

# HALE COUNTY SCHOOL DISTRICT



***TOGETHER EVERYONE ACHIEVES MORE***

***“Failure is not an Option”***

**Parent-Student Handbook  
2017-2018**

# HALE COUNTY SCHOOL CALENDAR 2017-2018

1115 Powers Street · Greensboro, AL 36744

PHONE: 334-624-8836

www.halek12.org

FAX: 334-624-3415

## 2017

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
17	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 2018

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUG	2 (Wed)	.....	Institute Day
	3-7 (Thur-Mon)	.....	Prof Dev/Teacher Work Days (No Students)
	8 (Tues)	.....	Students' First Day
SEP	4 (Mon)	.....	Labor Day (No School)
OCT	9 (Mon)	.....	Fall Holiday
	10 (Tues)	.....	Prof Development (No Students)
	19 (Thurs)	.....	Extended Work Day
NOV	10 (Fri)	.....	Veteran's Day (No School)
	20-24 (Mon-Fri)	.....	Thanksgiving Holidays (No School)
DEC	19-20 (Tues-Wed)	.....	End of 1st Semester - 1/2 Days Students
	21-Jan-05	.....	Winter Break
JAN	4-5 (Thurs-Fri)	.....	Prof Development (No Students)
	8 (Mon)	.....	Students Return
	15 (Mon)	.....	Martin Luther King Holiday (No School)
Feb	19 (Mon)	.....	School Holiday (No School)
MAR	19-23 (Mon-Fri)	.....	Spring Break (No School)
APR	13 (Fri)	.....	School Holiday (No School)
MAY	22-23 (Tues-Wed)	.....	End of 2nd Semester - 1/2 days for Students
	24 (Thurs)	.....	Teacher Work Day

Graduation: Greensboro High School - May 22, 2018

Hale County High School - May 23, 2018

Teacher Collaboration/Data Days: Dec. 19-20 and May 22-23 (1/2 days for students)

\*Extended Work Days for Personnel(7:30 a.m.-7:30 p.m.): Aug. 7 and Oct. 19

<span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span>	Student Instructional Days
<span style="display: inline-block; width: 15px; height: 15px; background-color: lightblue; border: 1px solid black;"></span>	Teacher Workdays/Professional Development Days (No Students)
<span style="display: inline-block; width: 15px; height: 15px; background-color: lightgreen; border: 1px solid black;"></span>	Holiday - Employees/Students (No School)
<span style="display: inline-block; width: 15px; height: 15px; background-color: lightgrey; border: 1px solid black;"></span>	Teacher Collaboration/Data Days - End of Semester Testing (1/2 Days for Students)
<span style="display: inline-block; width: 15px; height: 15px; background-color: lightgrey; border: 1px solid black;"></span>	Full Student Day/Exended Employee Day (3:30 pm-7:30 pm)
<span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span>	Extended Employee Day (No students)

	Student Days	Teacher Days
First Semester	88	94
Second Semester	90	93
<b>Total Days</b>	<b>178</b>	<b>187</b>

	Grading Period	Days	3rd Week	Due Out	6th Week	Due Out	Report Card	Due Out
1	8/8-10/11	44	8/29/17	8/31/17	9/19/17	09/21/17	10/11/2017	10/13/17
2	10/12-12/20	44	11/2/17	11/6/17	11/30/17	12/4/17	12/20/2017	1/8/18
3	1/8-3/13	45	1/30/18	2/1/18	2/21/18	2/23/18	3/13/2018	3/15/18
4	3/14-5/23	45	4/11/18	4/16/18	5/3/18	5/7/18	5/23/2018	5/25/18

August 2017



Dear Hale County School System Families,

Whether you are new or returning to our system, we hope you will find this school year to be an exciting one filled with a sense of pride. This year, as every year, we commit ourselves to providing the very best educational experience possible. Our focus is continuous improvement and communication.

Together with teachers, parents, students, and staff, we will continue to work towards continuous improvement and high standards. We have the power to make a positive impact on the lives of students every day. I look forward to working with you in achieving what we collectively want for students – success beyond their years at Hale County School System.

Please take time to read this handbook thoroughly. It will tell you exactly what we expect of you and what services and benefits you may expect from us. In order to continue moving forward, we must all have a deep understanding of policies and procedures since they are designed to keep us safe and enable us to be successful.

On behalf of the school Board, we wish the entire Hale County School System family an exciting and successful 2017-2018 school year.

Sincerely,

*Osie A. Pickens*

Osie A. Pickens  
Superintendent of Hale County Schools

**HALE COUNTY BOARD OF EDUCATION**

Mr. Dexter Thornton, President  
Mrs. Shalanda Wiggins, Vice President  
Mrs. Verlander Jones  
Mr. Jamey Payne  
Mrs. Brandi Lester

**BOARD MEETINGS**

The Hale County Board of Education meets regularly on the first Thursday of each month at 5:30 p.m., at the R. E. Ramey Educational Center in Greensboro or an announced location.

***“Together Everyone Achieves More”***

Questions from parents and students are always welcome. Contact school building principals for answers to questions regarding concerns at the local school.

## HALE COUNTY SCHOOLS DIRECTORY

<u>SCHOOL</u>	<u>PRINCIPAL</u>	<u>PHONE</u>
Greensboro Elementary School	Stephanie Richey	334-624-8611
Greensboro High School	Jessica Constant	334-624-9156
Greensboro Middle School	Anthony Sanders	334-624-4005
Hale County High School	Cathy Seale	205-371-2514
Hale County Middle School	Eric Perry	205-371-7000
Hale County College and Career Academy	James Essex	334-624-3691
Moundville Elementary School	Ronnie Garner	205-371-2679

\*\*\*\*\*

### CENTRAL OFFICE STAFF

<u>NAME</u>	<u>POSITION</u>	<u>PHONE</u>
Osie Pickens	Superintendent	334-624-8836
James Essex	Career/Tech. Ed. Director	334-624-3691
Kelley Whatley	Child Nutrition Program Director	334-624-3051
Michael Ryans	Federal Programs Director	334-624-3051
Aubrey Larkin, Jr.	Maintenance Director	334-624-8164
Abraham McCalpine	Transportation Director	334-624-7101
Vangi Rose	Student Services Director	334-624-8611
Aubrey Larkin, Jr.	Curriculum/Instruction Coordinator	334-624-3051
Sandy Teel	Special Education Director	334-624-3051
Jay Duke	Chief School Financial Officer	334-624-8836
Cheryle Williams	School Improvement Specialist	334-624-3051
Phyllis McCugh	System Nurse	334-624-3051
Evelyn Seale	Payroll and Personnel	334-624-8836
Dianne Colburn	System Bookkeeper	334-624-8836
Geraldine Paster	System Bookkeeper	334-624-8836
TBA	Data Collections	334-624-8836
Melanie Crawford	Title I/CNP Bookkeeper	334-624-3051
Minnette Smith	SPE Administrative Assistant/Bookkeeper	334-624-3051
Shannon Dudley	Secretary to the Superintendent	334-624-8836
TBA	Title I Administrative Assistant	334-624-3051

## PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT

The board hereby advises parents/guardians of their responsibility for the conduct of their child(ren) based on Legislative Act No. 93-672 which amends Section 16-28-12 of The Code of Alabama. The Act has important implications for parents and students of the Hale County School System. Applicable sections of The Code of Alabama now read as follows:

SECTION 1 – TITLE 16, CODE OF ALABAMA, 1975, is amended to read as follows:

“(A) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in 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. The absence of a child without the consent of the principal teacher of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.”

“(B) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with 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 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 violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public school.”

### I. ATTENDANCE

The Hale County Board of Education believes the fundamental right to attend public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program. With these beliefs in mind, the Hale County Board of Education has adopted this mandatory Attendance Policy for all students, regardless of age.

All absences from school shall be designated as excused or unexcused. School related absences, approved by the principal, will not count as absences. **Absences resulting from suspensions will be marked as excused. Students who accumulate ten (10) or more absences will be required to submit an official statement from the courts or a physician explaining each absence for the remainder of the school year.** Failure to provide an official statement from the courts or a physician will result in the absence being marked unexcused. In accordance with state law, only the following absences shall be considered excused absences, provided that in each instance parental confirmation has been received of the reason for the absences. Parents will be requested to explain in writing all unexplained and unexcused absences.

## Excused Absences

1. Illness.
2. Inclement weather which would be dangerous to the life or health of the pupil if he/she attended school.
3. Legal quarantine, death in the immediate family, emergency condition as determined by the superintendent or principal.
4. Permission of principal and consent of parent.

When a student returns to school after being absent, he/she shall bring a written statement from his/her parents with an explanation of the reason for the absence and the date of the absence. This written statement, signed by the parent(s), must be returned within three days, or the absence will be recorded as an unexcused absence.

## Unexcused absences will be reported in the following manner:

1. The principals are required to submit a weekly list of unexcused absences of all students to the Superintendent's office.
2. When such a student accumulates five (5) unexcused absences, his or her name and correct address will be reported to the Juvenile Court. The parent and student will be notified by letter to participate in the "Early Warning or Intervention Program."
3. On the seventh (7th) unexcused absence the attendance officer will serve a non-compliance letter to the parent and file a petition with the Juvenile Court Probation Officer, which could lead to a warrant being issued for your arrest.

## **Excessive Excused Absences**

The principal is charged with the responsibility of determining whether a student is abusing excused absences. An investigation of excessive excused absences will be conducted by the principal and the attendance supervisor. If abuse is determined, the principal may require official verification of excused absences from the parents/custodians, doctors, Juvenile Court or the Department of Human Resources. In accordance with State Law, the determination of whether an absence is "excused" or "unexcused" will be made by the principal.

## **Excessive Unexcused Absences**

The Principal has the final authority at the school building level to make decisions regarding excessive unexcused absences in the categories listed below:

1. After an investigation has been made by the principal and the attendance supervisor, a student, not mandated by the State of Alabama to attend school, who accumulates ten (10) or more unexcused absences during the school year, may be withdrawn for the remainder of the school year. The student will be afforded due process prior to consideration for withdrawal.
2. After an investigation has been made by the principal and/or attendance supervisor regarding unexcused absences, students in grades 9-12 who have accumulated five (5) or more unexcused absences during a Term may be denied course credit by the principal. The student will be afforded due process prior to credit denial.
3. Students who are seventeen years of age or older and who are consistently truant from school may be withdrawn from school after an investigation of the truancy has been made by the principal and the attendance supervisor.

## **Absence to Accompany Parent(s) on a Trip**

A student's absence from school to accompany their parents and/or custodians on a trip is not an excused absence except as determined in advance by the principal.

## **Absence Due to Medical Appointment**

Every effort should be made to schedule medical or dental appointments outside of school hours; however, if an exception is necessary, the student must report back to school at the appropriate time. The student must supply a statement from the doctor upon request from the principal.

## **Check-Outs from School**

No student shall leave the school premises during normal school hours without the principal's permission granted upon **written request** of the parent or custodian, or for a good cause known to the principal. The principal shall handle cautiously telephone requests for excuse of pupils from school.

Students must check in and check out of school through the principal's office in compliance with established procedures. Check-ins and check-outs shall be considered as unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent that such absence was for an excused reason.

Blanket permission to leave campus during the lunch hour will not be granted except for the following reason:

Health or dietary problems requiring special attention at that hour, documented with a doctor's statement upon written request by the parent. No classes shall leave the premises during school hours without permission of the Superintendent.

## **Make-Up Work**

Students absent for an excused reason, including suspension, shall be allowed to do make-up work at an appropriate time determined by the teacher. Make-up work due to suspension will be allowed at reduced credit. At the elementary level, parents/ custodians shall be responsible for arranging necessary make-up work with their child's teacher(s). At the secondary level, students shall be responsible for contacting their teachers within two (2) days after their return to school to arrange for making up the work. The period for make-up work may be lengthened in cases involving extended absences that are validated and excused. Students may not be given make-up work for unexcused absences such as (1) truancy as determined by the school or (2) detainment in a detention facility. After careful investigation of extenuating circumstances, make-up work may be considered by the principal and selected personnel.

## **Tardiness**

**Students are required to attend school and classes on time each day.** Individual schools will devise rules that will insure compliance with this regulation. A tardy is defined as a student's arrival after the official time set for the opening of the school's regular daily activities, i.e., homeroom, roll call, etc., or the arrival at a class after the tardy bell has sounded.

## Checking Students Out of School

All parents/custodians or other authorized persons coming to the school to check a student out of school must do so through the principal's office using the school's approved checkout plan. **Such persons are not to go directly to the classrooms for this purpose.** Students will not be released to persons other than the parent or custodian without verifiable written permission, or in the case of emergency, good cause known to the principal.

## Dropping Out/Withdrawing from School

Students who drop out or withdraw from school during any given semester cannot return to the regular school program during the semester in which they dropped out or withdrew without official permission from the superintendent and/or designee.

## Notification of Loss of Credit

It is the responsibility of the principal or designee to inform parents when students have accumulated three (3) unexcused absences and are in danger of losing credit.

- a) The teacher will submit to the principal names of students who have accumulated three (3) or more unexcused absences during a semester (9 weeks). These absences are to be calculated in homeroom and in individual classes.
- b) The principal will notify the student and parent/custodian in writing within two days after the student is reported by the teacher regarding the possible loss of credit.
- c) After receiving notification, a hearing with the principal may be requested by the student or parent/custodian.

## Truancy

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

1. First truancy/unexcused absence (warning)
  - Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence (conference)



- The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
  - Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
  - Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of complaint/petition against the parent under *Code of Alabama (1975), Section: 16-28-12* © (failure to cooperate), or truancy against the child, whichever is appropriate.
3. No earlier than the seventh unexcused absence, but within ten (10) school days (court)
    - File complaint/petition against the child and/or parent/guardian, if appropriate.
  4. Child under probation
    - The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, *Code of Alabama (1975) Section : 12-15-100 and 105*
    - Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer

### **Excessive Absences and Suspension or Denial of Drivers' Licenses**

Based on Alabama Legislative Act 93-386, **a student who drops out of school prior to age 19 or who does not maintain an acceptable attendance record will be denied an Alabama driver's license/learner's permit or have his/her Alabama driver's license/learner's permit revoked.** At the time of application to the Alabama Department of Public Safety for a driver's license/learner's permit, the student must present a Diploma, Certificate of Graduation or documentation that he/she

1. is enrolled in a secondary school, or
2. is enrolled and making satisfactory progress toward the GED certificate, or
3. is participating in an approved job training program approved by the State Superintendent of Education, or
4. is gainfully and substantially employed, or
5. is a parent with care and custody of a minor or unborn child, or
6. has a physician's statement that the parents of the person depend on him or her as their sole source of transportation, or
7. is exempt from this requirement based on statute 16-28-1 of The Code of Alabama.

### **Suspension of Current Driver's Licenses/Learner's Permits**

**Students 16 years and older who have a driver's license/learner's permit who withdraw or who are absent from school for 10 consecutive days or 15 days total for unexcused reasons during a semester shall be reported by the school authorities to the Department of Public Safety.** The Department of Public Safety shall notify such persons that their driver's licenses/learner's permits will be suspended on the 30th day following notification unless re-enrollment occurs or one of the other conditions is documented.

Students and/or parents/custodians should contact their school principal for additional information prior to making application to the Department of Public Safety for driver's license/learner's permit.

## HALE COUNTY VIRTUAL EDUCATION

To allow students an opportunity to earn credits and scheduling flexibility through a virtual option for students in Grades 9-12, while creating a pathway to graduation through a virtual education program.

- I. The Hale County Board of Education shall create a virtual pathway or virtual education option that will lead to an online pathway to earn a diploma for students in Grades 9-12 who reside within the attendance areas served by the Board. This program shall be known as Hale County Virtual Education.
- II. The Superintendent shall cause to be created guidelines for enrollment and participation for students choosing the Hale County Virtual Education option, consistent with Alabama Legislative Act No. 2015-89, and any subsequent legislation or directives provided by the Alabama State Department of Education.

### Married Students

Married students are eligible to attend the schools of the 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.

### Pregnant Students

Students who become pregnant while enrolled in the local schools shall notify the school principal as soon as possible after the pregnancy has been confirmed. A pregnant student shall provide the principal a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student. **An additional statement from her physician shall be provided each six weeks, verifying that she is physically able to continue in school.** A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements and rules and regulations as all other students. However, the physical education program shall be adapted to special needs of pregnant students. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy.

## II. CODE OF STUDENT CONDUCT (CSC)

### A. Introduction

It is the belief of the Hale County Board of Education that for meaningful instruction to occur, well-disciplined and orderly schools are a must. **The Hale County Board of Education shall not tolerate conduct by any student in the school district which materially interferes with or substantially disrupts achievement of an atmosphere conducive to learning. Violators shall be subject to appropriate disciplinary measures designed to assure that no student interferes with the right of others to receive a quality education.**

It is the intent of this Board of Education adopted CSC to convey to parents, guardians, students and school board employees, the expected behavior on the part of students in the school district. School board employees, parents/guardians and the students should read this code and become familiar with its contents.

With the cooperation of all concerned, this code can be an effective aid in securing an atmosphere where learning will be at the forefront in the schools of the Hale County School System.

## **B. Classification of Violations**

This code of conduct contains two categories of violations—major and minor. If there is any question as to which category an offense should be classified, a conference should be held with the principal, student, and school employee involved for such determination.

It shall be clear to all students that this policy is in force any time a student is on school property, including when a student is on a bus owned, leased or chartered by the Hale County Board of Education or when a student is at a bus stop in view of an approaching or departing school bus or vehicle owned or chartered by the Hale County Board of Education. It shall also be clear that while each of the following punishments for violations is applicable to actions occurring on or in view of a school bus, there is an additional set of rules which applies specifically to school buses.

Each classroom teacher should deal with his\her general classroom disruptions by taking in-class disciplinary action or notifying or scheduling conferences with parents when necessary. Only when such action is ineffective or disruption is severe should the student be referred to the principal.

Furthermore, this policy applies to violations witnessed by any member of the Hale County Board of Education including, but not limited to teachers, aides, janitorial staff, lunchroom staff, secretaries, bus drivers, principals, assistant principals, counselors and others employed by or under contract to the Hale County Board of Education.

## **C. Major Offenses:**

1. The act of using obscene or profane language, in verbal or written form or in pictures, caricatures, or obscene gestures on any school property;
2. The act of extortion or taking or attempting to borrow any money or thing of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat;
3. The act of physically assaulting or attempting to do bodily harm to any person on school property, on or in view of a school bus, or at any activity under school sponsorship.
4. The act of initiating a fire alarm, a report or warning of a fire, an impending bombing or other catastrophe without just cause.
5. The act, including arson, of destroying or defacing private or school property.
6. The act of possessing a weapon. A weapon may be defined as a knife, club, gun, chain or any other object deemed dangerous by the principal.
7. The use of, possession of, or being under the influence of any alcoholic or intoxicating beverage, controlled substance or other medication without proper medical and parental permission; or giving, selling or possessing any illegal substance or substance purported to be illegal.
8. Leaving school without authorization;
9. Demonstration and disorderly activities on the part of any student or group of students on the school grounds at any time shall not be tolerated by the Hale County Board of Education. All students shall be given notice when their activities are in violation of this policy. Each principal shall be entrusted with the responsibility of maintaining proper order and decorum in his/her school and is fully empowered to enforce this policy.
10. Students shall not be permitted to smoke, use or possess tobacco in any form, including vapor and e-cigs.
11. Refusal, either verbal or non-verbal, to comply with a lawful direction or command of a school board employee;
12. Fighting—unwarranted physical contact between two or more individuals.

13. Stealing—the intentional, unlawful taking of and/or carrying away of property of another. This includes knowingly receiving the stolen property of another;
14. Participation in gambling activities;
15. Trespassing—willfully entering or remaining on school property without authorization or refusal to leave after warning by an authorized official;
16. Robbery—the taking of property or money from another by force, or instilling fear of same;
17. Burglary—entering or remaining on school property with the intent to commit an offense;
18. Explosions—preparing, possessing or igniting explosives on school property;
19. Acts of a sexual nature—including, but not limited to, battery, intercourse, rape or attempted rape, propositions- written or verbal- to engage in sexual acts, and sexual harassment.
20. Threatening another person;
21. Homicide
22. Kidnapping
23. Harrassment (as a pattern of behavior) or \*Bullying in any form.
24. Any actions by two or more students that may be viewed as an action in concert or an action by a gang that is disruptive, dangerous or continuous and not sanctioned by the school authorities.
25. Other acts deemed disruptive to the normal instructional process or at any school sanctioned event., including, but not limited to:  
 Laser Pointers or Lights- Due to the harmful effects of laser pointers, laser lights or any similar device, the Hale County Board of Education forbids student use or possession of such instruments.
  - a. Electronic Communication Devices-The Hale County Board of Education **shall not permit any pupil to utilize during school hours a pocket pager or electronic communication device except for health or other extraordinary needs upon approval by the Board of Education.**
  - b. Other electronic devices, including but not limited to, laptop computers, Xbox, Game boy, compact disc players, and radios shall not be used by any students, other than with permission. Such devices may be allowed on field trips or after athletic events, if they are used without interruption to others.

\*Harassment and/or bullying: means a continuous pattern of behavior at or on school property or at a school-sponsored function including, but not limited to: written, electronic, verbal or physical acts that are perceived as being motivated by any characteristic of a student or by the association of a student with an individual who has a particular characteristic, if the characteristic refers to the student's race, sex, religion, national origin or disability. Harassment becomes a pattern when it puts the student in reasonable fear of harm to his/her person or property, substantially interferes with his/her school performance, opportunities or benefit, disrupts or interferes with the orderly function of the school, creates a hostile environment in the school setting, or is in any way, severe, persistent or pervasive enough to create an intimidating, threatening or abusive atmosphere.

#### **D. Disciplinary Action/Major Offenses**

**Students in possession of a weapon, illegal drugs, controlled substances, or who cause serious bodily injury to another student or employee shall be suspended pending a meeting with the superintendent. The superintendent will determine whether placement in S.O.A.R. Academy or some other punishment is necessary. Notification shall be made to the Director of Student Support Services or the Director for students with 504 plans for possible change of placement for students with IEPs/504s.**

Depending on the severity of the offense committed or other relevant factors, disciplinary action may include any of the following:

Parental contact, corporal punishment, alternative education program, suspension from school or bus, referral to legal authorities, restitution, expulsion, or other appropriate disciplinary measures. Special Education students may also be subject to placement in an interim educational setting or removal by Hearing Officer due to the possibility of injury to self or others.

**Administrators have the authority to weigh the punishment of the individuals who are caught fighting with regard to who initiated, whether there is a history of conflict between the two and any other factor the administrator deems relevant.**

#### **E. Minor Offenses**

1. Excessive disruption of classroom activities—any conduct which is disruptive to the orderly educational process.  
Examples: excessive talking, unnecessary class interruption, chewing gum, provoking other students, etc;
2. Intentionally touching or striking another student
3. Continuing to ignore dress code;
4. Minor school bus violations, not otherwise addressed;
5. Frequent or excessive tardiness;
6. Constant refusal to complete class assignments;
7. Failure to obey instructions.
  - a. Examples: Failure to obey directions in the hallways, on the playground, etc. failure to take letters home;
8. Public displays of affection deemed inappropriate.
  - a. Examples: include, but not limited to, kissing and embracing.
9. The act of intentionally or negligently providing false information to a school board employee;
10. The act of using school or personal property without authorization;
11. Littering;
12. Other acts deemed disruptive to the normal instructional process or at any school sanctioned event.

#### **F. Disciplinary Action/Minor Offenses**

First Offense - student conference, loss of daily or course credit, parental contact, in-school suspension, corporal punishment or restitution.

Subsequent Offenses - parental contact, alternative education program, detention, work detail, corporal punishment, restitution

Any offense which continues to occur may be treated with the same punishments and sanctions as with major violations.

**In addition to any and all actions or punishments taken by the school authorities, any act which may be criminal will also be referred to the appropriate law enforcement agency and/or juvenile court. No action taken by the school shall in any way supercede or replace any other action by the court or other agency.**

## **Privacy and Property Rights Student Searches**

Federal and State laws and recent court rulings uphold the authority of school officials to conduct reasonable searches and seizures of property where there are "reasonable grounds." The law permits the Hale County Board of Education, its employees, agents, or designees to conduct reasonable searches of students and seizure of student property to protect the health, safety, and welfare of all students. Searches may include the student's person, school lockers, automobiles and other personal belongings while on campus. Such student searches shall be in accordance with Board policy. The principal or his/her designated person(s) has the authority to confiscate weapons, any items prohibited by school rules or unlawful products found in the possession of a student. Parents will be notified of any such confiscation.

Legal authorities may make unannounced visits in order to detect the presence of illegal drugs.

## **DUE PROCESS**

Students suspected of violating school rules and/or the code of conduct which could result in corporal punishment, suspension, or expulsion shall be notified of the rules they are suspected of violating, the evidence supporting the charge(s), and an opportunity to present evidence in their defense.

## **OFF-CAMPUS CONDUCT**

The authority of school officials to control student conduct off school grounds and outside school hours is well settled in the law. **When students engage in off-campus conduct that has a direct negative impact on the school, its employees, or student body, such conduct is subject to review and action by school officials.**

## **CORPORAL PUNISHMENT**

The Board of Education permits reasonable corporal punishment. When such punishment is required, it shall be administered with extreme care, tact, and caution, and in accordance with Board policy.

## **SUSPENSION**

Suspension is defined as the temporary removal of a student from a school for violation of school rules or regulations. **The principal has the authority to suspend a student from school for up to ten (10) days for any single offense.** The decision to suspend will be based upon violation(s) of the Student Code of Conduct. The suspension will be in accordance with prescribed Board Policy. Principals must consult with the Director of Student Support Services when a student with an IEP/504 is in danger of being suspended 10 days or more in the same school year.

## **Supporting Our Adolescents Resourcefully, Responsibly, and Respectfully (S.O.A.R.) Academy**

The Hale County Board of Education recognizes that proper discipline is a necessary component for any successful school and school system. In order to help maintain this proper discipline, sometimes it becomes necessary to remove students, who cannot properly conduct themselves, from the classroom. Often this removal has resulted in repeat suspension and sometimes expulsion of our most flagrant offenders.

The S.O.A.R. Academy is designed for students to work as individuals on specific class work and on basic educational skills that they may have missed. During their stay at the academy, students will also receive instruction about proper behavior at school.

Principals may refer any student to the academy based on the individual student's behavior and history. All referrals that are not mandatory must be made in consultation with the superintendent. The placements shall be for a specific period of time (30 days, unless approved by the superintendent) or until a specific event occurs (end of grading cycle, parent conference, etc.)

Parents of students referred to the academy will be notified by the home school prior to referral for an intake meeting. The academy will notify parents prior to the students' referral back to the home school for an exit conference. There are specific rules governing academics, conduct, and transportation to the academy that will be provided at the intake meeting.

**Mandatory Referral to the Supporting Our Adolescents Resourcefully, Responsibly, and Respectfully (S.O.A.R.) Academy:**

In the following cases, students shall be referred by the principal of the home school to S.O.A.R. Academy. The principal shall give appropriate notice to the superintendent of the referral and the reasons therefore:

1. **In every incident in which a student has been charged with a crime or an offense in juvenile, municipal, district or circuit court that involves another student, a faculty member, or an employee of the Hale County Board of Education, the student so charged or indicted, shall be referred to S.O.A.R. Academy until the case is resolved.** There shall be periodic reviews of the status of the case with the court and any case that remains without resolution for an extended period of time, shall be reviewed by the superintendent. Resolution, for this purpose, may be adjudication, conviction or dismissal. The Hale County Board of Education will attempt, in all cases, to comply with court recommendations regarding students.
2. Anytime an Individual Education Plan (IEP) requires placement to S.O.A.R. Academy, the student shall attend for the duration required by the IEP. A copy of the plan shall be provided to the academy instructor.
3. Anytime a Response to Intervention (RTI) team from the home school recommends a student attend S.O.A.R. Academy, the student shall attend pursuant to that plan. A copy of the plan devised by the team shall be provided, along with a copy of the reintegration plan that the team has already prepared.
4. **Students coming into the home school during a grading cycle from a structured facility shall spend some time at S.O.A.R. Academy prior to reintegration to the home school setting. The length of stay will be determined as the situation requires.**
5. Students who are charged with a felony, once the arrest/indictment is made known to the school, may be referred to SOAR pending the disposition of the charge. These students will be trespassed from their home school and home school activities, as any student from SOAR.

## **EXPULSION**

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations for a period of time prescribed by Board Policy relating to Due Process. The principal has the responsibility to recommend student expulsion to the superintendent for Board action.

## **FIREARMS AND WEAPONS**

In accordance with the Gun-Free Schools Act of 1994, a student who brings or possesses a firearm or a reasonable facsimile of a firearm and presents it as a real firearm, or weapon as defined below on school property or to any school sponsored activity, will be expelled for school for not less than one calendar year. Such student shall be referred for criminal or juvenile prosecution.

Further, such student, in accordance with Alabama Legislative Act 94-817, may be guilty of a Class C felony. In accordance with Alabama Legislative Act 94-820, such student's Alabama driver's license/learner's permit may also be revoked or denied.

For the purpose of this policy, the term "weapons" means a firearm as defined in section 921 of title 18, United States Code.

## **INTERROGATIONS BY LAW ENFORCEMENT OFFICIALS**

### **At the Request of School Officials**

When the principal or designee has evidence and/or reasonable cause to believe that a crime has been committed on-campus by one or more students, law enforcement officials, to include juvenile authorities, may be requested to come to the school to investigate the incident. Such investigations may include interrogation of students.

In the event a student is to be interrogated about a crime committed on-campus, the law enforcement official must read the juvenile Miranda rights pertaining to the student being interviewed. The juvenile Miranda rights are distinguished from the adult Miranda rights based on the student's right to contact a parent or custodian through the provided reasonable means. The decision to contact a parent or custodian is solely up to the student to be interviewed. A waiver of the Miranda rights is available to the student who agrees to an immediate interview.

School officials have no duty to notify the parent/custodian of any student to be interviewed. If the parent/custodian cannot be contacted by the student through reasonable means or cannot be present within a reasonable time, the law enforcement official may proceed with the interview in the absence of the parent (Attorney General Ruling, December 9, 1974).

School officials have no duty to intervene in the interview process on the ground that the parent/custodian cannot be reached. A school official must be present at the interview, but cannot refuse the law enforcement officer permission to conduct the interview.

### **At the Request of Law Enforcement Officials**

When law enforcement officers make it known that they wish to talk to a student concerning an off campus crime while under the supervision of the school, the student will be called to the office of the principal. The law enforcement officer must read the student the juvenile Miranda rights from which the student becomes aware of the right to notify a parent or custodian of the impending investigation.



**Neither the law enforcement officer nor the principal or designees have the duty to contact the student's parent/custodian. The decision to communicate with a parent/custodian is a decision to be made only by the student to be interviewed.** The student may exercise the right to communicate with a parent/custodian through provided reasonable means.

**If the parent/custodian cannot be contacted through the provided reasonable means or cannot be present within a reasonable time, the law enforcement officials may proceed with the interview** (Attorney General Ruling, December 9, 1974). The student may sign a waiver to the Miranda rights and agree to an immediate interview with a law enforcement officer. If the parent wants to be present, then the law enforcement officer can take the student into custody and conduct the interview with the parent present.

## **DRESS CODE**

The following dress code is applicable at all schools:

1. Students must wear shoes unless special permission is granted by the principal. No flip flops, slides or slippers. Shoes must have at least a strap on the back.
2. Apparel which renders one's appearance as suggestive (e.g., cleavage) shall not be worn. Clothing must be in good taste for the age, maturity and size of the student.
3. Shorts, skirts and dresses should be loose fitting and no shorter than mid-thigh, when the arms are raised.
4. Slogans, symbols, patches, and obscene writings which are disruptive or suggestive are not to be worn.
5. Hats or caps are prohibited without special permission of the principal in grades PK-12.
6. Apparel deemed by the principal to be gang related shall not be worn.
7. Students shall wear no article of clothing, jewelry, or any other apparel that depicts alcohol, drugs, guns or other symbol of violence.
8. When the dress, appearance, or actions of an individual substantially disrupt the teaching-learning process, the principal has the authority to take disciplinary actions regarding such dress, appearance, and behavior.
9. The waist of pants should be worn at waistline. (No sagging pants)
10. Team shirts are acceptable but not uniforms unless the uniforms meet all aspects of dress code.
11. Leggings, jeggings, skinny jeans and form-fitting pants are allowed if the shirt still covers the bottom and the front to the upper thigh when arms are raised.
12. Tights should be worn under any pants/shorts with rips above the knee.
13. No spaghetti straps, cami straps or racerbacks. Bras, including straps, must be covered. Tanks should be at least one inch (1") wide in elementary school. In high school, the sleeve must be more than one inch (1") wide.
14. In elementary school (Grades PK-5), mesh, see-through, and elastic-waisted shorts must have a proper lining. In middle and high school (Grades 6-12), those shorts must also be worn, properly lined, with sliding shorts or something similar.

15. In middle and high school, only clear or mesh backpacks will be allowed.

---

### **Gang Activity or Association**

For the purpose of these policies, a gang is a group of three or more people who:

- Interact together to the exclusion of others;
  - claim a territory or area;
  - have a name;
  - have rivals/enemies; and,
- Exhibit antisocial behavior--often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees;
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or policy, the principal or designee will ask the student to make the appropriate correction. If the student refuses, the parent/custodian may be notified and asked to make the necessary correction. The principal or designee will take appropriate corrective and disciplinary action.

### **School Uniforms**

The Hale County Board of Education permits school uniforms at all schools within the school district that choose to participate. The use of such uniforms must be in accordance with Hale County School Board policy.

### **Student Competitive Extracurricular Activity Substance Abuse Policy**

In order to promote the safety and welfare of students who participate in competitive extracurricular activities, to insure that such participation is neither impaired nor any risk of injury exacerbated, to provide incentives to students to maintain safe and healthful practices, and to promote a school environment that is free of alcohol and illegal drugs or controlled substances, the Board reserves the right to require any student who participates in extracurricular competitive programs or activities to submit to sobriety tests or screening for illegal drugs or controlled substances prior to, during, or following a competitive event, practice, competition, or at any other time while the student is under the supervision of the school system. Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws, and procedures that are developed by the Superintendent for approval by the Board.

### III. CHILD NUTRITION

A hot, well-balanced lunch and breakfast meal is served at each school. All meals are nutritious and reasonably priced. Students may be eligible for free and reduced price meals in accordance with state and federal guidelines. Free and reduced priced meal applications are available at local schools and must be completed annually for each family. Child Nutrition regulations do not allow charged meals by students or employees.

Prices are as follows:

Breakfast: Student Full Price \$1.50, Student Reduced Price \$0.30, Staff \$2.00, Visitor \$2.50

Lunch: Elementary Student Full Price \$2.15, Middle and High School Student Full Price \$2.15, Student Reduced Price \$0.40, Staff \$2.90, Visitor \$4.00, Extra Milk \$0.35.

### IV. COMMUNICATIONS

The Hale County School System communicates information and upcoming events in a variety of ways. Local schools distribute newsletters and submit articles to local newspapers to keep parents informed of events. The Hale County Board of Education and each school also maintains a website with information for parents and students, including the school calendar, lunch menus and contact information. Please visit [www.halek12.org](http://www.halek12.org).

#### Parent-Teacher Conferences

Parents/custodians are urged to contact their child's teacher or school office to arrange a time for a conference. Conferences will be scheduled when the teacher is free of classroom duties.

#### School Cast

The Hale County School System uses a rapid calling system called SCHOOL CAST to inform parent of upcoming events as well as school closings. SCHOOL CAST information may be sent by the local school or from the central office.

#### Changes in Vital Information

School personnel must have accurate student information. Parents/custodians should **provide correct and reliable information such as names, addresses, telephone numbers, emergency telephone numbers, custody rights, etc. at the beginning of each school year** when enrollment forms are filled out. Parents/custodians should contact school officials when any vital information changes during the school year.

#### Chain of Command

Constructive criticism of the schools is welcomed by the Board of Education whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to complete their tasks more effectively.

Members of the Hale County Board of Education have confidence in the professional staff and desire to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. These

statements do not supersede any employee’s or citizen’s rights to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible resolution.

The Board advises the public that the proper channeling of and most effective way to resolve complaints involving instruction, discipline, curriculum/instruction, or transportation is to contact the individual at your student’s school who is designated by position in the chart below to deal with such concerns. Any issue outside of this chart’s listing should be addressed to the principal. The Board will consider hearing complaints when they cannot be resolved through the use of the channels below:

<b>Discipline</b>	<b>Curriculum</b>	<b>Transportation</b>	<b>Athletics</b>
<b>Teacher</b>	<b>Teacher</b>	<b>Assistant Principal</b>	<b>Coach</b>
<b>Assistant Principal</b>	<b>Assistant Principal</b>	<b>Principal</b>	<b>Athletic Director</b>
<b>Principal</b>	<b>Principal</b>	<b>Transportation Director</b>	<b>Principal</b>
<b>Superintendent</b>	<b>Curriculum Director</b>	<b>Superintendent</b>	<b>Superintendent</b>
<b>Board Member</b>	<b>Superintendent</b>	<b>Board Member</b>	<b>Board Member</b>
<b>State Dept. Education</b>	<b>Board Member</b>	<b>State Dept. Education</b>	<b>Alabama High School Athletic Association</b>
	<b>State Dept. Education</b>		

## **School Visitors**

All school visitors are required to secure a visitor's pass from the principal's office upon arrival at a school campus. Further, students are not permitted to bring student visitors from other school systems or spend-the-day guests during regular school hours without prior approval by the principal.

## **V. EMERGENCY**

### **Emergency School Closings**

#### **Cancellation or Delay Due to Inclement Weather**

In the event schools must be closed, the Hale County School System's Central Office will utilize its rapid calling system as well as notify the media to broadcast or televise details of the situation. Please **DO NOT CALL** the Central Office, individual schools, or radio or television stations. Necessary details will be broadcast or televised, as information is available.

For delay in openings, early closings, or cancellation of school, the following media outlets will be notified:

Television (ABC 33/40, WVTM, WVUA, FOX6, WAKA, CBS 42)

Radio: (WTUG, WZNJ, WZBQ/WACT/WTXT/WRTR, Dixie Country 98.5)

### **Emergency Drills**

Fire, tornado, and lock down drills are conducted on a regular basis. Students and teachers are familiar with these emergency procedures. During a tornado watch or warning, students are normally safer at school than at home.

### **Tornado Warning**

In the event a tornado warning is issued at the end of the normal school day, students will not be released, and school buses will not run until the warning has expired. Therefore, parents/ custodians should anticipate their children's late arrival at home during such weather conditions.

During a tornado warning, students will be released only to their parents/custodians at the end of the school day who personally come to school to pick up their children.

**PARENTS/ CUSTODIANS ARE HIGHLY DISCOURAGED FROM COMING TO SCHOOL TO PICK UP THEIR CHILDREN DURING TORNADO WARNINGS.**

## **VI. ENROLLMENT**

### **Student Records**

Student record files are kept on all students and contain information needed for making appropriate educational decisions. Student records are treated with confidentiality and contain information that is relevant, accurate, and appropriate. Such records are maintained in keeping with the Federal Act, 93-380. As such, parents/custodians have the right to the following:

1. Inspect, review, and challenge any information contained in records directly relating to your child.
2. Be protected from the release of personal identifiable information related to your child other than legally authorized persons or agencies without the consent of the parent, custodian, or eligible student. (Eligible students are those 18 years of age or older.)

\*Release of records of students 17 years of age or younger who attend an elementary or secondary school requires the signature of the parent or custodian except when released to other educational institutions or when subpoenaed by the courts.

### **Admission to School**

#### **Age Requirements**

Children entering PRE-K must have reached their fourth birthday ON OR BEFORE SEPTEMBER 2.

Children entering KINDERGARTEN must have reached their fifth birthday ON OR BEFORE SEPTEMBER 2.

Children entering FIRST GRADE must have reached their sixth birthday on OR BEFORE SEPTEMBER 2.

#### **Immunization Requirements**

Immunization certificates as required by Alabama law must be presented to the principal upon a child's enrollment in public school. Certificates are available from local physicians or local health departments.

#### **Papers and Documents Required**

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

- official birth certificate
- copy of a valid social security card
- current immunization form

- proof of residence (ex. Current utility bill, rental lease, home mortgage, driver’s license)
- **Homeless and Immigrant students will be admitted upon presentation of application**

All students who transfer into the school system, regardless of age, must present the following:

- official birth certificate
- copy of a valid social security card
- proof of residence
- recent report card or release from last school attended
- copy of immunization form
- legal custody papers, if applicable FILE: (JBCA)
- **Homeless and Immigrant students will be admitted upon presentation of application**

## **RESIDENCE REQUIREMENTS**

Students whose parent/custodian lives in Hale County shall be entitled to be admitted, subject to policy limitation and judicial constraints, to the school serving their attendance zone.

## **WITHDRAWALS FROM THE SCHOOL SYSTEM**

When a student's parent(s) or custodian(s) moves and establishes residence in another school district, the student shall withdraw in accordance with such rules and regulations as may be prescribed by the School System and the local school. It shall be the responsibility of the student and his/her parent(s) or custodian(s) to withdraw in accordance with the following rules and regulations:

1. The student's parent/custodian should come to the school if at all possible to approve the withdrawal. Principals are required to have an exit/withdrawal meeting with the student and parent/guardian prior to withdrawal from the school system.
2. The parent/custodian or student will be asked to complete a Withdrawal Form (Form A222), with a copy given to the student or parent/custodian.
3. All textbooks must be turned in prior to withdrawal.
4. All library books must be turned in prior to withdrawal.
5. All legally permissible financial obligations must be paid prior to withdrawal.
6. The student's Immunization Form will be given to the student or parent/custodian. School personnel should make a copy of the Form to keep in school files.
7. The student's report card or approved grade report form will be given to the student or parent/custodian.

## **VII. FEES**

### **Elective Courses**

Band	\$25.00 per course
Career Tech Electives (Grades 9-12)	\$20.00 per course
Computer Electives	\$20.00 per course
Athletic Participation Fees	\$50.00 (regardless of sport)

**\*Additional fees may be required as indicated in each local school’s supplemental portion of this handbook.**

**Fee Refund Procedure**

Courses dropped during the drop-add period (first week), 100% refund. For in-system transfers, no refund/no additional charge at new school.

**Textbooks**

The textbooks issued to students are the property of the Hale County Board of Education. Parents/custodians are responsible for textbook and other materials issued to their children and are liable for any loss, abuse, or damage in excess of normal use.

**Lost or Damaged Repayment Scale**

The amount of payment for lost or damaged textbooks will be determined by the following scale:

1st year .....	Original cost
2nd year.....	75% of original cost
3rd year and there after.....	50% of original cost

Students will be charged full price, regardless of age of book, for malicious destruction of textbooks or materials.

**VIII. GRADES & CREDITS**

**Promotion and Retention**

The Hale County Board of Education recognizes that the process of making decisions as to placement, promotion or retention of students should involve consideration of a variety of factors including academic progress, age, maturity, and capacity for learning.

Any student absent from a class for more than ten (10) unexcused days in any one school term (fall or spring) shall be considered as failing the class for that year. Any student who is absent for more than five (5) unexcused days of a one-semester course shall be considered as failing the course. Exceptions to this rule are only those cases discussed and approved by the teacher(s) and principal.

**Kindergarten**

The process of making decisions as to promotion and retention of kindergarten students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The authority for determining promotion and retention rests entirely with the teacher(s) and principal.

**Grades 1-3**

Students in grades one (1) through three (3) should be retained if they do not maintain a passing grade in reading. Students in grades one (1) through three (3) should also be considered for retention if they fail mathematics while making a low passing grade in reading.

**Grades 4-6**

Students in grades four (4) through six (6) should be retained if they make a failing grade for the year in two major subjects. Major subjects are English, Reading, Math, Social Studies, and Science. Students can be retained only one (1) time in each elementary grade.

**Grades 7-8 Requirements for Promotion**

Students in grades seven (7) and eight (8) should be retained if they fail more than one core subject (English, Math, Science, Social Studies) or more than two classes overall.

**Extra Opportunity for 8<sup>th</sup> Graders**

Hale County School System offers students the opportunity to take Algebra I in the eighth grade and receive credit. Eligibility is determined by the Hale County Advanced Placement Process.



## Alabama High School Graduation Requirements

- Students will meet the requirements of the new Alabama High School Diploma. These requirements are included in the tables on the following pages.
- In Hale County School System, students are required to have a minimum of 28 credits to graduate.
- To be promoted from 9<sup>th</sup> grade to 10<sup>th</sup> grade, students must earn 4 credits (at least 2 must be core classes). To be promoted from 10<sup>th</sup> grade to 11<sup>th</sup> grade, students must earn a total of 12 credits. To be promoted from 11<sup>th</sup> grade to 12<sup>th</sup> grade, students must earn a total of 20 credits.
- Students with special needs may fulfill the requirements for the Alabama High School Diploma by completing the Essentials/Life Skills Pathway. This diploma option allows for the completion of Essentials/Life Skills classes or Alternate Achievement Standards (AAS) classes. Considerations for these courses are as follows:
  - These courses are not appropriate for students who are planning to attend a four-year college after graduation.
  - These courses are not accepted by the National Collegiate Athletic Association (NCAA).
  - These courses may be accepted by community colleges, depending on the admission requirements of the community colleges.
  - Students who follow this pathway must complete the following work components:
    1. Community-Based Work Instruction
    2. Two Career and Technical Education courses (in sequence)
    3. Workforce Essentials or Transition Services II
    4. Cooperative Education/Work-Based Experience or Life Skills Occupational Preparation
    5. Cooperative Education Seminar

## ALABAMA HIGH SCHOOL DIPLOMA REQUIREMENTS

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	English 9, 10, 11, and 12 or any AP/IB or postsecondary equivalent option of these courses	4
Mathematics	Algebra I, Geometry, and Algebra II w/ Trig or Algebra II, or their equivalent. Additional course(s) to complete the four credits in mathematics must be chosen from the <i>Alabama Course of Study: Mathematics</i> or CTE/AP/IB equivalent courses	4
Science	Biology and a physical science. The third and fourth science credits may be used to meet both the science and CTE course requirement and must be chosen from the <i>Alabama Course of Study: Science</i> or CTE/AP/IB equivalent courses	4
Social Studies	World History, U.S. History x 2, and Government/Economics or AP/IB equivalent courses	4
Physical Education	LIFE (Personal Fitness) One JROTC credit may be used to meet this requirement	1
Health Education	<i>Alabama Course of Study: Health Education</i>	0.5
Career Preparedness	Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy)	1
CTE and/or Foreign Language and/or Arts Education	Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.	3
Electives		6.5
<b>Total Credits Required for Graduation</b>		<b>28</b>

**ALABAMA HIGH SCHOOL DIPLOMA REQUIREMENTS**  
**(Current Students with Special Needs in Hale County Schools)**

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	<p>English 9, 10, 11, and 12 or any AP/IB or postsecondary equivalent option of these courses.</p> <p><u>Or</u> * Essentials/Life Skills English 9, 10, 11, and 12.</p> <p><u>Or</u> **AAS English 9, 10, 11, and 12.</p>	4
Mathematics	<p>Algebra I, Geometry, and Algebra II with Trig or Algebra II or their equivalent.</p> <p>Additional course(s) to complete the four credits in mathematics must be chosen from the <i>Alabama Course of Study Mathematics</i> or CTE/AP/IB equivalent courses.</p> <p><u>Or</u> *Algebraic Essentials A &amp; B and Geometry Essentials A &amp; B (students taking Algebraic Concepts in Grade 9 are not required to take Geometry B).</p> <p><u>Or</u> **AAS Mathematics 9, 10, 11, and 12.</p>	4
Science	<p>Biology and a physical science.</p> <p>The third and fourth science credits may be used to meet both the science and CTE requirement and must be chosen from the <i>Alabama Course of Study: Science</i> or CTE/AP/IB equivalent courses.</p> <p><u>Or</u> * Essentials/Life Skills Science I, II, III, and IV.</p> <p><u>Or</u> **AAS Science 9, 10, 11, and 12.</p>	4

**ALABAMA HIGH SCHOOL DIPLOMA REQUIREMENTS**  
**(Current Students with Special Needs in Hale County Schools) – continued**

AREAS OF STUDY	REQUIREMENTS	CREDITS
Science	<p>Biology and a physical science.</p> <p>The third and fourth science credits may be used to meet both the science and CTE requirement and must be chosen from the <i>Alabama Course of Study: Science</i> or CTE/AP/IB equivalent courses.</p> <p><u>Or</u> * Essentials/Life Skills Science I, II, III, and IV.</p> <p><u>Or</u> **AAS Science 9, 10, 11, and 12.</p>	4
Social Studies	<p>World History, U.S. History x 2, and Government/Economics or AP/IB/Dual Enrollment equivalent courses.</p> <p><u>Or</u> * Essentials/World History for Living, Essentials/U.S. History for Living 10, Essentials/U.S. History for Living 11, and Essentials/Economics for Living/U.S. Government for Living</p> <p><u>or</u> **AAS Social Studies 9, 10, 11, and 12.</p>	4
Physical Education	<p>LIFE (Personal Fitness)</p> <p>One JROTC credit may be used to meet this requirement.</p> <p><u>Or</u> Adapted Physical Education.</p>	1
Health Education	<p><i>Alabama Course of Study: Health Education.</i></p> <p><u>Or</u> **AAS Pre-Vocational, AAS Vocational, AAS Community Based Instruction, and/or AAS Elective Course.</p>	0.5

**ALABAMA HIGH SCHOOL DIPLOMA REQUIREMENTS**  
**(Current Students with Special Needs in Hale County Schools) – continued**

AREAS OF STUDY	REQUIREMENTS	CREDITS
Career Preparedness	Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy)  <u>Or</u> **AAS Life Skills	1
CTE and/or Foreign Language and/or Arts Education	Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.  <u>Or</u> *two CTE courses and Workforce Essentials (or Transition Services II in school systems that do not offer Workforce Essentials).  <u>Or</u> **AAS Life Skills.	3
Electives	*Students earning core credit through the Essentials/Life Skills courses are required to take Cooperative Education Seminar/Work-Based Experience (or LS Occupational Preparation in school systems that do not have a Cooperative Education Program).  **AAS Pre-Vocational, AAS Vocational, AAS Community Based Instruction, and/or AAS Elective Course.	6.5
<b>Total Credits Required for Graduation</b>		<b>28</b>

**Alabama High School Graduation Requirements  
for students who were scheduled to graduate in May 2015  
or prior thereto are available in the counselor's office.**

## **Credit Recovery**

All high schools in Hale County will afford students in grades 9-12 the opportunity to regain lost credit by participating in The Hale County Credit Recovery Program. Eligible students will be responsible for completing and submitting application requirements for the program. The admission criteria for the program are based on the governing rules set out by the Alabama State Department of Education, other local policy, and at the discretion of the principal. **Students must have an average of at least 40 in order to participate in Credit Recovery.**

## **Dual Enrollment**

Eligible students may enroll at post-secondary institutions in order to earn credits for a high school diploma and/or a post-secondary degree. Students must be in grade 11 or 12 or have an exception granted by the participating post-secondary institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9-.17 regarding gifted and talented students. A student must have a 3.0 GPA to apply for academic coursework. The Hale County School System currently has an agreement for dual enrollment with Shelton State Community College. Students may participate in Early College programs at University of Alabama and University of West Alabama. Only courses that meet the guidelines of the articulation agreement with the college or university will be placed on the high school transcript. Furthermore, the high school transcript will only reflect those courses in which the student will receive high school credit. Courses taken for the sole purpose of attaining college credit will not be placed on the high school transcript.

## **DETERMINING PASS/FAIL**

Course grades at the first-grade through eighth-grade levels shall be determined for full-unit courses by averaging the two (2) semester grades to determine pass/fail.

### **GRADES 9-12**

#### Full Unit Courses

One half credit will be given for passing only one semester (nine weeks) of a course. Students must pass each nine weeks (18 weeks total) of any class in order to receive full credit for that class. Students must make a 60 or higher in order to receive credit.

#### Half Unit Courses

In courses which are one half unit courses, each nine weeks must be passed for the student to receive the half credit.

**It will not be the responsibility of Hale County Schools to reschedule failed required subjects.**

## **Summer School Credit**

Students who do not pass courses in a logical and sequential order are strongly encouraged to attend an approved summer school to earn the required credits/units necessary for orderly progression through course work. The school system will not accept summer school credit from schools and programs that are not approved by the State Department of Education or other agency approved by the State of Alabama.

## **GRADES K-6**

Based on the prior approval by the teacher(s) and principal, summer school attendance and successful participation may be required for promotion to the next grade level when the student has been retained at the end of the regular school year. Such attendance in a summer school will not guarantee promotion to the next grade level.

## **GRADES 7-8**

When a student in grades seven or eight fails to achieve a final passing grade average for a full-year's course during the regular academic year, the student may attend summer school and make up the failed semester(s).

## **GRADES 9 - 12**

### Full unit Courses

One half unit credit will be given for passing only one semester of a course. Students must pass each nine weeks of any class in order to receive full credit for that class. Students must make a \*60 or higher in order to receive credit. (\*under review)

### Half Unit Courses

In courses which are one half unit courses, each nine weeks must be passed for the student to receive the half credit.

## **Report Cards**

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parent(s) or custodian(s). Report cards shall be issued at least four (4) times during the scholastic year to all students enrolled in grades K - 12 in the Hale County Schools. However, you may check your child's progress on a daily basis by going to [www.halek12.org](http://www.halek12.org). At the Home page, click on the INOW Parent Home tab under Quick Links and follow the instructions.

All report cards used by the Hale County Schools shall be approved by the Board. Report cards approved for use within the Hale County Schools must include a section outlining grading symbols with specific explanations defining said symbols and grade placement categories. The number of absences and tardies shall be included on the report cards at all grade levels for all grading periods.

## **Grading Scale**

Numerical grades shall be mandatory in grades 1 through 12. Grades will be recorded on report cards and permanent records in numerical form. The following scale will be used:

A = 90-100    B = 80-89    C = 70-79    \*D = 60-69    F = below 60

For learning activities such as reports or projects and any other situations where numerical grades are not available, letter grades are converted to numerical values to get the average for the nine (9) weeks by using the following values for letter grades:

A+ = 100	B+ = 89	C+ = 79	D+ = 69	F = 59 & below
A = 95	B = 85	C = 75	D = 65	

A- = 90      B- = 80      C- = 70      D- = 60

In averaging grades, any fractional part 1/2 (0.5) or over will be rounded up to the next whole number (examples: 90.5 = 91, 81.6 = 82, 72.4 = 72).

Kindergarten classes in the Hale County Schools will use the following grading scale:

E = Excellent  
S = Satisfactory  
I = Improvement Needed

## **Conduct Grades**

Conduct grades should be included on report cards in grades one (1) through five (5) for all grading periods.

## **Acceleration**

No student shall be double promoted without observing the following procedures:

1. Consultation with child's parent(s)\custodian(s)
2. Consultation with child's teacher(s)
3. Consultation with school guidance counselor (if available)
4. Approval of principal
5. If a student's acceleration involves another Hale County school, a conference will be necessary with the principal of that school
6. Approval of the Superintendent or his designee

## **Replacement Report Cards**

A replacement report card will be completed and reissued for a \$5.00 fee.

## **Progress Reports**

Progress reports, both academic and behavioral, shall be sent at the end of the third and sixth week, and at other times when necessary. Reports should be sent for all students.

## **Dropping and Adding Courses**

Students in grades 9-12 may drop or add elective courses during the first week of the course with their principal's permission. A fee of \$5.00 will be assessed for all student initiated drops or adds.

Schedule changes must be made during the first two weeks of a term.

## **Valedictorian and Salutatorian**

Beginning with the school year 2005-2006, in order for a student to be eligible for Valedictorian and Salutatorian in the Hale County School System, the student must have completed the following criteria:



1. The semester grades for all courses taken in grades nine (9) through twelve (12) will be averaged. Each candidate must have a cumulative average of at least 90 to be eligible. Candidates with at least a 90 overall average will then have the average of all required courses (including State requirements\*) computed. **The person having the highest overall grade point average, with a minimum of 90 or higher in those required courses, will be the Valedictorian. The person having the second highest overall grade point average, with a minimum of 90 or higher in those required courses, will be the Salutatorian.** Averages will be carried to the decimal place necessary to eliminate a tie.

*\*If only 1 course is required (i.e. Physical Education) and more than one course in that subject is taken, the highest grade in that subject will be computed.*

**If no candidate for graduation meets the minimum requirements, then no Valedictorian or Salutatorian will be named.**

2. The candidate may neither transfer nor drop from a major academic subject once enrolled during the entire length of the course (unless required by the school).
3. Candidates must be on schedule to complete the following academic subjects in grades 9-12:
  - a. Four units of English
  - b. Four units of science
  - c. Four units of social studies
  - d. Four units of math, including Algebra I, geometry, Algebra II with trigonometry
  - e. Two units of a foreign language
  - f. Fine Arts
  - g. Physical Education (LIFE, beginning 2009/2010)
  - h. Career Preparations
  - i. Health
4. The standing of the candidates must be computed on a numerical basis through the first term of the senior year. If any letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form, or he/she shall not be considered for the position of Valedictorian or Salutatorian.
5. Candidates for Valedictorian or Salutatorian must be enrolled at the local high school for one full calendar year by the date of graduation.

**\*\*Candidates who qualify for Valedictorian and Salutatorian at the end of the first term will not be supplanted by a student who has an equal or higher average at the end of the third nine weeks.**

**\*\*\*Grades/Rankings for Valedictorian and Salutatorian shall be hand-scored and may not be the same as the class ranking as published on report cards, which includes grades for all classes.**

**ALL VALEDICTORIANS WILL BE RECOGNIZED BY THE SUPERINTENDENT PRIOR TO GRADUATION.**

## **Extracurricular Activity Eligibility**

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

1. Students entering Grades 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> must have passed during the last two semesters in attendance and summer school if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science, social studies are core curriculum courses.)  
Note: A new unit is one that has not been previously passed.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Eligibility established at the beginning of the year shall remain in effect for one (1) complete school year. A student not eligible at the beginning of the school year may regain their eligibility at the end of the first semester (term) by meeting the academic requirements listed above during their last two semesters (terms) in attendance and summer school, if applicable. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
5. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
6. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.
7. Students entering Grades 8 and 9 must, for the preceding two semesters (terms) in attendance including summer school if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12.
8. Students promoted to the seventh grade for the first time are eligible.

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/ or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, shall be granted if the principal, superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s).

Eligibility for athletics will also be determined by regulations prescribed by the Alabama High School Athletic Association.

## **IX. HEALTH & WELLNESS**

### **Medication**

There are times when your child may need to take medication at school. The school nurse recommends that medication be administered before and/or after school hours under the direct supervision of the child's parent or legal custodian. However, when the child's attendance is dependent on being allowed to take a prescribed medication at school, a Medication Authorization Form available on the Hale County Board of Education website ([www.halek12.org](http://www.halek12.org)) must be completed and filed with the school nurse. In the absence of such form, your child will not be allowed to receive medication at school. This includes prescription medication as well as over the counter medication.

### **Emergency Illnesses and Accidents**

#### **Illnesses and Injuries**

If a child becomes ill or is injured at school, appropriate personnel will make a reasonable attempt to notify the parents or custodians. Parents/custodians should provide the school with current emergency phone numbers.

#### **Emergency Medical Treatment**

If an accident requires immediate medical attention or the service of a doctor and the parent cannot be reached, school officials shall act in loco parentis and take reasonable action. Such action may be to obtain emergency medical services at parental expense.

#### **Medical Problems**

All students will have a completed Health Assessment form on file in the school nurse office. These forms are updated annually. The Health Assessment will provide information to the school nurse regarding any health problems, limitations or chronic conditions (i.e., diabetes, epilepsy, asthma, allergies, etc.) that the student endures.

#### **Head Lice Parasites**

A student with suspected head lice should be examined by the teacher first and then taken to the school nurse for confirmation. If the case is confirmed by the school nurse, the parents will then be notified. A child with active head lice may remain in the classroom at the discretion of the school nurse but be discouraged from close direct head contact with others. Care must be taken not to embarrass the student and confidentiality must be a priority. Students diagnosed with live head lice should be treated at home that evening and may return to class after appropriate treatment has begun. The Hale County School System does not have a "no-nit" policy. The American Association of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention advocate that "no-nit" policies were based on misinformation rather than objective science and were, therefore, unjust and should be discontinued. The burden of unnecessary absenteeism to the students' families and communities far outweighs the risk associated with head lice.

#### **School Insurance**

The School System provides parents/custodians the opportunity to purchase low-cost student accident insurance for their children. The insurance program is a service to students on a voluntary basis. Athletic insurance is available at each school.

## **X. SCHOOL CLUBS & ORGANIZATIONS**

### **Student Clubs**

Student clubs or organizations sponsored by the school shall be under the direct control of the school principal. A member of the faculty, approved by the principal, shall sponsor each school club or organization.

### **PTA'S, PTSA'S, And PTO'S**

The Board and local schools encourage the organization and operation of PTA's, PTSA's, or PTO's at all schools. Parents/custodians are urged to join these organizations and to participate actively in their efforts to assist our schools and children. **SCHOOLS WITH THE MOST CREATIVE ACTIVITIES TO GET PARENTS INVOLVED IN THEIR CHILD'S EDUCATION WILL BE RECOGNIZED BY THE SUPERINTENDENT.**

### **Student Publications**

Local schools may permit student publications, provided they are approved by the local school principal. A certified staff member shall serve as advisor and consultant to students in the preparation of all student publications. In accordance with current Supreme Court precedent, appropriate school staff members may work with student publication leaders to ensure that the school, its employees, or other students do not receive an undue direct and negative impact as a result of student publications.

## **XI. SPECIAL PROGRAMS**

### **Instructional Support Services (Special Education)**

Services are provided for the following exceptional children and youth in accordance with the federal and state mandates concerning education for the disabled:

Autism	Multiple Disabilities
Deaf-Blindness	Orthopedic Impairment
Developmental Delay	Other Health Impairment
Emotional Disability	Specific Learning Disabilities
Gifted	Speech and Language Impairment
Hearing Impairment	Traumatic Brain Injury
Intellectual Disability	Visual Impairment

General information or procedures for evaluation and diagnosis is available at local schools. More specific information regarding referral procedures and/or classes may be obtained from Central Office personnel in Greensboro by telephoning 334-624-3051.

### **Enrichment Education**

Enrichment students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students

require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata and in all areas of human endeavor.

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

To make a referral, contact the administrator at your child's school.

## **CHAMPS and Foundations**

The Greensboro feeder pattern schools, through a grant from the State Systemic Improvement Program (SSIP), are implementing and utilizing two positive approaches to classroom management. CHAMPS stands for

C - Conversation

H- Help

A- Activity

M- Movement

P- Participation

S- Success

Teachers have been trained through Safe and Civil Schools and to utilize these acronyms for effective classroom management. Foundations is the school wide approach to positive behavior, and the behavior expectations in all common areas are taught to students by faculty and staff at the beginning of the school year.

## **504/ADA**

Any individual within the local education agency who is believed to possess a disability as defined by section 504/ADA (Americans with Disabilities Act) is entitled to an individual evaluation. The evaluation shall be conducted with the local education agency by a building level determination team. Should any questions or concerns arise regarding these policies, inquiries may be made to the district's 504/ADA coordinator at 334-624-3691.

The Hale County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: James Essex, 504 Coordinator, 19875 Hwy 69, Greensboro, Alabama 36744. Telephone: 334-624-3691. Email Address: [jessex@halek12.org](mailto:jessex@halek12.org).

## **TITLE I Programs**

All schools in Hale County are eligible for Title I Schoolwide funds based on the number of students who receive free or reduced meals. These funds help with programs in such areas as academics, homeless, migrant and EL students, and parent involvement activities, etc. The Hale County School System has a Parent Involvement Policy and a System Parent Involvement Plan which consists of general expectations of the system regarding

parental involvement and how the policy/plan components are implemented. A copy of the System Parent Involvement Plan is available upon request at your child's school. All schools have School-Parent Compacts and a Parent Involvement Plan. A copy of the School's Parent Involvement Plan is distributed to all students at the beginning of the school year. At the beginning of each school year, the school works with parents to develop written compacts that will assist their child in becoming successful in school. For more information regarding Title I Schoolwide programs, please contact Mr. Michael Ryans, Federal Programs Director, at 334-624-3051.

## **Student Religious Liberties Act**

The Hale County Board of Education, in regards to the Alabama Student Religious Liberties Act of 2015, will not discriminate against any student or parent on the basis of religious viewpoint or religious expression in school. The Board will allow religious expression in class assignments, coursework and artwork (evaluating the same based on standards regarding ordinary coursework, without punishment or enhancement for religious expression) and the Board will allow religious groups and activities to organize in the same manner it allows non-religious activities. This policy allows students to voluntarily express religious viewpoints, where appropriate.

## **Guidance and Counseling Services**

Guidance and Counseling personnel help students in the areas of academic, career and social development. Counselors are available at your child's school for assistance, guidance, and support. If you have questions/concerns regarding the personal, social, educational, or career development of your child, please do not hesitate to contact a counselor assigned to your child's school.

Students planning to attend college should be aware that many colleges require an entrance exam for admission and/or scholarship selection. The entrance examination most used by colleges in the Southeast is the tests of the American College Testing Program (ACT). Course selection should be made after careful consideration and consultation with the school counselor.

Erin's Law: The Hale County Board of Education will provide a curriculum that is age-appropriate to all students based on the recommendations of the Governor's Task Force on the Prevention of Child Sexual Abuse.

## **Career/Technical Education**

Career/Technical Education is designed to prepare students for employment and/or to further their education. Career/Technical Education programs are offered at each high school and at the College and Career Academy. The purpose of the programs at the College and Career Academy is to expand the curriculum of the high schools' programs by providing specialized skills in several career areas. CTE programs offered at the College & Career Academy are Health Science, Cosmetology, Agri-Construction, Art, Advanced Placement (AP) English, Spanish, Hospitality and Tourism, Theatre/Drama, Welding, Industrial Maintenance, STEM (Science, Technology, Engineering and Mathematics) and JAG (Job's for Alabama Graduates). Business Marketing is offered at both high schools.

## SCOPE AND PURPOSE OF SECONDARY CAREER/TECHNICAL EDUCATION

1. Career/Technical Education is competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, life skills, work attitudes, employability skills, and occupation-specific skills through organized educational programs of sequenced courses. These courses, based upon the Board-approved Career/Technical Education courses of study, provide technical skills and academic knowledge necessary for success in current or emerging employment sectors and preparation for further education.
2. Alabama's Career and Technical Education program is representative of the national career and technical education model. The national model includes sixteen career clusters. Career clusters in Alabama's curriculum include courses that identify academic and technical knowledge and skills needed for students to pursue a wide range of career opportunities. Courses provide rigor and relevance for students by linking school-based learning with career-related experiences. Career clusters provide the framework for what students need to know and be able to do for success in the 21st century. The sixteen clusters are as follows:
  - Agriculture, Food, and Natural Resources
  - Architecture and Construction
  - Arts, Audio-Video Technology, and Communications
  - Business, Management, and Administration
  - Education and Training
  - Finance
  - Government and Public Administration
  - Health Science
  - Hospitality and Tourism
  - Human Services
  - Information Technology
  - Law, Public Safety, Corrections, and Security
  - Manufacturing
  - Marketing, Sales, and Service
  - Science Technology, Engineering and Mathematic
  - Transportation, Distribution, and Logistic

Pathways for middle schools are limited, but basic introductory courses are needed to prepare students in areas of interest. Students are placed in pathways based on their career plan assessments through Kuder in order to have students ready for the world of work when exiting high school. All CTE programs offered at the Hale County College & Career Academy offer one or more credentials. These credentials will allow students to earn a certification prior to leaving high school and send them directly into the workforce. Each of the sixteen clusters is composed of one or more pathways that students may pursue within a cluster. Each pathway consists of courses that students may study in order to achieve mastery in an industry sector. Three hundred plus courses have been developed to satisfy the industry requirements.

3. The purpose of Career/Technical Education is to prepare Hale County students for optimum quality of individual and family life and to be competitive in the world economy. These goals are to be achieved through effective integration of Career/Technical Education and academic skills necessary to succeed in a globally, diverse society.

4. The purposes of Career/Technical Education shall be achieved through the following delivery systems:
  - a) Structured courses conducted in area Career/Technical Education centers and middle and high schools which provide competency-based instruction in the knowledge, skills, and attitudes necessary to manage the challenges of living and working in a globally, diverse society; prepare for employment; and continue further educational preparation;
  - b) Cooperative education arrangements combining paid work experience with classroom instruction; and
  - c) Career/Technical Education student organization activities that are an integral part of each instructional program.
  - d) General fees are required for each program per term in the amount of \$20. All programs have a student leadership organization that is available to students that choose to join. A participation fee is required for State and National.

## **XII. TECHNOLOGY**

### **Computer Assisted Instruction - (Internet Acceptable Use)**

The term “computer”, as used in this document, is intended to have a broad interpretation. “Computer” as used herein, means the computer itself along with all of the accessories and peripherals used in connection with the computer such as, but not limited to, the servers, backup drives, backup disk, network servers, communication servers, modems, Internet access software, CD ROMS, CD drives, printers, software, stored data, computer hardware, E-mail and any and all data and programs used on the Computers.

All use of computers must be in support of education, research, or business applications consistent with the purposes of the Board. Students and employees are to adhere to these acceptable use practices and any other acceptable use guidelines devised by the local school.

1. Computer accounts are to be used only by the authorized owner of the account for the authorized purpose.
2. The illegal installation or use of copyrighted software for the use on computers owned or operated by the Board is prohibited. Appropriate license (s) must be possessed by individual schools or the school system before copyrighted software may be installed or used.
3. Any use of computers for commercial or for-profit purposes is prohibited.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the computer or network.
5. All communications and information stored on computers owned or operated by the Board shall be considered property of the Board.
6. No use of the computer shall seek to disrupt the use of computers by others. The computers shall not be destroyed, modified, or abused in any way without express permission of school administrators.
7. Malicious use of the computer to develop programs that harass other users or infiltrate a computer and/or damage the software components of the computer is prohibited.



8. Antisocial behaviors (harassment, discriminatory remarks, etc.) are prohibited on the computer. The computer will not be used to access internet sites or to run programs which are offensive, illegal or otherwise not suitable or proper for use in public schools.
9. Use of computers to access files dangerous to the integrity of individual computers (i.e., viruses) is prohibited.
10. The Board reserves the right to remove users' files without warning.
11. The Board reserves the right to amend this policy.
12. Penalties for students who violate this will be commensurate with those outlined in the student code of conduct. Board employees will be subject to disciplinary action for violation of this policy. The Board will not defend or provide assistance to any employee who breaches any law governing computer or software usage.

## **Internet and Electronic Mail Usage**

We are pleased students have access to electronic mail and the Internet. To gain access to E-mail and the Internet, all students under the age of 18 must provide a signed parental permission form to the school office. Students 18 and over may sign their own forms.

Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Parents are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Board's intent is to make Internet access available to further educational goals and objectives. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages.

Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The Board supports and respects each family's right to decide whether or not to allow their child access to the Internet and electronic mail.

## **Internet and Email Rules**

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply.

The Internet access is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege—not a right. Access entails responsibility.

In order to comply with CIPA (Children's Internet Protection Act) and school system objectives, the school staff will monitor student use to provide guidance and instruction in the appropriate use of the Internet, including E-mail. The Hale County Board of Education will also "provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response" in accordance with the Federal Communications Commission (FCC) Protecting Children in the 21<sup>st</sup> Century Act.

Computer storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on computers will be private. In our schools, Internet filtering software will be used to protect students from viewing inappropriate sites.

The following are examples of behaviors that are not permitted. This list should not be considered exhaustive.

- Sending, linking, or displaying inappropriate sites, messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks (including hacking).
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for personal commercial purposes.
- Posting student pictures, names or other personal information on Internet without parent/custodian's consent.
- Posting student work on Internet without student's permission.

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

This policy complies with the Children's Internet Protection Act (CIPA). The Internet Safety Policy requirements of CIPA are incorporated in our Computer-Assisted Instruction policy that also serves as our Internet Acceptable Use Policy.

*Computer use will be closely monitored by school employees. In addition, due to the possible harmful effects to our computer systems, such as viruses and/or computer crashes, students shall not be permitted to bring, to any campus, musical or software CD's, disks, or any other software that is not purchased by the local school or the Hale County School System.*

## **XIII. TRANSPORTATION**

### **Student Transportation and School Bus Conduct**

School buses are considered as an **EXTENSION OF THE CLASSROOM** and all students are required to conduct themselves on buses in a manner consistent with established standards for classroom behavior. In accordance with established law, **student transportation at public expense is a privilege and not a right.** Students may have bus-riding privileges suspended or revoked for failing to follow established school bus rules and regulations.

The following regulations shall apply to all students riding school system-owned or leased buses:

1. Students are responsible to the bus driver while riding the bus.
2. Students are subject to their school's student code of conduct while riding school buses.
3. Students shall not ride school buses on trips other than regular runs without filing permits with the principal that have been authorized by their parent(s) or custodian(s) for such trips.

4. Students shall be required to **get on and off buses only at stops approved for them and at no other stops without the written approval of the principal.**
5. Children should be picked up and dropped off on the side of the road they live on when the bus has to go down the road and turn around.
6. Hale County Board of Education takes trespassing seriously. Violaters will be prosecuted to the fullest extent of the law.

Students should adhere to the following rules while riding school buses:

1. Be on time at the designated pickup sites;
2. Stay off public roads while waiting for the bus;
3. Wait for the bus to stop before attempting to board;
4. Keep all body parts inside the bus at all times;
5. Assist in keeping the bus safe and clean;
6. Refrain from loud talking or behavior which may divert the driver's attention;
7. Refrain from damaging the bus (pay for any damage to seats, windows, etc.);
8. Do not bring bottles, food, etc., onto the bus on regular routes;
9. Leave no books, lunches, etc., on buses;
10. Keep aisles of the bus unobstructed at all times;
11. Help with the comfort and safety of smaller students;
12. Do not throw anything out of bus windows;
13. Remain in your seat while the bus is in motion;
14. Remain quiet when the bus is approaching a railroad crossing stop; and
15. In case of a road emergency, remain in the bus and follow the driver's instructions.

Students should adhere to the following requirements when exiting and crossing in front of the bus:

1. Make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended;
2. 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 roadway is free from danger;
3. Proceed across the roadway upon signal from driver or bus patrol; and proceed with extreme caution across four-lane roadways.

## **Automobile and Motorized Vehicle Use by Students**

All vehicles driven to school by students shall be **registered** in the principal's office, giving make, model, and tag number. These vehicles will not be driven on campus or from the campus, during the school day, without the permission of the principal. **Students who wish to have a tag registered must, along with a parent or guardian, sign a consent form. Said consent may subject the student to periodic, random drug testing. The parking fee will be \$25 for the year. Students who purchase mid-year will pay the same fee.**

Students will be required to present evidence of an **Alabama driver's license and evidence of liability insurance before they are authorized to bring a vehicle on school premises.** Further, students may be required to purchase parking decals, numbers, etc. Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.

## **Field Trips**

The following minimal procedures shall be adhered to when conducting field trips and excursions away from school:

1. Students shall be expected to exhibit good behavior and shall be subject to the same code of conduct applicable to regular classroom activities.
2. Students must have a Field Trip Parental Permission Form signed by their parent(s) or custodian(s) on file with school officials prior to departing on each school-sponsored field trip. Students not submitting a signed permission form SHALL NOT be permitted to participate in such activity. Blanket permission will be applicable for scheduled athletic events, academic competitions, etc.

### ***Parents' Right-to-Know***

Dear Parents and Guardians,

This communication is in compliance with the *No Child Left Behind Act of 2001 (NCLB)*.

The "*Parents' Right-to-Know*", Title I, Part A, Section 1111(h)(6) (NCLB) requires the Hale County Board of Education to notify parents of each student attending a Title I participating school that they may request information regarding the professional qualifications of their child's teacher(s) and paraprofessional(s).

You may contact your child's local school to request a *Parent's Right-to Know* form. Completed forms must be submitted to Michael Ryans, Federal Programs Director, Hale County Board of Education, 1115 Powers Street, Greensboro, Alabama 36744. The Board will then provide you the requested information regarding the professional qualifications of your child's classroom teacher(s) and/or paraprofessional(s).

It is also the responsibility of each local school to provide to each individual parent (1) information on the child's level of achievement on annual state assessments and (2) information indicating that the teacher has not met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

If you have questions, please contact Mr. Michael Ryans, Federal Programs Director at 334-624-3051.

Sincerely,

***Osie A. Pickens***

Superintendent

Hale County Board of Education

