). Enter the following URL: <https://inow-chiltonco.asc.edu/informationnow>. Enter the parent user name and password, which can be obtained from the school. To keep access to this information secure, please do not release log-in information.

## **FINAL SEMESTER EXAMS / STATE TESTING**

Final semester exams for all schools, including the Career/Technical Center, will be given during the last four (4) days of the semester. No school activities are to be scheduled on the night before or during a final exam or state testing for the first and second semester.

## **EXEMPTION POLICY**

Students at the high school grade level may exempt two (2) core class and (2) elective class final exams each semester except the second semester their senior year. If a student has five (5) unexcused, school tardies in a term, he/she may **not** exempt the final examination in **any** class. Seniors may exempt all of their second semester final exams, if all requirements are met.

Further, if a student has been suspended or assigned to PASS, he/she may **not** exempt the semester exam in any class.

Students at the middle school level may exempt all classes based on the exemption requirement per class.

All students must follow the AP guidelines (see page 33).

### Exemption requirements per class

- “A” average and three (3) or fewer total absences (excused or unexcused)
- “B” average and two (2) or fewer absences

## **CHEATING / Plagiarism (copying; breach of copyright)**

Students caught cheating on an assignment, test, or an exam will receive NO CREDIT for the assignment / test. A zero will be given for the grade. In addition, other disciplinary action may occur when deemed appropriate by the principal.

## **USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST**

### Student Policy

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

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

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

# PROMOTION / RETENTION

Students in grades K-12 must meet the attendance requirements stated under Attendance and must meet the academic standards below to be promoted. The requirements are as follows:

## Kindergarten

The decision as to whether or not to promote a kindergarten student to grade one shall be determined by the student's kindergarten teacher, school principal, school counselor and parent/parents.

## Grades 1-8

- a. Yearly averages and when applicable at grades 7 and 8, term averages for students in grades 1-8 will determine pass/fail.
- b. To be promoted, students in grades 1-8 must pass all the core courses; language arts (reading/language) math, science, social studies and P.E.

## Grades 9-12:

Students will be required to earn a minimum of 24 credits to receive an Alabama High School Diploma. Students' course selections will be based on state requirements and receiving guidance in following their career pathway selected in the students' four-year plan of study.

### Promotion/ Retention

- Students may earn Carnegie units at the rate of .5 Carnegie units per semester per subject.
- Promotion is based on the number of Carnegie units earned.
- Due to the transition from periods to alternating schedule, changes in credits will take effect as follows:
  1. Sophomores must have earned 6 Carnegie units (including Freshman English).
  2. Juniors must have earned 12 Carnegie units (including Sophomore English)
  3. Seniors must be in the fourth year of high school, must have completed 18 Carnegie units (including Junior English), and must be able to complete the required coursework prior to graduation. Exception to the English rule is 101/102 English Dual Enrollment.
  4. *Exceptions may be made at the discretion of the Superintendent for medical, legal, and any other reasonable and just claim.*
  5. Students in grades 9-12 must be enrolled and pass English in sequence, to be promoted to the next grade.

# ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

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

	<b><u>Four Credits to Include:</u></b>	<b><u>Credits</u></b>
<b>English Language Arts</b>	English 9	1
	English 10	1
	English 11	1
	English 12	1
	Equivalent options may include: Advanced Placement/International Baccalaureate/Postsecondary	
<b>Mathematics</b>	<b><u>Three Credits to Include:</u></b>	
	Algebra I or its equivalent	1
	Geometry or its equivalent	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent	1
	<b><u>One Credit from:</u></b>	
	Alabama Course of Study: Mathematics or Career and Technical Education/Advanced Placement/International Baccalaureate/Postsecondary equivalent courses	1
<b>Science</b>	<b><u>Two Credits to Include:</u></b>	
	Biology	1
	A physical science ( <u>Chemistry</u> , Physics, in limited situations Physical Science)	1
	<b><u>Two Credits from:</u></b>	
	Alabama Course of Study: Science or Career And Technical Education/Advanced Placement/International Baccalaureate/postsecondary Equivalent courses	2
<b>Social Studies*</b>	<b><u>Four Credits to Include:</u></b>	
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
	Equivalent options may include: Advanced Placement/International Baccalaureate/Postsecondary	
<b>Physical Education</b>	Lifelong Individualized Fitness Education (LIFE)	1
<b>Health Education</b>		0.5
<b>Career Preparedness</b>		1
<b>Career and Tech Education and/or Foreign Language and/or Arts Ed</b>		3
<b>Electives</b>		2.5

Local boards shall offer foreign languages, arts education, physical education, wellness education, career and technical education, and driver education as electives

**TOTAL CREDITS: 24**

***All students must enroll in 4 core academic subjects each year.***

- In the case of a change of residence or other circumstances equally valid for making an exception, a student may not graduate from high school unless the student has been in attendance, therein during the entire school year immediately preceding the date of graduation.
- All student aides (library, guidance office, teacher, etc.) will receive a grade, but not credit toward graduation.
- All students enrolled as an *Elementary Aide* or *Technology Aide* will receive one credit and a grade as a result of additional requirements for each course.
- Students will be required to schedule a minimum of eight (8) classes + Acceleration, for credit per year.
- Students who have completed English 101 & 102 in their junior year, will not be required to enroll in four (4) core academic subjects during their senior year.
- Only seniors who are graduating with a diploma or a graduation certificate will be permitted to participate in any graduation activities.

## **Dual Enrollment and Dual Enrollment/Dual Credit**

The Alabama State Board of Education has authorized the establishment of dual enrollment programs between public colleges and universities and local boards of education.

The following options may be offered in dual enrollment:

- Students may earn college credit (dual enrollment)
- Students may earn both high school and college credits for the same course (dual enrollment/dual credit)

Chilton County Schools currently have a dual enrollment/dual credit agreement with:

- Auburn University
- Jefferson State Community College
- University of Alabama
- Wallace Community College

1. Dual enrollment/dual credit (DE/DC) allows eligible high school students to enroll in college courses and receive both high school and college credit. Students will receive 1 Carnegie Unit for successful completion of a semester college course
2. DE/DC courses are taught at the college level and graded at the college level
3. Students participating in DE/DC courses are required to follow college procedures and complete required college forms and applications
4. Students participating in DE/DC courses are required to adhere to Chilton County Board of Education's Student Code of Conduct and Attendance
5. Students interested in participating in Dual Enrollment or Dual Enrollment/Dual Credit must meet the approved requirements and the student and his/her parent/guardian must sign the appropriate forms.





## **Dual Enrollment/Dual Credit**

These English courses are offered as dual enrollment/dual credit for core high school courses. Students successfully completing the following courses will be awarded high school credit and may satisfy graduation requirements for English 11 or English 12.

1. English Composition I
2. English Composition II

These history courses are offered as dual enrollment/dual credit for core high school courses. Students successfully completing the following courses will be awarded high school credit and may satisfy graduation requirements for U.S. History I or U.S. History II.

1. U.S. History I
2. U.S. History II

## **ACCESS Distance Learning**

A number of courses offered in an online format from the Alabama State Department of Education via ACCESS Distance Learning. Please contact your counselor to discuss course listing and availability.

Successful online students possess identifiable qualities. The most important qualities would include self-discipline and self-motivation. Initially, the online learning process may appear to operate at an accelerated pace. This will require commitment on part of the student to stay up with the class and complete all work on time. Once a student gets behind, it is very difficult to catch up.

## **Advanced Placement Program Guidelines**

The Advanced Placement Program is an academic program of college-level courses and examinations for high school students. Students enrolled in AP courses take the College Board AP Exam and have an opportunity to earn college credit and/or advanced standing in college based on their scores on the AP exam. All students enrolled in Advanced Placement courses are required to take the AP Exam or complete an art portfolio for AP art only.

The curriculum of an AP course is challenging and goes into greater depth with the academic material than regular courses. AP courses require students to use analytical thinking, reading, writing, and problem solving skills. AP courses are taught using college level materials and teaching strategies.

Students must meet the following criteria to enroll in AP courses:

- The student must complete all prerequisite courses.
- The student must meet all application requirements.
- The student must have the recommendation of the subject area teacher of the course.
- The student should have an above-average GPA with “B’s” or better in core academic subjects and “A/B” in the area of the AP subject.
- The student should be highly motivated with good study habits and above-average writing skills.
- The student must have the consent of the parent/guardian.
- The student must take the AP exam at the end of the year.
- The student is required to sign a contract.

The following AP courses may be offered in Chilton County:

- |   |  |
|---|--|
| <input type="checkbox"/> <i>AP Biology</i>                              | <input type="checkbox"/> <i>AP Music Theory</i>          |
| <input type="checkbox"/> <i>AP Calculus AB</i>                          | <input type="checkbox"/> <i>AP Physics I</i>             |
| <input type="checkbox"/> <i>AP Calculus BC</i>                          | <input type="checkbox"/> <i>AP Physics II</i>            |
| <input type="checkbox"/> <i>AP Chemistry</i>                            | <input type="checkbox"/> <i>AP Physics C</i>             |
| <input type="checkbox"/> <i>AP Economics: Macro</i>                     | <input type="checkbox"/> <i>AP Psychology</i>            |
| <input type="checkbox"/> <i>AP English Language &amp; Composition</i>   | <input type="checkbox"/> <i>AP Spanish</i>               |
| <input type="checkbox"/> <i>AP English Literature &amp; Composition</i> | <input type="checkbox"/> <i>AP Statistics</i>            |
| <input type="checkbox"/> <i>AP Environmental Science</i>                | <input type="checkbox"/> <i>AP Studio Art: Drawing</i>   |
| <input type="checkbox"/> <i>AP European History</i>                     | <input type="checkbox"/> <i>AP Studio Art: 2D Design</i> |
| <input type="checkbox"/> <i>AP French Language</i>                      | <input type="checkbox"/> <i>AP Studio Art: 3D Design</i> |
| <input type="checkbox"/> <i>AP Government &amp; Politics: US</i>        | <input type="checkbox"/> <i>AP United States History</i> |
| <input type="checkbox"/> <i>AP Latin Vergil</i>                         |  |

The AP courses scheduled depend upon the demand at participating high schools. If a student is interested in an AP course not offered, the student needs to contact his/her local high school counselor. Honors courses are offered at each high school to provide students with the academic skills and habits of mind needed to be successful in challenging Advanced Placement courses.

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# Advanced Placement Program --- Program Agreement

The Advanced Placement Program is an academic program of college-level courses and examinations for high school students. Students enrolled in AP courses take the College Board AP Exam and have an opportunity to earn college credit and/or advanced standing in college based on their scores on the AP Exam.

The curriculum of an AP course is challenging and goes into greater depth with the academic material than regular courses. AP courses require students to use analytical thinking, reading, writing, and problem solving skills. AP courses are taught using college level materials and teaching strategies.

- These demanding classes require more effort, time and skills than Honors or Regular level classes and are recommended for highly motivated students.

We are delighted that you are considering enrolling in an AP class. However, we want all parents and students to completely understand the rigor of the class and the commitment required by the student. For this reason, we require that the student and his/her parent(s)/ guardian(s) read and sign this agreement. Unlike most high school curriculums that are separated by semesters, learning AP course material is an ongoing process culminating in the AP Exam.

**\*Students who sign this agreement are committing to remain in an AP class for the entire year (or semester for AP Economics or Government) and commit to take the AP Exam.**

## Requirements

For many AP classes, AP students will be expected to complete required summer reading or review before the course begins. Students must meet prerequisite requirements to register for an AP class, including but not limited to: a) student application, b) recommended score on PSAT/PLAN, c) above average GPA, with B's or better in core academic subjects and A/B in the area of the AP subject, d) teacher and guidance counselor recommendation, e) AP teacher's approval.

A student - may exit an AP class (with signed permission of the principal) during the first 10 days or at mid-term if failing;  
- may not enter an AP class after first 10 days.

## Grading

For students enrolled in an AP course, the GPA is weighted:

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points
- F = 0 points

The grading policies for each AP course are given to the students the first week of school.

## Homework

The daily homework will be required. Students are often assigned reading or long-term projects that require them to plan their time so that they are not overwhelmed by deadlines. Developing self-discipline in the area of time management is a goal of all AP classes.

## Late Work

Students who elect to take AP courses are expected to do the work required on time; there should be no late work for AP courses.

## Honor Code

The nature of AP work often requires that students complete graded assignments outside of class. Students are expected to complete their own work (assignments and homework included) without the assistance of others unless the instructor specifically allows collaboration. Sharing work with another student or using another student's work as his/her own may result in removal from that AP course. Violation of the school Honor Code may also be grounds for removal from any AP course as well as disciplinary action.

## Parent/Teacher/Student Expectations

AP classes are college-level courses and the students are expected to be responsible for their behavior, assignments and any conflict resolution. Parents are welcome to conference with AP teachers, but students are expected to use this opportunity to develop the independence needed in the college setting they will shortly experience. The goal of all AP classes is to give students the opportunity to develop the academic and personal skills needed for success in high school and college.

Parents need to encourage their children to plan their schedules wisely so that they do not take an over- load of AP courses during any one year.

## Absences

AP students will often be involved in academic and extra-curricular field trips and school business activities. However, too many absences of any type are detrimental to successful performance in AP classes where the pace of the class is faster in order to prepare students for the AP Exams in early May. Parents and students are asked to be selective in their requests for absences and should consider the following:

- Any classwork missed must be made up to the teacher's specifications and timeline;
- Field trips and school business activities can be separated into those required by the curriculum and non-essential activities;
- Students must take responsibility for their choices;
- Parents should encourage their children to be balanced in their activities and academics and not become overly committed.

## Exam Policy for Advanced Placement Courses

- Students are required to take the AP Exam/ or complete the AP Portfolio in May for each AP course for which they are enrolled or completed in the first semester
- The College Board's AP Exam schedule will be made available at the beginning of the school year by the teacher. It is the student's responsibility to plan his/her schedule to avoid conflicts.
- Consequences for failure to take an AP Exam:
  - If the student does not take the College Board AP Exam in May, the student will not receive weighted credit for the AP course and the student still needs to take a final exam for the course. If the student does not take a final exam, the student will receive a test grade of "F" to be averaged into the last nine weeks course grade.
  - In the rare instance that the student's reason for not taking the AP Exam is allowed by the College Board, the student may take an alternate AP exam for AP credit. The exam must be ordered the same week as the original exam and administered on the specific dates and times set by the College Board for late testing.

# Advanced Placement Program --- Program Agreement

*Please give this form with the signatures to your school counselor.*

## Agreement:

My child and I have read the agreement and my child would like to enroll in an AP course. We understand the level work required and the policies explained on the previous pages and are prepared to fulfill these requirements.

Student Name (*print*): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Grade Level: \_\_\_\_\_ School Year: \_\_\_\_\_

Please list the AP Courses registered for:

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Students, who plan to register for more than 3 AP courses in one year, need the principal's signature also -

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ELIGIBILITY FOR PARTICIPATING IN GRADUATION CEREMONY / EXERCISES**

The Board authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises shall encompass the following provisions **and shall be consistent throughout the School System.**

1. Students who have met the Carnegie unit requirements **WILL** be eligible to participate in the graduation ceremony/exercise.
2. Students who have not met the Carnegie unit requirements established by the Board **WILL NOT** be eligible to participate in the graduation ceremony.
3. Special education students who successfully complete their Individual Education Programs (IEP) must be awarded Alabama Diploma and afforded the opportunity to participate in the graduation ceremony.
4. Students must have no outstanding indebtedness owed to the school or class to be eligible to participate in graduation ceremonies/exercises.
5. Students in Alternative School or ISS are not eligible to participate in the graduation ceremony.

## **VALEDICTORIAN AND SALUTATORIAN**

Valedictorian and Salutatorian for Students Entering Grades 9 - 12 - The Chilton County School District encourages all to attempt the most challenging coursework available. The following criteria are used in the selection of the Valedictorian, Salutatorian, and Honor Graduates:

1. Valedictorian - The student at each Chilton County high school who satisfies the requirements for the Alabama State High School Diploma and who attains the highest grade point average (calculated to the fourth decimal place) in his/her graduating class.
2. Salutatorian - The student with the next highest grade point average (calculated to the fourth decimal place) who satisfies the requirements for the Alabama State High School Diploma.
3. Honor Graduates - Students who satisfy the requirements for the Alabama State High School Diploma and who also attain a grade point average of 4.0 or are in the top 5 percent of the graduating class.

## **STUDENT COMPLAINTS AND GRIEVANCES**

### **COMPLAINT PROCEDURES**

The primary purpose of this procedure is to provide for prompt and equitable resolution of students' complaints and 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 must first fill out the **LEVEL I (EXHIBIT A) COMPLAINT FORM** and submit to the child's principal or immediate supervisor who oversees the area under complaint.

**Level Two** – In the event the aggrieved student is not satisfied with the disposition of his/her grievance at Level One, he/she may file a written appeal with the Superintendent or designee. **EXHIBIT C Notice of Appeal Form** should be completed and submitted to the Superintendent or designee. The Superintendent or designee shall schedule a conference with the aggrieved student. **EXHIBIT D** will be completed during conference.

**Level Three** – In the event the aggrieved student is not satisfied with the disposition of his/her grievance at level Two, his/her parent/guardian may complete **EXHIBIT E Notice of Appeal** to the Board and present to the Board. The grievance procedure must be initiated at the level at which the grievance occurred and all requirements specified above 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.

## **SEXUAL HARASSMENT**

Sexual harassment is defined to include unwelcome sexual advances, request for sexual favors or other verbal physical conduct of a sexual nature. Students with a complaint concerning sexual harassment should complete a complaint form. This form can be obtained in the office of the local school. After completing the form, it should be given to the principal, vice principal or counselor. Appropriate disciplinary action may be taken upon review of the form. (See Intermediate /Major Offenses)

## **PETITIONS**

The circulation of petitions of any form is prohibited in Chilton County Schools.

## **STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES**

Students are responsible for good behavior when using school computer networks since communications on the network are often public in nature. General school rules for behavior and communications apply to using devices issued by the school or student-owned devices. Each school has an Internet Safety Policy and all teachers educate students on online safety.

The network is provided for the students to conduct research and communicate with others; however, access to network services, i.e. Internet, will be provided to only those students who agree to act in a considerate and responsible manner. Independent students use of telecommunications and electronic information resources will be permitted upon submission of parental permission/agreement forms (See IFBGC-F1) signed by students and their parents/guardian, **PARENTAL PERMISSION IS REQUIRED**. Access to the Internet via School System computers is a privilege, not a right, and entails responsibility. Parent/Guardian is responsible for lost or damaged technology devices issued to his/her child. Failure to pay the School System for a lost or damaged device will result in non-issuance of other technology devices to the individual student. In order to protect the educational interest of students, lost or damaged devices must be paid for within five (5) school days or a later date based on the discretion of the principal.

NOTE: See policy GARB for additional information on employee use of computers and Internet.

### **ACCESS:**

1. Students may use only accounts, files, software, and technology resources that are assigned to him/her.
2. Students may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
3. Students must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the School System.
4. Students identified as a security risk may be denied access.
5. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
6. Students must not attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.
7. Students are not allowed to order any goods or services over the School System's network that will result in charges to the School System.

8. Students must not attempt to modify technology resources, utilities and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
9. The School System Technology Coordinators and/or school administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts. Their decision will be final.

Users must also be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

#### **PRIVACY:**

1. To maintain network integrity and to insure that the network is being used responsibly, local school and School System Technology Coordinators reserve the right to review files and network communications.
2. Users should not expect files stored on the School System network would always be private.
3. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
4. The School System cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
5. Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, user accounts, telephones and telephone systems. During these procedures, it may be necessary to review e-mail and/or files stored on the network.
6. Users are encouraged to avoid storing or sharing personal and/or private information on the School System and/or school technology resources.
7. The system-wide technology staff does perform routine backups. However, all users are responsible for storage of any critical files and/or data.
8. Student records, media center collections, and accounting information should be backed up to a disk.

#### **ELECTRONIC MAIL:**

1. The School System provides access to electronic mail for employees and middle and secondary students.
2. Access to e-mail is for employee, class, and/or student use in any educational and instructional business that they may conduct. All student email subject to monitoring, archiving, and acceptable use policy.
3. Personal use of electronic mail is permitted as long as it does not violate School System policy and/or adversely affect others or the speed of the network.
4. Electronic mail should reflect acceptable standards at all time.
5. School System e-mail accounts may not be used for political or personal gains.
6. School System e-mail accounts may not be used for attempting or successfully sending anonymous messages.
7. School System e-mail accounts may not be used for sending mass e-mails.
8. School System e-mail accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

**THE SYSTEM OWNS ALL E-MAIL ACCOUNTS AND ALL DATA  
TRANSMITTED OR STORED USING E-MAIL CAPABILITIES.**



## **GOOGLE APPS FOR EDUCATION**

Students will be provided a Chilton County Schools Google Apps for Education student account to access Google Mail, Google Calendar, Google Docs, and Google Sites for school related projects. Chilton County Schools retains the right to monitor, access, and review all student messages or information accessed or created using district-owned devices and district-sponsored Google Apps accounts. This access will be permitted upon submission of the Permission to Use Google Apps for Education form signed by the parent/guardian.

## **DATA RETENTION**

Individuals are responsible for saving e-mail messages as they deem appropriate. Once messages are downloaded to an individual's computer, they are automatically purged from the system's e-mail server.

Due to finite resources, the system has the right to restrict the amount of user space on the e-mail server as necessary and to purge and remove e-mail accounts of teachers, staff and students who are no longer employed or enrolled in the system.

## **DATA BACKUP**

The e-mail system is backed up on a regular basis as a way of recovering from a systematic loss impacting the entire email system. User files and folders are not backed up individually, and the IT staff cannot accommodate requests to restore these files or folders. While in some cases it may be possible to recover from the accidental deletion of files by a user, this is generally not feasible, and therefore each e-mail user is responsible for backing up individual messages and folders as appropriate.

## **APPROPRIATE USE**

When using e-mail as an official means of communication, students, faculty and staff should apply the same professionalism, discretion, and standards that they would use in written business communication. Furthermore, students, faculty and staff should not communicate anything via e-mail that would not be prepared to say publicly. Students, faculty and staff may not disclose school system information in e-mail that they are privileged to access because of their position.

## **USER RESPONSIBILITY**

Alabama Supercomputer Authority maintains the school system's official e-mail system; faculty, staff and students are expected to read e-mail on a regular basis and manage their accounts appropriately. An e-mail message regarding school matters sent from an administrative office, faculty, or staff member is considered to be an official notice. Faculty, staff, or students should not use another e-mail system on the system's Network.

Sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is deemed to be authored by the account owner, and it is the responsibility of that owner to ensure compliance with these guidelines

## **SPAM & VIRUS**

**Due to the complex nature of e-mail, it is impossible to guarantee protection against all spam and virus infected messages. It is therefore incumbent on each individual to use proper care and consideration to prevent the spread of viruses. In many cases viruses appear to be sent from a friend or coworker, therefore attachments should only be opened when the user is sure of the nature of the message. Do not forward the message.**

## **INTERNET**

1. The intent of the School System is to provide access to resources available via the Internet with the understanding the faculty, staff, and students will access and use information that is appropriate for his/her various curricula.
2. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
3. Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
4. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents/guardians.
5. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.
6. Permission is not transferable, and therefore, may not be shared.
7. Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

## **INTERNET FILTERING**

1. Internet access for all users is filtered, through one central point, by URL and IP address.
2. Internet searches are filtered by key word.
3. URLs and IP addresses may be added to or deleted from the filtered list by the School System office.
4. Staff members may request review of filtered sites.

## **WEB PUBLISHING**

1. The School System's web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
2. All home pages will be reviewed by the local school staff before being added to the School System's School World Wide Web Server.
3. The Technology Staff reserves the right to reject all or part of a Home page.
4. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
5. All web page authors are responsible for the maintenance of their own pages.
6. All links should be checked regularly to make sure they are current and working.
7. Pages that are not updated in a timely fashion; that contain inaccurate or inappropriate information; or contain links that do not work will be removed and the author will be notified.
8. Unfinished pages will not be posted until they are fully functional.
9. Teacher created web pages will be stored on the School's website.
10. Pictures and other personally identifiable information should only be used with permission from the parent/guardian of the student involved. No full names should be used – only first name, last initial. No written permission is required for in-school broadcast (i.e. morning news, announcements, class profiles, etc.)
11. Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
12. No written permission is required to list faculty/staff and their school contact information (phone extension, e-mail address, etc.)
13. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

## **PARENTAL PERMISSIONS**

It is the responsibility of the staff posting information on the web, requesting videos, designing publicity of public relations information to obtain written parental permission prior to student access to the Internet (See Form IFBGC-F1).

## **EXAMPLES OF INAPPROPRIATE USE OF RESOURCES**

The following activities are examples of inappropriate activities for any School System network, e-mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in “paper form” is also considered inappropriate in electronic form.

1. Using another user’s password or attempting to determine another user’s password.
2. Sharing your own password.
3. Trespassing in another user’s files, folders, home directory, or work.
4. Saving information on ANY network drive or directory other than your personal Home Directory OR a teacher specified and approved location.
5. Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive.
6. Harassing, cyber bullying, insulting, or attacking others via technology resources.
7. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers BIOS information, preset passwords, etc.)
8. Intentionally wasting limited resources such as disk space and printing capacity.
9. Accessing inappropriate web site (sites containing information that is violent, illegal, satanic, sexual, etc.)
10. Sending, displaying, or downloading offensive messages or pictures.
11. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language.
12. Participating in on-line chat rooms without the permission/supervision of an adult staff member.
13. Interacting with individuals on social networking websites.
14. Posting any false or damaging information about other people, the school system, or other organizations.
15. Posting any personal information about another person without his/her consent.
16. Broadcasting network messages and/or participating in sending/perpetuating chain letters.
17. Violating copyright laws.
18. Plagiarism of materials that are found on the Internet.
19. Use of technology resources to create illegal materials. (i.e., counterfeit money, fake identification, etc.)
20. Use of any School System Technology resource for personal gain, commercial or political purposes.
21. The knowing transmission of a message containing a computer virus.
22. The misrepresentation of the identity of the sender of an e-mail.
23. Using proxies to bypass the filter.
- 24.

**Violations may result in a loss of access as well as other disciplinary or legal action.**

The School System cannot responsibly restrict, monitor or control the communications of all students utilizing the networks. Use of the networks is based on each individual student's pledge to use School System networks responsibly. Students will report inappropriate materials on the World Wide Web. Parents/Guardians play a key role in setting and conveying the standards that their children should follow when using media and information sources. To that end, the School System supports and respects each family's right to decide whether or not to apply for access.

## **DATA GOVERNANCE AND USE POLICY**

It is the policy of Chilton County Board of Education that information in all its forms—written, recorded electronically or printed—shall be protected from accidental or intentional unauthorized modification, destruction or disclosure throughout its life cycle. This protection shall include an appropriate level of security over the equipment and software used to process, store, and transmit that information. Protecting our students' and staff's privacy is an important priority. The Data Governance and Use Policy is available on the district website and at the Board of Education office located at 1705 Lay Dam Road, Clanton, AL 35045.

## **HEALTH SERVICES**

### **COMMUNICABLE DISEASES**

The most common communicable diseases are listed below with the procedures for returning to school as recommended by the State Health Department and the Communicable Disease Center.

**Chickenpox:** Child must stay home 7 days from first appearance of eruption (pox).

**Common Cold:** Child must stay home if temperature is 100 degrees or greater.

**Flu:** Child must stay home for at least 3 days from onset of disease and until fever free (less than 100 degrees) for over 24 hours without taking fever-reducing medicines such as Tylenol or Advil.

**Vomiting/Diarrhea:** Child should be free of diarrhea/vomiting for twelve hours before returning to school.

**Impetigo:** Child should be kept home from school until 24 hours after treatment has been started by doctor. **Proof of treatment is required.**

**Head Lice:** (Pediculosis):

- There will no longer be routine or mass head lice screenings.
- If a student is suspected of having Pediculosis, the nurse will verify by visual examination with a positive or negative finding.
- The parent will be notified of positive findings and proper instructions will be given on how to properly clean the hair, clothes, the environment and other items that may contribute to the spread of head lice. If live bugs are identified, the student will be sent home as soon as possible for treatment.
- It is the responsibility of the parent/guardian to follow procedure for proper treatment of their child.
- The school nurse will keep a log of students being treated and carefully monitor their progress and treatment regimen.
- If it is apparent that a family is diligently working to correct the problem, the nurse will allow the student to return to class with close monitoring.

- If it is apparent that proper procedure for “clean up” has not been followed, treatment instructions will be repeated to the parent and documented.
- The school system will allow no more than 3 consecutive excused days for treatment of head lice.
- Parent should bring child to school nurse, for recheck, upon returning to school.
- After 3 separate incidences of head lice or a child misses 5 consecutive days of school on any particular incident within a semester, the school system will report the family to the Truant Officer who will in turn notify Chilton County Department of Human Resources.

**Measles:** **MUST** be reported to doctor or Health Department. Child must have a statement from doctor or clinic to return to school.

**Pinkeye:** Child should be kept home from school until 24 hours after treatment started by doctor. **Proof of treatment is required.**

**Rashes:** Child should be kept home from school until rash is diagnosed by doctor. **Proof of treatment is required.**

**Ringworm: (body):** Child should be kept home from school until treatment started. Student may be treated using “over the counter” antifungal medication. **Proof of treatment is required.**

**Ringworm: (scalp):** Child should be kept home from school until doctor treats and allows return. **Proof of treatment is required.**

## **HEALTH SCREENING**

**Hearing and Vision:** All kindergarten and second grade students are checked annually for vision difficulties. A parent or teacher may request a screening by the school nurse or SLP at any time. A letter will notify parents if a child fails the screening.

**Scoliosis:** State law requires that students in grades five through nine be screened annually for spinal abnormalities. The school nurse or designated specially trained individual will provide this screening. A referral letter will notify parents of any child with a suspected abnormal spinal curve.

## **PROCEDURES FOR ADMINISTERING MEDICATIONS TO STUDENTS**

Many students require medication during school hours. The school’s goal in administering medication is to assist students in maintaining an optimal state of wellness, thus enhancing the education experience.

The procedures below shall govern the administration of medications to students while at school.

- A. With the exception of emergency medications such as asthma inhalers, emergency epinephrine, and diabetes medications students are prohibited from carrying prescription and non-prescription drugs on their person while at school. Medications will be stored in the school office under lock and key.

- B. A School Medication Prescriber/Parent Authorization form must be completed by a parent/legal guardian before any medication will be given. Any special instructions should be included. A prescription medicine requires the signature of a physician in addition to a parent/legal guardian signature before it will be given at school. For prescription medications, a pharmacy-labeled container is required which includes the student's name, prescriber's name, name of medication, strength, dosage, time interval, route and date of drug's discontinuation when applicable. The instructions on the bottle must match that on the permission form unless written changes from the physician are received. Non-prescription medications must be age-appropriate and in the original, unopened, sealed container with the entire manufacturer's label intact. The parent/legal guardian must indicate under which specific conditions/complaints a non-prescription medication should be given. Please do not send medication in plastic bags or unlabeled containers, as we are not allowed to accept it.
  
- C. Medications (prescription and non-prescription) will not be allowed on the bus. Parents/legal guardians must deliver medications directly to the school office. Failure to do so will result in disciplinary action.
  
- D. For a student to possess and self -administer a medication (as indicated in letter A above), the School Medication Prescriber/Parent Authorization must include the physician's instruction to allow the medication to be kept "on person" and must be authorized by the Parent/Guardian.
  
- E. Parents/Guardians are responsible for picking up any remaining medications at the end of the school term or when a medicine has been discontinued. The school nurse will dispose of any medications left at the end of the school term.
  
- F. Only trained personnel may administer medication at school.**

Thank you for helping to ensure your child has a safe, healthy learning experience. Please call Lead Nurse Chrysta Russell, RN, at 280-2788 with any questions.

# PARENTS RIGHT-TO-KNOW NOTIFICATION

## Title I, Part A, Section 1112(c)(6), *Every Student Succeeds Act*, Public Law 114-95

At the beginning of every school year, a Local Education Agency (LEA) that receives Title I funds must notify parents of each student attending any Title I school that they have a right to request information regarding the professional qualifications of student's classroom teachers' professional qualifications.

Parents have the right to know:

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

In addition to the information that you may request under Parents Right-To-Know teacher/ paraprofessional qualifications, a school that receives Title I funds shall provide to each individual parent (this information must be provided to you, without you making a request):

1. information on the level of achievement of the parent's child in each of the State academic assessments as required under Title I: (this information will be provided to all parents at a fixed time during the year along with assessment data), and
2. timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified (substitute teacher who does not have a degree).

Providing this information to you is your parental right under the *Every Student Succeeds Act*, Public Law 114-95.

Because our schools receive Title I funds, we are required to provide this information to you in writing as requested. If you are interested in requesting information regarding your child's teacher(s) qualifications, please contact the central office, 280-3000 or 280-3007. You may request this information in person or by letter. Your requested information regarding your child's teacher(s) will be provided to you on a form within ten (10) working days after receiving your request. The requested information will be mailed to your home address or hand delivered in a face-to-face meeting. If you have questions regarding this information, you may call the central office, 280-3000, or Ashlie Harrison, Federal Programs Supervisor, at 280-3007.

# SPECIAL PROGRAMS

## COMMUNITY EDUCATION

Community Education and Adult Classes are offered to those who have already entered the labor market or who are unemployed. Classes offered are Welding, Electronics, HVACR and when possible, Public Safety (Fire Fighter/EMS). There is a fee charged for these classes.

## PST

The purpose of each school's **Problem Solving Team (PST)** is to guide general education services for students who have academic or behavior difficulties. Team members will discuss issues related to specific needs and offer teachers assistance in resolving academic and behavior problems through progress monitoring and differentiated instructional strategies. For more information, contact Pam Harris at 280-2990.

## CAREER/TECHNICAL EDUCATION

The primary function of the W. A. "Bing" LeCroy Career/Technical Center is to recognize the uniqueness of each individual student and work together to promote his/her growth mentally, physically, socially, and economically. These goals are accomplished by making available to the secondary students in Chilton County technical training, related education, and guidance necessary to enable them to choose, to prepare for, and to enter a useful occupation, or to upgrade their present skills in order to become more employable, or make advancement in their present work.

Career/Technical Programs include the following:

1. Agriscience Education
2. Welding Technology
3. Collision Repair Technology
4. Automotive Service Technology
5. STEM Academy/Robotics
6. Community Co-Op
7. Cosmetology
8. Family and Consumer Sciences Education
9. Health Science
10. Horticulture
11. HVACR
12. Public Service Academy (Fire & Police)
13. Individual Technology & Engineering
13. Internship, Apprenticeship, Co-Op Education

One credit will be earned for each period completed. Students are encouraged to discuss options with their guidance counselor in planning their class schedules. Generally, these classes are offered to juniors and seniors.

## COUNSELORS

Each school in Chilton County has a guidance counselor to work with students in the areas of personal/ social development, education development, and career development. Counselors work with students individually, in small groups, and in the classrooms. They consult both parents and teachers in an effort to give students the greatest assistance possible. Counselors coordinate services with school resource personnel and also with community agencies such as the Department of Human Resources, Mental Health, etc. If you have any questions regarding the personal, educational, or career development of your child, please do not hesitate to contact the counselor at his/her school. Counselors also act as the school's testing director.



## **DRUG EDUCATION**

The core of the Drug Education program in the Chilton County Schools consists of a comprehensive K-12 health education curriculum that emphasizes a strong substance abuse component at each grade level. To support this curriculum, a system-wide substance policy and no tobacco use policy establish clear and specific rules regarding alcohol and other drug use.

Also, the distribution of information regarding drug prevention program and activities is provided to parents, students, staff members, and others in the community through medical coverage of events, numerous speaking engagements at PTOs, churches, clubs, civic organizations, and school assembly programs. In addition, throughout the school year, training in drug-related issues is provided for staff members and peer helper groups. Sources of assistance for drug prevention, intervention, and treatment are available through a coordinated system of consultation with and referral to community agencies that provide drug-related services.

\*\*\* For questions or referral information, phone 280-3000.

## **SPECIAL EDUCATION SERVICES**

Special education in Chilton County provides services for students, ages 3 to 21, found eligible in at least one of 13 disability areas: Deaf-Blind, Emotional Disturbance, Hearing Impaired, Intellectual Disability, Multiple Disabilities, Orthopedically Impaired, Other Health Impaired, Specific Learning Disabilities, Speech and Language Impaired, Visually Impaired, Autism, Traumatic Brain Injury, and Developmentally Delayed. Services are provided in accordance with the federal and state mandates. Procedures for referral to placement are provided to each school in the system. For graduation requirements see page 23, under graduation requirements.

**For more information, contact Michelle Coppedge, Special Education Department Coordinator, Chilton County Schools at 280-2907.**

## **GIFTED PROGRAM**

The Chilton County Board of Education believes that gifted students are those who are identified as possessing potentially gifted behaviors and who, by reasons thereof, require services not ordinarily provided by the regular school program. It is also a belief that gifted students may be found within any race, ethnic group, gender, economic class, or nationality. In addition, some students with disabilities may be found to be gifted. The Chilton County School System shall prohibit discrimination against any student on the above basis with respect to their participation in the gifted program.

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

**For more information, contact the Department of Special Education, Chilton County Schools at 280-3000**

## **PREGNANT / MARRIED STUDENTS**

A pregnant student may attend the schools of Chilton County and participate in regular school programs until such time as her physician recommends termination of school activities. A student who becomes pregnant while enrolled in any Chilton County school shall notify the school principal as soon as possible after the pregnancy has been confirmed. In order to maintain a responsible relationship with the school and to continue schoolwork during the time a student is out of school for childbirth, she must abide by all statements outlined in the "Student Pregnancies" policy titled JQE. Married students are eligible to attend the school of the Chilton County school system and participate in regular school programs. Such students must maintain a responsible relationship to the school and other students and shall be expected to abide by all rules and regulations applicable to all students.

## **TITLE I**

Title I is a federally funded program designed to give help to children who are not performing at the grade level appropriate for them. In Chilton County the greatest elementary school needs are reading and math, so Title I funds provide additional help for students who qualify in these areas.

Parents are considered a very important part of Title I and are encouraged to visit in classrooms whenever they have the opportunity. Questions, suggestions and recommendations about ways the program can be improved are sought from parents.

***\*\*\*For any additional information, please contact Ashlie Harrison, Title I Coordinator, at 280-3007.***

## **VIRTUAL SCHOOL**

The purpose of the Chilton County Public Schools Virtual School Program is to provide motivated, independent learners with engaging, student-centered courses to meet the students' education needs in an online environment that will allow flexible, individualized learning. The Virtual School Program is located at the PASS Academy.

102 First Street  
Clanton, AL 35045  
205-280-2919

Hours of Operation: Monday-Friday 8:00 am-2:30 pm  
Mr. Kelvin Boulware, Principal

\*The entire Virtual School Program Policy can be found at the Chilton County Board of Education or at the P.A.S.S. Academy

## **SCHOOL RECORDS**

Unless otherwise prohibited by court order or statute, all records and information pertaining to the child, including, but not limited to, medical, physiological, dental, scholastic, athletic, extracurricular, and law enforcement, shall be equally available to both parents, in all types of custody arrangements. (Section 30-3-154, Code of Alabama 1975)

Student records are to be treated confidentially and should contain information that is accurate, relevant, and appropriate. The following applies to viewing these records: (Public Law 107-110)

1. Parents or guardians have the right to inspect and review records, files, and data directly relating to their children, including the permanent record folder. This right is conferred upon the student when the student becomes eighteen (18) years of age.
2. A request to review such records must be made to the local school principal.
3. Upon review of such records, the parent/guardian, or eligible age student may request a hearing to challenge the contents of such records if desired.
4. No personally identifiable information regarding students will be released without the written consent of parent/guardian or eligible age student except to the following: a) School personnel involved in the educational process, b) Of other schools in which a student enrolls, or intends to enroll, or c) Authorized representatives of the Comptroller General of the United States, the Secretary of the Office of Education, an administrative head of an education agency, Boy Scouts, or any State Education Agency. This is in compliance with No Child Left Behind and Family Educational Rights and Privacy Act.
5. Transcripts of permanent records will be sent to other school in which a student enrolls, or intends to enroll, when requested by school officials or when requested by the parent/guardian or eligible age student.

\*\* All other request for student records to be released must be accompanied by written permission from the parent/guardian or eligible student.

## **STUDENT DIRECTORY INFORMATION**

The Board defines student “Directory Information” for the School System as a student’s:

1. Name / Grade
2. Address
3. Telephone Number
4. Dates of School Attendance
5. Weight and Height (For athletic team members only)

**Parents/guardians who do not wish “Directory Information” to be released on their children may “opt out” and should notify school officials of any or all information that must not be released.**

The Board directs that this information be made available to students and parents/guardian through publication in the School System’s Student/Parent Information Guide.

## **SCHOOL VISITORS**

**ALL SCHOOL VISITORS INCLUDING PARENTS ARE REQUIRED TO REPORT TO THE MAIN OFFICE UPON ARRIVAL AT A SCHOOL CAMPUS.**

All visitors will be required to obtain a visitor’s pass and state their purpose. Visitor permission is completely left to the discretion of the principal and/or assistant principal. See Conferences.

## **SEARCHES**

### **STUDENT LOCKERS/AUTOMOBILES**

Inspection of student lockers and automobiles is the responsibility of school administrators whenever there is reasonable suspicion to believe illegal items, which are specifically prohibited by law, Board policy, or school regulations, are kept there.

The school retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal, unauthorized, and/or contraband materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **STUDENT SEARCHES**

The Board authorizes Principals/Assistant Principals who have reasonable suspicion to believe that a student is in possession of weapons, illegal drugs, or items harmful to the student or to the welfare of the student body have the authority to search the person and/or possessions of said student. Parents/Guardians will be notified.

### **SEARCHES INVOLVING OUTSIDE PERSONNEL, DOGS, AND/OR DETECTION DEVICES**

Searches of students, student lockers, and/or student automobiles, which involve outside (non-school) personnel, dogs, and/or detection devices are permitted when appropriate.

## **SURVEYS**

Chilton County Schools will not conduct any surveys or participate in activities that will violate the PPRA, Protection of Pupil Rights / Amendment.

## **TELEPHONE USE**

Students are not allowed to use the office telephone except in cases of emergency as determined by the principal or authorized school personnel.

## **TRANSFERS / WITHDRAWALS**

### **TRANSFERS WITHIN THE COUNTY**

**A student CANNOT transfer from one school within the county to another unless the transfer is made within three (3) school days at the beginning of school or within three (3) school days after the end of the first semester. The student will not be allowed to transfer within the system until completing withdrawal procedures.** Any other case has to be approved by the Superintendent and only under emergency situations.

### **WITHDRAWAL PROCEDURES**

Several procedures are required if withdrawal from a school becomes necessary.

- Parents or guardians must be present to withdraw a student.
- All books, fees, and money owed must be accounted for before withdrawal.
- All necessary forms must be completed.

## **NOTICE OF PARENT AND STUDENT RIGHTS: SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Rehabilitation Act of 1973, commonly referred to as "Section 504", is a non-discrimination statute enacted by the United States Congress. One purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who (a) currently has, or (b) has a record of having, or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working or performing manual tasks.

**DUAL ELIGIBILITY:** Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA/PL 94-142). Students who are eligible under the IDEA/PL 94-142 have many specific rights that are not available to students who are eligible solely under Section 504. It is the purpose of this notice form to set out the rights assured by Section 504 to those students with disabilities who do not qualify under the IDEA/PL 94-142.

The enabling regulations for Section 504 as set out in CFR 104 provide parents and/or students with the following rights:

1. You have a right to be informed by the school district of your rights under Section 504. (The purpose of this notice form is to advise you of those rights.) 34 CFR 104.32.
2. Your child has the right to a free appropriate public education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. 34 CFR 104.33.
3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
4. Your child has a right to placement in the least restrictive environment. 34 CFR 104.34.
5. Your child has a right to facilities, services and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
6. Your child has a right to an evaluation prior to an Initial Section 504 placement and any subsequent significant change in placement. 34 CFR 104.35.
7. Testing and other evaluation procedures must conform with the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The district shall consider, as appropriate, information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, anecdotal reports, and other sources. 34 CFR 104.35.
8. Placement decisions must be made by a group of persons (i.e., the Section 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
9. If eligible under Section 504, you child has a right to a periodic formal or informal re-evaluation, generally every three years. 34 CFR 104.35.
10. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. 34 CFR 104.35.
11. You have the right to examine relevant records. 34 CFR 104.36.
12. On Section 504 matters you have a right to file a complaint with the district's Section 504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
13. If you wish to challenge the actions of the district's Section 504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's Section 504 Coordinator after you receive written notice of the Section 504 Committee's action(s).
14. You may also request a hearing. Specifically, you have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. 34 CFR 104.36.
16. You also have a right to file a complaint with the Office for Civil Rights. The address of the Regional Office which covers Alabama is: Office for Civil Rights/Atlanta, U.S. Department of Education, 61 Forsyth Street, S.W., Suite 19T70, Atlanta, GA 30303, Tel.: (404) 562-6350, Fax: (404) 562-6455

# CHILD NUTRITION PROGRAM

Breakfast and lunch are available to students through the National School Lunch Program, which is administered through the Alabama Department of Education. Guidelines for the nutrition of the meals are outlined by the USDA as part of the Healthy, Hunger Free Kids Act of 2010. Meals are designed to be as appealing, nutritious, and affordable as possible. Meals sold through the National School Lunch Program follow the Offer versus Serve Policy established by the USDA.

Parents/Guardians are encouraged to send lunch money in advance, as the students are only allowed to charge meals according to the Meal Charge Policy through the Child Nutrition Program and must be paid back promptly. Money can be sent directly to the school lunchroom and be credited to the student's account or by paying online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Sign up is free. There is a service charge for each transaction and you can view your student's purchases and check account balance for no charge at any time even if you do not pay online.

Checks are accepted with Makers Name, Address, Telephone Number and Driver's License Number. **Any check returned to the Chilton County School System will result in a service charge, plus the face value of the check, subject to change.**

The Breakfast Program is offered at all county schools. If car riders plan to eat breakfast, they should arrive at school thirty (30) minutes prior to the start of the school day.

Free and reduced price meals will be available to students in accordance with the policy adopted by the Board of Education and regulations of the United States Department of Agriculture. Applications for families with more than one child will be used in determining the free or reduced status of each child in a household. **ONLY ONE APPLICATION PER HOUSEHOLD SHOULD BE SUBMITTED.** This form and instructions for the application process are available on the Chilton County Board of Education Website on the Child Nutrition Page and can be submitted online or a paper copy may be acquired at each school.

## MEAL PRICES

Meal Prices 2018-2019 School Year	Breakfast Price	Lunch Price
Paid Students	\$1.05	\$2.65
Reduced Students	\$ .30	\$ .40
Free Students	Free	Free
BOE Employees	\$1.75	\$3.30
Visitors	\$2.00	\$3.75

## Charge Policy

- Students who do not have funds to cover his/her meal will be allowed to charge the meal only. No a la carte items will be charged. (Ex: ice cream, beverages, extras)
- The call out will notify the parent/guardian when the student's meal account is less than \$5.00 and when the account balance is below \$0.00. Parents/Guardians may also be notified by letter, email, or phone.
- Once a student's charge balance reaches \$8.00, the student will receive the alternate meal until the balance is cleared up.
- Alternate Meal can consist of: peanut butter (or alternate) and jelly sandwich, ½ cup fruit, and a carton of milk.
- Teachers, schools administrators, BOE employees, or adults may not charge meals or a la carte items.

**COMPETITIVE FOODS ARE DEFINED AS THOSE SOLD TO STUDENTS IN COMPETITION WITH THE CHILD NUTRITION PROGRAM DURING THE BREAKFAST AND LUNCH PERIODS. FAST FOODS, CARBONATED BEVERAGES, ETC. ARE NOT ALLOWED IN THE LUNCHROOM. SCHOOL CAMPUSES ARE "CLOSED" CAMPUSES, MEANING NO ONE SHOULD LEAVE CAMPUS TO PURCHASE FOOD. OUTSIDE DELIVERIES OF FOOD ARE NOT PERMITTED.**

## **The Policy for Competitive Food Sales in School in the State of Alabama:**

No food other than that provided by the Child Nutrition Program shall be available to students **during meal service times**. Schools are required to restrict student access to concessions, extra sales, vending and fundraisers that are in direct competition with the Child Nutrition Program **during meal service**. **If income from such sales occurs, the revenue is required to be deposited into the Child Nutrition Program account**. The rationale for this directive is to encourage healthy eating habits for our youth and ensure that the foods provided to our students are handled in accordance with the Alabama State Department of Health food safety regulations.

## **Wellness Policy**

The Chilton County Board of Education is committed to providing a school environment that enhances learning and development of life long wellness practices.

To accomplish these goals:

- Child Nutrition Programs comply with federal, state, and local requirements. Child Nutrition Programs are accessible to all children.
- Sequential and interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to student's life outside of physical education.
- All school-based activities are consistent with local wellness policy goals.
  
- All foods and beverages made available on campus (including vending, concessions, a la carte, student stores, parties, and fundraising) during the school day are consistent with the USDA Dietary Guidelines for Americans and Smart Snack Compliance.
- All foods made available on campus must adhere to food safety and security guidelines.
- The school environment is safe, comfortable, pleasing and allows ample time and space for eating meals. Food and/or physical activity is not used as a reward of punishment.

### **Nutrition Standards for All Foods Available on School Campus during the School Day**

- All foods made available on campus will comply with the current USDA Dietary Guidelines for Americans: to include vending machines, a la carte items, beverage contracts, fundraisers, school stores, and school parties/celebrations. All items **MUST** be Smart Snack Compliant.
- Schools are allowed to have 30 exempt fundraisers per year. Fundraiser may last for (1) day only. Exempt fundraisers are exempt from the Smart Snacks guidelines. Information must be submitted to the CNP director by August 15 for the fall semester and January 15 for the spring semester.
- Food providers will take every measure to ensure that student access to foods and beverages meets federal, state, and local laws and guidelines. All food and beverage items **MUST** be Smart Snack Compliant.
- Company trademarks and logos are **NOT** permitted on foods in the school cafeteria.
- Chilton County Schools are closed campuses and outside food deliveries are not allowed.
- Classroom snacks feature healthy choices.

*\*The entire Wellness Policy is available in the Child Nutrition Dept. at the Chilton County Board of Education.*

## FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Chilton County Schools offers healthy meals every school day. Breakfast costs **\$1.05**; lunch costs **\$2.65**. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **\$.30** for breakfast and **\$.40** for lunch. An application for free or reduced price meal benefits may be submitted online from the Chilton County Board of Education Website or a paper copy may be obtained from the schools with instructions on completing.

Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?  All children in households receiving benefits from **Alabama SNAP, the Food Distribution Program on Indian Reservations (FDPIR)** or **Alabama TANF**, are eligible for free meals.

Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.

Children participating in their school's Head Start program are eligible for free meals.

Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.

Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

### FEDERAL ELIGIBILITY INCOME CHART For School Year 2018-2019

Household size	Yearly	Monthly	Twice /Month	Every Two weeks	Weekly
1	22,311	1,860	930	859	430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
Each additional family member add:	7,733	645	323	298	149

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail Ashlie Harrison at [aharrison@chilton.k12.al.us](mailto:aharrison@chilton.k12.al.us) or 205-280-3000.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. You may complete your application online or return the completed paper application to: Chilton County Schools 1705 Lay Dam Road Clanton, AL 35045 or your local school.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact: Child Nutrition Program Department immediately @ 205-280-3000.



5. CAN I APPLY ONLINE? **YES!** You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit our systems website at [www.chilton.k12.al.us](http://www.chilton.k12.al.us) and go to the Child Nutrition page and click on the link for [www.myschoolapps.com](http://www.myschoolapps.com) to begin or to learn more about the online application process. Contact Chilton County Board of Education Child Nutrition Department @ 205-280-3000 if you have any questions about the online application. Paper applications must be obtained from the school or the Chilton County Board of Education.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first 30 days of this school year, through **Sept 20, 2018**. You must complete and submit a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals until a new application is completed and approved.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please submit an application online or a paper copy.
8. *Will the information I give be checked?* Yes. We may also ask you to send written proof of the household income you report. If you are requested to submit verification documents and they are not submitted by the deadline, your child's status will change to paid until the documents are submitted and if they show you qualify.
9. *If I don't qualify now, may I apply later?* Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or if the household income drops below the income limit may become eligible for free and reduced price meals.
10. *What if I disagree with the school's decision about my application?* You should contact the Child Nutrition Department Director to review your application. You also may ask for a hearing by calling or writing to: **Chilton County Board of Education 1705 Lay Dam Road, Clanton, AL. 35045 (205)-280-3000**.
11. *May I apply if someone in my household is not a U.S. citizen?* Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. *What if my income is not always the same?* List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. **Please be careful when leaving income fields blank**, as we will assume you meant to do so.
14. *We are in the military. Do we REPORT OUR INCOME DIFFERENTLY?* Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Chilton County Board of Education 1705 Lay Dam Road Clanton, AL. 35045 (205)-280-3000** to receive a second application.
16. *My family needs more help. Are there other programs we might apply for?* To find out how to apply for **Alabama SNAP** or other assistance benefits, contact your local assistance office or call **(334) 242-1310**. If you have other questions or need help, call **205-280-3000**.

Sincerely, Tasha Hayes, Child Nutrition Director

## **How to Apply for Free and Reduced Price School Meal**

Parents/Guardians are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit our systems website at [www.chilton.k12.al.us](http://www.chilton.k12.al.us) and go to the Child Nutrition page and click on the link for [www.myschoolapps.com](http://www.myschoolapps.com) to begin or to learn more about the online application process. Contact Chilton County Board of Education Child Nutrition Department @ 205-280-3000 if you have any questions about the online application. Paper applications must be obtained from the school or the Chilton County Board of Education.