

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

The called meeting of the St. Clair County Board of Education was held on Tuesday, August 4, 2015. The board meeting began at 7:00 am at St. Clair County High School with the following board members in attendance:

Marie Manning Angie Cobb Randy Thompson Allison Gray Randy Thompson Terry Green

The following individuals were also in attendance:

Russ Stewart Melinda Splawn Dezmond Turner Greg Cobb Gary Hanner

1. Vice-President Marie Manning called the meeting to order.
2. A quorum of the board was present. Scott Suttle was absent. All other board members were in attendance.
3. Ms. Seals recommended approval of the agenda. Mrs. Gray made the motion to accept the agenda as recommended and Mr. Green gave the second. All members voted YES.
4. Ms. Seals recommended approval of the Consent Agenda. Mr. Green made the motion to accept the agenda as recommended and Mr. Thompson gave the second. All members voted YES.
 - A. Minutes-June 15, 2015 and July 9, 2015
 - B. Disposition of Fixed Assets-July 2015
 - C. Approval of New and Revised Policies
 1. 3.12 Calendar, Length of School Day and Year
 2. 4.45 Service Animals
 3. 4.71 Report Cards and Grading Scale
 4. 5.10 Admittance/Enrollment Requirements
 5. 5.20 Graduation Requirements
 6. 5.21 Participation in Graduation Ceremonies
 7. 5.22 Class Rankings and Weighted Credit
 8. 5.23 Honor Graduates
 9. 5.26 Student Promotion and Retention
 10. 5.69 Anaphylaxis Preparedness Program
 11. 5.70 Data Collection and Student Records
 12. 5.71 Directory Information
5. Ms. Seals recommended approval of the out of state travel for the Moody High School faculty member(s) and boys basketball team who traveled on June 17-19, 2015 to Oxford, MS to attend the University of Mississippi Basketball Team Camp. Players paid their own expenses. Mrs. Cobb made the motion to accept the recommendation and Mr. Green gave the second. All members voted YES.
6. Ms. Seals recommended approval of the Personnel Agenda. Mr. Thompson made the motion to accept the recommendation and Mrs. Gray gave the second. All members voted in favor of the personnel agenda.

PERSONNEL AGENDA

EMPLOYMENT

| # | PAF | EMPLOYEE NAME | SCHOOL | JOB | EFFECT DATE RANGE | REMARKS |
|---|-----|-----------------------|----------------------|------------------------|-------------------|-------------------------------------|
| 1 | 549 | ANDERSON, RONALD G | ASHVILLE HIGH | COMPUTER TEACHER | 8/4/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 2 | 542 | ARMSTRONG, JULIE ANNE | ST CLAIR COUNTY HIGH | OFFICE AIDE | 8/4/2015 | FUND SOURCE - FOUNDATION 182 DAYS |
| 3 | 544 | BAILEY, MISTY LEE | MOODY MIDDLE | CNP WORKER | 8/4/2015 | FUND SOURCE - CNP 184 DAYS - 8 HOUR |
| 4 | 541 | BATES, SHARRON DENICE | STEELE JR HIGH | CNP WORKER | 8/4/2015 | FUND SOURCE - CNP 184 DAYS - 8 HOUR |
| 5 | 570 | BICE, KRISTI LYNN | ODENVILLE MIDDLE | SPECIAL EDUCATION AIDE | 8/4/2015 | FUND SOURCE - FOUNDATION 182 DAYS |

**ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
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| | | | | | | |
|----|-----|------------------------|----------------------|------------------------|----------|---------------------------------------|
| 6 | 540 | BRASHER, OSCAR S | SPRINGVILLE MIDDLE | CUSTODIAL | 8/4/2015 | FUND SOURCE - FOUNDATION 240 DAYS |
| 7 | 517 | BRICE, JESSICA LEAH | MARGARET ELEMENTARY | CNP WORKER | 8/4/2015 | FUNDING SOURCE - CNP 184 DAYS 8 HOURS |
| 8 | 545 | BRITT, LORI ANNE | MOODY MIDDLE | SPECIAL EDUCATION AIDE | 8/4/2015 | FUND SOURCE - FOUNDATION 182 DAYS |
| 9 | 518 | BYARS, EMILY CLEMENTS | MOODY MIDDLE | SIXTH GRADE TEACHER | 8/4/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 10 | 521 | COX, MARY JO | RAGLAND HIGH | ENGLISH TEACHER | 8/4/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 11 | 576 | DARBY, MELINDA EVERETT | MARGARET ELEMENTARY | SPECIAL EDUCATION AIDE | 8/4/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 12 | 538 | DEESE, HEATHER HILL | MARGARET ELEMENTARY | CNP ASST MANAGER | 8/4/2015 | FUND SOURCE - CNP 186 DAYS |
| 13 | 577 | DULEY, TAMMY K | ST CLAIR COUNTY HIGH | CNP WORKER | 8/4/2015 | FUND SOURCE - CNP 184 DAYS - 8 HOUR |

EMPLOYMENT

| # | PAF | EMPLOYEE NAME | SCHOOL | JOB | EFFECT DATE RANGE | REMARKS |
|----|-----|----------------------------|------------------------|------------------------|-------------------|---|
| 14 | 553 | FORD, CHRISTINA FRANCO | RAGLAND HIGH | SCIENCE TEACHER | 8/12/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 15 | 519 | FRENCH, TRISHA MCDOWELL | RAGLAND HIGH | MATHEMATICS TEACHER | 8/4/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 16 | 548 | GRIFFITH, BROOKE ARRINGTON | ODENVILLE INTERMEDIATE | FIFTH GRADE TEACHER | 8/4/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 17 | 537 | GRIFFITH, TAMMY LANNETTE | ASHVILLE HIGH | CNP WORKER | 8/4/2015 | FUND SOURCE - CNP 184 DAYS - 8 HOUR |
| 18 | 546 | HORTON, JUSTINE ELIZABETH | MOODY ELEMENTARY | FIRST GRADE TEACHER | 8/4/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 19 | 554 | ISELL, CHARLES CAMERON | SPRINGVILLE HIGH | SPECIAL EDUCATION AIDE | 8/10/2015 | FUND SOURCE - FOUNDATION 182 DAYS |
| 20 | 536 | JACKSON, MELISSA LYNNE | MARGARET ELEMENTARY | CNP WORKER | 8/4/2015 | FUND SOURCE - CNP 184 DAYS - 8 HOUR |
| 21 | 552 | JONES, SHARRON SUGGS | MOODY JR. HIGH | SPECIAL EDUCATION AIDE | 8/4/2015 | FUND SOURCE - FOUNDATION 182 DAYS |
| 22 | 573 | KURGAN, HOWARD XAVIER | ST CLAIR COUNTY HIGH | CNP WORKER | 8/4/2015 | FUND SOURCE - CNP 184 DAYS 7 HOURS |
| 23 | 571 | MEALER, SANDRA E | ODENVILLE MIDDLE | SPECIAL EDUCATION AIDE | 8/4/2015 | FUND SOURCE - FOUNDATION 182 DAYS |
| 24 | 574 | NUTTING, LYN ELIZABETH | RAGLAND HIGH | BOOKKEEPER | 8/4/2015 | Fund Source - Foundation - 240 days (less days due to late start) |
| 25 | 539 | OSTRYE, LAURA ELIZABETH | MOODY HIGH | INSTRUCTIONAL AIDE | 8/4/2015 | FUND SOURCE - FOUNDATION 182 DAYS |

ST. CLAIR COUNTY BOARD OF EDUCATION
 ST. CLAIR COUNTY HIGH SCHOOL
 CALLED BOARD MEETING
 August 4, 2015

EMPLOYMENT

| # | PAF | EMPLOYEE NAME | SCHOOL | JOB | EFFECT DATE RANGE | REMARKS |
|----|-----|--------------------------|------------------------|---------------------------|-------------------|-----------------------------------|
| 26 | 520 | PALMER, JACOB BRAXTON | ASHVILLE HIGH | SCIENCE TEACHER | 8/4/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 27 | 551 | PHILLIPS, WENDY HOLLOWAY | INSTRUCTIONAL SERVICES | HOMEBOUND TEACHER | 8/6/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 28 | 515 | ROLAND, JASON P | MOODY JR. HIGH | ENGLISH TEACHER | 8/4/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 29 | 543 | SMITH, DAISY JACKSON | MOODY HIGH | CUSTODIAL | 8/4/2015 | FUND SOURCE - FOUNDATION 182 DAYS |
| 30 | 514 | SMITH, MEGAN NICOLE | MOODY ELEMENTARY | FIRST GRADE TEACHER | 8/4/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 31 | 516 | TEMPLE, ASHLEY MASSEY | SPRINGVILLE ELEMENTARY | SPECIAL EDUCATION TEACHER | 8/4/2015 | FUND SOURCE - FOUNDATION 187 DAYS |
| 32 | 572 | TURNER, DEZMOND JABARIS | ODENVILLE MIDDLE | SPECIAL EDUCATION AIDE | 8/4/2015 | FUND SOURCE - FOUNDATION 182 DAYS |

CHANGE OF CONTRACT

| # | PAF | EMPLOYEE NAME | FROM | TO | EFFECT DATE | REMARKS |
|----|-----|----------------------|---|--|-------------|-------------------------------------|
| 33 | 503 | CLAYTON, LANA D | COUNSELOR (7-12) ST CLAIR COUNTY HIGH | ASST PRINCIPAL (N-6) ODENVILLE ELEMENTARY | 8/5/2015 | 187 DAYS |
| 34 | 522 | MCCOY, SHELLEY LYNN | LANGUAGE ARTS TEACHER SPRINGVILLE MIDDLE | INSTRUCTIONAL PARTNER RAGLAND HIGH | 8/21/2015 | |
| 35 | 523 | WOMACK, BELINDA GAIL | BUS ASSISTANT ST. CLAIR COUNTY BUS SHC | CNP WORKER MOODY HIGH | 8/10/2015 | FUND SOURCE - CNP 184 DAYS - 8 HOUR |

RESIGNATION

| # | PAF | EMPLOYEE NAME | SCHOOL | JOB | EFFECT DATE RANGE | REMARKS |
|----|-----|----------------------------|------------------|-----------------------|-------------------|---------|
| 36 | 501 | FANT, LISA ANN | MOODY ELEMENTARY | FIRST GRADE TEACHER | 7/23/2015 | |
| 37 | 568 | HAYNES, LORI VIRGINIA | ASHVILLE HIGH | BUS ASSISTANT | 8/7/2015 | |
| 38 | 555 | SMITHERMAN, THOMAS PATRICK | MOODY HIGH | ASST PRINCIPAL (N-12) | 7/17/2015 | |

REHIRE

| # | PAF | EMPLOYEE NAME | SCHOOL | JOB | EFFECT DATE RANGE | REMARKS |
|----|-----|-------------------------|------------------|------------------------------|-------------------|---------|
| 39 | 569 | STEWART, CANDACE BOWLIN | ODENVILLE MIDDLE | SP ED SM GROUP SETTING TEACH | 8/6/2015 | |

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

VOLUNTARY REASSIGNMENT

| # | PAF | EMPLOYEE NAME | FROM | TO | EFFECT DATE | REMARKS |
|----|-----|--------------------------|---|---|-------------|---------|
| 40 | 506 | ETHEREDGE, AUBREY LAUREN | SIXTH GRADE TEACHER MOODY MIDDLE | FOURTH GRADE TEACHER MOODY MIDDLE | 8/5/2015 | |
| 41 | 507 | FRASER, AINSLEY JOY W | FIRST GRADE TEACHER MOODY ELEMENTARY | COUNSELOR (N-12) MOODY ELEMENTARY | 8/5/2015 | |
| 42 | 502 | SARUSE, SARA BETH | SECOND GRADE TEACHER ASHVILLE ELEMENTARY | THIRD GRADE TEACHER ASHVILLE ELEMENTARY | 8/5/2015 | |
| 43 | 505 | TERRY, JENNIFER ANN | FOURTH GRADE TEACHER MOODY MIDDLE | READ 180 TEACHER MOODY MIDDLE | 8/5/2015 | |
| 44 | 510 | WILSON, TONYA ELROD | FIRST GRADE TEACHER ASHVILLE ELEMENTARY | FOURTH GRADE TEACHER ASHVILLE ELEMENTARY | 8/6/2015 | |

VOLUNTARY TRANSFER

| # | PAF | EMPLOYEE NAME | FROM | TO | EFFECT DATE | REMARKS |
|----|-----|----------------------|--|--|-------------|-----------------------------------|
| 45 | 508 | BURGETT, LEAH DENISE | SPECIAL EDUCATION AIDE ODENVILLE MIDDLE | SPECIAL EDUCATION AIDE ODENVILLE ELEMENTARY | 8/10/2015 | |
| 46 | 509 | DOLLAR, JOSHUA D | SPECIAL EDUCATION AIDE MOODY MIDDLE | SPECIAL EDUCATION AIDE MARGARET ELEMENTARY | 8/10/2015 | |
| 47 | 504 | VINCENT, MARIA | COUNSELOR (N-12) MOODY ELEMENTARY | COUNSELOR (7-12) MOODY HIGH | 8/5/2015 | FUND SOURCE - FOUNDATION 187 DAYS |

EXTENDED DAY

| # | PAF | EMPLOYEE NAME | SCHOOL | JOB | EFFECT DATE RANGE | REMARKS |
|----|-----|---------------------------|------------------------|-------------------------|-------------------|---------------------------------------|
| 48 | 559 | CHERRY, JACOB BRYAN | ODENVILLE ELEMENTARY | STUDENT ASSISTANT | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$9/HR |
| 49 | 560 | HARDIMAN, TANYA L | SPRINGVILLE ELEMENTARY | EXTENDED DAY TEACHER | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$17/HR |
| 50 | 532 | HARRELL, HANNAH KATHERINE | MOODY MIDDLE | STUDENT ASSISTANT | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$9/HR |
| 51 | 564 | HOULDITCH, KATHY BERRIOS | MOODY ELEMENTARY | EXTENDED DAY TEACHER | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$17/HR |
| 52 | 557 | KERSH, JACKSON CONNER | SPRINGVILLE ELEMENTARY | STUDENT ASSISTANT | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$9/HR |
| 53 | 563 | KING, STACIA SAWYER | MOODY ELEMENTARY | EXTENDED DAY TEACHER | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$17/HR |
| 54 | 561 | NOLAN, JOHN DAVID | SPRINGVILLE ELEMENTARY | EXTENDED DAY ADULT AIDE | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$12/HR |
| 55 | 566 | ROBINSON, AMANDA JILL | SPRINGVILLE ELEMENTARY | EXTENDED DAY TEACHER | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$17/HR |
| 56 | 565 | ROHRABAUGH, KRISTA ODELL | SPRINGVILLE ELEMENTARY | EXTENDED DAY ADULT AIDE | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$12/HR |
| 57 | 534 | SEYMOUR, JAMES WESLEY | ODENVILLE ELEMENTARY | STUDENT ASSISTANT | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$9/HR |
| 58 | 562 | SIMA, DOREEN M | ODENVILLE INTERMEDIATE | EXTENDED DAY ADULT AIDE | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$12/HR |
| 59 | 558 | STAFFORD, ELIANA RENEE | SPRINGVILLE ELEMENTARY | STUDENT ASSISTANT | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$9/HR |

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

EXTENDED DAY

| # | PAF | EMPLOYEE NAME | SCHOOL | JOB | EFFECT DATE RANGE | REMARKS |
|----|-----|------------------------|----------------------|-------------------------|-------------------|---------------------------------------|
| 60 | 535 | STRIBLING, PAIGE LEIGH | MOODY MIDDLE | STUDENT ASSISTANT | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$9/HR |
| 61 | 533 | TIPTON, ABIGAIL GRACE | MOODY MIDDLE | STUDENT ASSISTANT | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$9/HR |
| 62 | 556 | WALDROP, MORGAN L | ODENVILLE ELEMENTARY | EXTENDED DAY ADULT AIDE | 8/12/2015 | FUND SOURCE - STUDENT TUITION \$12/HR |

SUPPLEMENTS AND ADDITIONAL PROGRAMS

| # | PAF | EMPLOYEE NAME | SCHOOL | JOB | EFFECT DATE | REMARKS |
|----|-----|-------------------|----------------|-----------------|-------------|--|
| 63 | 575 | JONES, KAREN MARY | STEELE JR HIGH | MIGRANT TEACHER | 8/1/2015 | FUND SOURCE - MIGRANT \$25 HR AUG 2015 |
| 64 | 513 | VANN, LEEANN M | STEELE JR HIGH | MIGRANT TEACHER | 8/12/2015 | FUND SOURCE - MIGRANT \$25/HR |
| 65 | 511 | WALKER, MYRA L | STEELE JR HIGH | MIGRANT TEACHER | 8/12/2015 | FUND SOURCE - MIGRANT \$25/HR |
| 66 | 512 | WARD, ADRIAN RENE | STEELE JR HIGH | MIGRANT TEACHER | 8/12/2015 | FUND SOURCE - MIGRANT \$25/HR |

SUPPLEMENT

| # | PAF | EMPLOYEE NAME | SCHOOL | JOB | EFFECT DATE | REMARKS |
|----|-----|--------------------|------------------|------------|-------------|-------------------------------------|
| 67 | 567 | ABRAMS, LORRIE ANN | MOODY ELEMENTARY | SUPPLEMENT | 8/12/2015 | NURSE TRANS - 2015-2016 \$10,000/YR |

21ST CENTURY

| # | PAF | EMPLOYEE NAME | SCHOOL | JOB | EFFECT DATE RANGE | REMARKS |
|----|-----|---------------------------|---------------------|------------------------------|-------------------|-----------------------------------|
| 68 | 524 | DAY, LAUREN ASHLEY | MARGARET ELEMENTARY | 21ST CNTRY LEARN CTR TEACHEF | 8/12/2015 | FUND SOURCE - 21ST CCLC - \$17/HR |
| 69 | 525 | LUNSFORD, KATHRYN JOHNSON | MARGARET ELEMENTARY | 21ST CNTRY LEARN CTR TEACHEF | 8/12/2015 | FUND SOURCE - 21ST CCLC - \$17/HR |
| 70 | 526 | MCNUTT, KRISTY AKIN | MARGARET ELEMENTARY | 21ST CNTRY LEARN CTR TEACHEF | 8/12/2015 | FUND SOURCE - 21ST CCLC - \$17/HR |
| 71 | 531 | PILGRIM, ERIC CHASE | MARGARET ELEMENTARY | 21st CENTURY STUDENT AIDE | 8/12/2015 | FUND SOURCE - 21ST CCLC - \$9/HR |
| 72 | 529 | SLUSHER, AMY NICOLE | MARGARET ELEMENTARY | 21ST CNTRY LEARN CTR TEACHEF | 8/12/2015 | FUND SOURCE - 21ST CCLC - \$17/HR |
| 73 | 528 | SMITH, BRANDI NICOLE | MARGARET ELEMENTARY | 21ST CNTRY LEARN CTR TEACHEF | 8/12/2015 | FUND SOURCE - 21ST CCLC - \$17/HR |
| 74 | 527 | SUMEREL, LEAH WORTHINGTON | MARGARET ELEMENTARY | 21ST CNTRY LEARN CTR TEACHEF | 8/12/2015 | FUND SOURCE - 21ST CCLC - \$17/HR |
| 75 | 530 | WHITEHEAD, CALEY SLOAN | MARGARET ELEMENTARY | 21st CENTURY STUDENT AIDE | 8/12/2015 | FUND SOURCE - 21ST CCLC - \$9/HR |

ST. CLAIR COUNTY BOARD OF EDUCATION
 ST. CLAIR COUNTY HIGH SCHOOL
 CALLED BOARD MEETING
August 4, 2015

7. Ms. Seals recommended approval of Bid #15-11 Code of Conduct Books. Mr. Thompson made the motion to accept the recommendation and Mr. DeGaris gave the second. All members voted YES. Low bid was awarded to Smith Printing.

Bid #15-11 Code of Conduct Books

| BIDDER | ENGLISH VERSION (11,625 COPIES) | SPANISH VERSION (600 COPIES) | TOTAL |
|---------------------|-------------------------------------|---------------------------------|--------------------|
| SMITH PRINTING | \$30,341.25 | \$2,988.00 | \$33,329.25 |
| COMMERCIAL PRINTING | \$34,410.00 | \$1,800.00 | \$36,210.00 |
| RTL PRINTING | Bid package sent. No bid submitted. | | |
| EXTREME PRINTING | Bid package sent. No bid submitted. | | |

8. Ms. Seals recommended approval of the 2015-2016 Employee Handbook. Mr. Thompson made the motion to accept the recommendation and Mrs. Cobb gave the second. All members voted YES.

9. Announce next board meeting- Budget Hearing #1-Monday, August 17, 2015 at 5:00 p.m. and Regular Board Meeting at 6:00 p.m. at the central office. Thursday, August 27, 2015-Budget Hearing #2 at 7:00 a.m. and a Called Board meeting at 7:30 a.m. at St. Clair County High School.

10. Mrs. Manning suggested that the board authorize the Superintendent, when the posting is completed and until school starts, to place new hires in the classrooms or a necessary position and that the board will “retro approve” the Superintendent’s placement. Mrs. Gray made the motion and Mr. Thompson gave the second. All members voted YES.

11. Vice-President Marie Manning recommended approval to adjourn. Mr. Thompson moved to approve the recommendation.

Approved the 17th day of August, 2015

Board President

Board Secretary

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

| FIXED ASSETS- | PERSONAL PROPERTY | | | | | |
|---------------|--------------------|---------|-----------------|---------------|--------|--|
| Disposition | | | | | | |
| | July 2015 | | | | | |
| Control # | Item Description | School | Control # | Item Desc | School | |
| 1532 | Rockwell Lathe | AHS | 0672 | Welder | ECTC | |
| 1516 | Rockwell Table Saw | AHS | 12815 | Heater | ECTC | |
| 1538 | Rockwell Jointer | AHS | 08-01-0001 | Tandberg | ECTC | |
| | | | 10-02-0116 | Camera | ECTC | |
| 11-02-0037 | Ipad | Migrant | 0762 | Computer | ECTC | |
| 11-02-0043 | Dell Laptop | Migrant | 0700 | Lift | ECTC | |
| | | | 13127 | Hp Laptop | ECTC | |
| 11745 | Server | SJHS | 0693 | Recovery Sys | ECTC | |
| 11578 | Projector | SJHS | 0694 | Lift | ECTC | |
| 11-02-0229 | Macbook | SJHS | 0697 | Keyboard | ECTC | |
| 11074 | Dell Laptop | SJHS | 0698 | Vat | ECTC | |
| 11078 | Dell Laptop | SJHS | 0719 | Monitor | ECTC | |
| 08-02-0253 | HP Notebook | SJHS | 08-02-0533 | Projector | ECTC | |
| 11067 | Computer | SJHS | 0702 | Welder | ECTC | |
| 11665 | Laptop | SJHS | 0691 | A/C trainer | ECTC | |
| 12288 | Computer | SJHS | 08-02-0040 | Computer | ECTC | |
| 11720 | Computer | SJHS | 08-02-0046 | HP Desktop | ECTC | |
| 11666 | HP Laptop | SJHS | 08-02-0052 | HP Desktop | ECTC | |
| 08-02-0178 | Computer | SJHS | 08-02-0058 | HP Desktop | ECTC | |
| | | | 13284 | Computer | ECTC | |
| 11148 | HP Laptop | SMS | 13285 | Computer | ECTC | |
| 11447 | Computer | SMS | 08-02-0029 | HP Desktop | ECTC | |
| 12375 | HP computer | SMS | 0748 | Projector | ECTC | |
| 12379 | HP computer | SMS | 3034 | Dell computer | ECTC | |
| 12380 | HP computer | SMS | 3700 | Dell computer | ECTC | |
| 12382 | HP computer | SMS | 11154 | HP computer | ECTC | |
| 13178 | Acer Notebook | SMS | 11166 | Projector | ECTC | |
| 13183 | Acer Notebook | SMS | 13287 | Computer | ECTC | |
| | | | | HP computer | ECTC | |
| 3096 | Projector | MHS | 08-02-0044 | HP computer | ECTC | |
| 11704 | Dell computer | MHS | 08-02-0045 | HP computer | ECTC | |
| 12935 | Mid level computer | MHS | 08-02-0053 | HP computer | ECTC | |
| 12579 | HP computer | MHS | 11-02-0095 | Projector | ECTC | |
| 12580 | HP computer | MHS | 08-02-0028 thru | HP Desktop | | |
| 11129 | Projector | MHS | 08-02-0034 | | ECTC | |
| 12-02-1673 | Projector | MHS | 08-02-0038 | HP Desktop | ECTC | |
| 08-02-0346 | HP Notebook | MHS | 08-02-0057 | HP Desktop | ECTC | |
| 3955 | Projector | MHS | 11363 | Dell computer | ECTC | |
| | | | 10-02-0542 thru | HP computer | ECTC | |
| 2028 | A/C | OMS | 10-02-0557 | | | |
| 2053 | A/C | OMS | 08-02-0042 | HP Desktop | ECTC | |
| 2056 | Heater | OMS | 08-02-0049 | HP Desktop | ECTC | |

ST. CLAIR COUNTY BOARD OF EDUCATION
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August 4, 2015

| | | | | | | |
|-------------|------------------|--|------|-----------------|---------------|------|
| 2059 | Heater | | OMS | 08-02-0051 | HP Desktop | ECTC |
| 12331 | P-Tac unit | | OMS | 3414 | Smartboard | ECTC |
| 12332 | P-Tac unit | | OMS | 10-02-0558 thru | HP probook | ECTC |
| 12333 | P-Tac unit | | OMS | 10-02-0560 | | ECTC |
| | | | | 10-02-0564 thru | HP probook | ECTC |
| 08-02-0411 | HP laptop | | AMS | 10-02-0570 | | ECTC |
| 09-02-0534 | HP Desktop | | AMS | 08-02-0310 | HP computer | ECTC |
| | | | | 08-02-0491 | Hp Laptop | ECTC |
| 11341-11345 | Dell computer | | MJHS | 10-02-0541 | HP probook | ECTC |
| 08-02-0101 | Projector | | MJHS | 08-02-0098 | Relay control | ECTC |
| 08-02-0273 | HP computer | | MJHS | 09-02-0357 | Washing mach | ECTC |
| 12681 | HP Laptop | | MJHS | 0826 | Saw | ECTC |
| 13644 | Projector | | MJHS | 0828 | Mortar mixer | ECTC |
| 09-02-0702 | Smartboard | | MJHS | 0843 | Boring mach | ECTC |
| 10-02-0688 | HP Laptop | | MJHS | 0852 | Wood lathe | ECTC |
| 08-02-0268 | HP desktop | | MJHS | 0853 | Wood shaper | ECTC |
| 08-02-0265 | HP desktop | | MJHS | 0854 | Paint pump | ECTC |
| 1912 | HP Laserjet | | MJHS | 0858 | Feeder | ECTC |
| 12-02-1682 | HP Notebook | | MJHS | 0849 | Tablesaw | ECTC |
| 08-02-0274 | HP desktop | | MJHS | 3376 | Sander | ECTC |
| 3229 | Dell server | | MJHS | 09-02-0615 | HP probook | ECTC |
| 13-02-0002 | HP compaq | | MJHS | 11-02-0344 | HP probook | ECTC |
| 08-02-0270 | HP desktop | | MJHS | 10-02-0538 | HP probook | ECTC |
| 09-02-0187 | HP Notebook | | MJHS | 10-02-0539 | HP probook | ECTC |
| | | | | | | |
| 09-02-0172 | Compaq computer | | OIS | 12956 | Lenova comp | SES |
| 09-02-0520 | HP Laptop | | OIS | 12103 | HP computer | SES |
| 10-02-0275 | HP Laptop | | OIS | 13438 | Projector | SES |
| 10-02-0269 | HP probook | | OIS | 08-02-0326 | HP computer | SES |
| 09-02-0180 | Compaq computer | | OIS | 08-02-0312 | HP computer | SES |
| 10-02-0274 | HP probook | | OIS | | | |
| 08-02-0118 | Projector | | OIS | | | |
| 08-02-0114 | Projector | | OIS | | | |
| 08-02-0121 | HP Notebook | | OIS | | | |
| 09-02-0390 | Mimio | | OIS | | | |
| 11901 | Dell computer | | OIS | | | |
| 10-02-0273 | HP probook | | OIS | | | |
| | | | | | | |
| 12164 | HP computer | | OES | 4155 | Computer | OES |
| 11952 | Gateway computer | | OES | 0904 | Computer | OES |
| 12425 | Handheld radio | | OES | 4208 | Computer | OES |
| 08-02-0694 | HP desktop | | OES | 12914 | Projector | OES |
| 12240 | HP computer | | OES | | | |
| 13481 | Projector | | OES | | | |
| 0590 | Computer | | OES | 4708 | HP Laserjet | MES |
| 12460-12461 | HP computer | | OES | 11-02-0243 | lpad | MES |
| 4212 | Dell computer | | OES | 12485 | HP computer | MES |

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

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|---------------------|-----------------|--|-----|-----------------|-------------|------|
| 12237 | HP computer | | OES | 09-02-0528 | HP computer | MES |
| 12907 | Computer | | OES | 09-02-0525 | HP computer | MES |
| 08-02-0693 | HP desktop | | OES | 12432 | Bus Radio | MES |
| 3061 | Computer | | OES | | | |
| 12915 | Projector | | OES | 10-02-0391 thru | ACER | MAES |
| 13479 | Projector | | OES | 10-02-0491 | Laptops | |
| 0903 | Computer | | OES | 10-02-0740 | Projector | MAES |
| | | | | | | |
| 13350 | Projector | | SHS | 12574 | Computer | OMS |
| 13357 | Projector | | SHS | 11330 | Projector | OMS |
| 08-02-0259 | Dell computer | | SHS | 3897 | Server | OMS |
| 13354 | Projector | | SHS | 08-02-0646 | Projector | OMS |
| 08-02-0519 | HP Notebook | | SHS | 11151 | HP laptop | OMS |
| 13-02-0066 | Ipad | | SHS | 10-02-0511 | HP computer | OMS |
| 13599 | HP Notebook | | SHS | 10-02-0516 | HP computer | OMS |
| 13360 | Acer Notebook | | SHS | 12946 | Computer | OMS |
| 13234 | Watson computer | | SHS | 1731 | computer | OMS |
| 13420 | HP Notebook | | SHS | 09-02-0416 | HP notebook | OMS |
| 3701 | 3M Projector | | SHS | 08-02-0644 | Projector | OMS |
| 5475 | HP Laptop | | SHS | 08-02-0653 | Projector | OMS |
| 13227 thru 13229 | HP Notebook | | SHS | 08-02-0181 | Projector | OMS |
| 13338 | HP Notebook | | SHS | 08-02-0584 | HP notebook | OMS |
| 13351 | Projector | | SHS | 08-02-0657 | Projector | OMS |
| 09-02-0638 | Dell computer | | SHS | 08-02-0659 | Projector | OMS |
| 09-02-0639 | Dell computer | | SHS | 08-02-0643 | Projector | OMS |
| 10-02-0081 | Dell computer | | SHS | 09-02-0415 | HP notebook | OMS |
| 11136 | Projector | | SHS | 09-02-0669 | HP desktop | OMS |
| 13356 | Projector | | SHS | 09-02-0671 | HP desktop | OMS |
| 12352 | HP computer | | SHS | 08-02-0585 | HP notebook | OMS |
| 12354 thru 12356 | HP Notebook | | SHS | 08-02-0588 | HP notebook | OMS |
| 12481 | HP computer | | SHS | 09-02-0414 | HP notebook | OMS |
| 12482 | HP computer | | SHS | 09-02-0699 | HP computer | OMS |
| 08-02-0440 | HP computer | | SHS | 09-02-0700 | HP computer | OMS |
| 13233 | Watson computer | | SHS | 10-02-0506 | HP computer | OMS |
| 13273 | HP computer | | SHS | 10-02-0512 | HP computer | OMS |
| 13353 | Projector | | SHS | 08-02-0655 | Projector | OMS |
| 13358 | Projector | | SHS | 09-02-0420 | HP notebook | OMS |
| 09-02-0355 | Dell computer | | SHS | 13-02-0656 | Switch | OMS |
| | | | | | | |
| 09-02-0402 | HP Notebook | | OMS | 13-02-0625 | Scanner | AES |
| 11110 | Projector | | OMS | 08-02-0204 | Interwrite | AES |
| 12622 | Computer | | OMS | 13570 | Notebook | AES |
| 12883 | Dell computer | | OMS | 08-02-0073 | Projector | AES |
| 5419 | HP Laserjet | | OMS | 08-02-0064 | Projector | AES |
| 13347 | HP Laptop | | OMS | 5341 | Laptop | AES |
| 09-02-0672 | HP Laptop | | OMS | 5342 | Projector | AES |
| 08-02-0633 | Projector | | OMS | 08-02-0712 | Laptop | AES |

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

| | | | | | | |
|-------------|------------------|--|------------------------|------------|------------|-----|
| 2309 | Computer | | OMS | 08-02-0079 | Projector | AES |
| 5480 | Projector | | OMS | 08-02-0087 | Notebook | AES |
| 11111 | HP Laptop | | OMS | 08-02-0086 | Notebook | AES |
| 11131 | Projector | | OMS | 08-02-0207 | Interwrite | AES |
| 11899 | Dell computer | | OMS | 09-02-0193 | HP compaq | AES |
| 12179 | HP Notebook | | OMS | 08-02-0720 | HP compaq | AES |
| 12624 | Projector | | OMS | 09-02-0553 | HP compaq | AES |
| 12737 | Cameras | | OMS | 10-02-0133 | HP compaq | AES |
| 13396 | Dell computer | | OMS | 08-02-0699 | HP compaq | AES |
| 13432 | Dell computer | | OMS | 08-02-0710 | HP compaq | AES |
| 12627 | HP Laptop | | OMS | 08-02-0715 | HP compaq | AES |
| 08-02-0140 | Projector | | AES | | | |
| 08-02-0147 | Projector | | AES | | | |
| 08-02-0080 | Projector | | AES | | | |
| 08-02-0068 | Projector | | AES | | | |
| 08-02-0063 | Projector | | AES | | | |
| 12285 | Computer | | AES | | | |
| 13195 | Printer | | BOE | | | |
| 13493 | Printer | | Annex Special Ed | | | |
| 12550 | HP Laptop | | Special Ed | | | |
| 11650 | HP Laptop | | Special Ed | | | |
| 13218 | Acer Laptop | | Special Ed | | | |
| 08-02-0316 | HP Computer | | Special Ed | | | |
| 13223 | Viewing station | | AHS | | | |
| 10-02-0015 | Elmo | | AHS | | | |
| 12542 | HP computer | | AHS | | | |
| 3181 | Desk | | AHS | | | |
| 09-02-0515 | HP notebook | | AHS | | | |
| 13379 | Defibrilators | | AHS | | | |
| 09-02-0260 | Indoor cycle | | AHS | | | |
| 09-02-0596 | BH Fitness cycle | | AHS | | | |
| 08-02-0373 | HP laptop | | AHS | | | |
| 10-02-0021 | Projector | | AHS | | | |
| 13635 | HP desktop | | AHS | | | |
| 13631-13632 | HP desktop | | AHS | | | |
| 13639 | HP notebook | | AHS | | | |
| 4164 | Dell computer | | AHS | | | |
| 13636 | HP compaq | | AHS | | | |
| 1535 | Rockwell planer | | AHS | | | |
| 12925 | Notebook | | AHS | | | |
| 11125 | Projector | | AHS | | | |
| 1502 | Amplifier | | AHS | | | |

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

CALENDAR, LENGTH OF SCHOOL DAY AND YEAR

3.12

The St. Clair County Board of Education shall set the opening of school according to state law and Alabama State Department of Education regulations and shall direct the Superintendent to prepare a yearly calendar for the School System. The School System calendar shall include a yearly schedule of school holidays for students and selected personnel of the School System.

The school calendar shall be established yearly to include at least the minimum number of days or instructional hours required by the Alabama State Department of Education.

The length of the school day and of the school year for students will be in keeping with the intent of State laws and Alabama State Board of Education rules and regulations. They are as follows:

1. School Day – shall not be less than six (6) hours, or 360 minutes, of actual teaching, exclusive of all recesses or intermission periods. Class periods shall be planned to allow for this amount of instructional time.
2. School Year – shall provide for at least the minimum number of days hours of instruction required by the State Board of Education and current state law.

The scholastic, or school, year shall begin on July 1 and end on June 30 of the following year. The daily schedule for beginning and closing times may vary from school to school but must meet the minimum instructional hour requirements.

REFERENCE(S):

CODE OF ALABAMA
[16-1-1](#), [16-8-30](#), AAC §290-3-1-.02(2)(a)

HISTORY:

ADOPTED: OCTOBER 21, 1996
REVISED: AUGUST 18, 2003; JUNE 26, 2006; FEBRUARY 22, 2010; _____
FORMERLY: AE, AEA

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

SERVICE ANIMALS

4.45

The St. Clair County School System does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The school system will comply with federal and State laws regarding the use of service animals.

“Service animal” means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. In specific cases, the school system may make reasonable modifications of policies, practices, or procedures to permit the use of a miniature horse if the animal has been individually trained to do work or perform tasks for the benefit of an individual with a disability, after consideration of the following factors: the type, size, and weight of the miniature horse and whether the facility can accommodate these features; whether the handler has sufficient control of the miniature horse; whether the miniature horse is housebroken; and whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation. Requests to permit miniature horses will be handled on a case-by-case basis.

The work or tasks performed by a service animal must be directly related to the individual’s disability. The crime deterrent effects of an animal’s presence, or the provision of emotional support, wellbeing, comfort, or companionship, do not constitute work or tasks for the purposes of defining “service animal.” School system personnel may inquire of the individual with a disability, his/her parents/guardian, or the owner or handler of the animal, the following to determine whether an animal qualifies as a service animal:

- whether the animal is required because of a disability; and
- what specific work or task that the animal has been trained to perform.

Individuals with disabilities will be permitted to be accompanied by their service animals in the areas of the school system’s facilities where they would normally be allowed to go.

Users/Owners of service animals are liable for any harm or injury caused by the service animal to others, including students, staff, and visitors and may be charged for any damage to school property caused by the animal in accordance with school system practice.

Individuals with a disability will not be required to pay an administrative fee or surcharge for service animals to attend events for which a fee is charged; however, individuals may be charged for their own admission for such events.

A service animal must have a harness, leash, or other tether, unless the student is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student’s or handler’s control.

The school system is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal’s need to relieve itself. The school system is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal. Students with service animals or their handlers are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his or her service animal, the parents are responsible for providing care and supervision of the animal themselves or through an appropriate handler.

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator. The service animal must be under the control of the student or its handler at all times. The school system may exclude or ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it; if the animal is not housebroken; if the presence of the animal poses a direct threat to the health or safety of others; or its presence would require a fundamental alteration to the service, program, or activity of the school system.

The superintendent or his/her designee will develop and disseminate procedures to implement this policy and accommodate individuals with disabilities requesting use of a service animal in school buildings and on school system property and vehicles.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

**TITLE II, AMERICAN WITH DISABILITIES ACT, 42 U.S.C.A. §12131-12165
INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), 20 U.S.C.A. §1400, ET SEQ.
SECTION 504 OF THE REHABILITATION ACT, 29 U.S.C.A. §794**

HISTORY:

**ADOPTED: _____
REVISED: _____
FORMERLY: NEW**

ST. CLAIR COUNTY BOARD OF EDUCATION
 ST. CLAIR COUNTY HIGH SCHOOL
 CALLED BOARD MEETING
 August 4, 2015

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|---------------------------------------|-------------|
| REPORT CARDS AND GRADING SCALE | 4.71 |
|---------------------------------------|-------------|

The Superintendent shall develop procedures relating to the content and issuance of St. Clair County School System student report cards.

Academic grades on report cards reflect the teacher’s most objective assessment of the student’s academic achievement. Academic grades shall not be used as a means of maintaining discipline in the classroom. The grade scale used by the St. Clair County School System is as follows:

| Grades 1 – 12 | |
|----------------------|--------------------|
| A+ | 100-98 |
| A | 97-94 |
| A- | 93-90 |
| B+ | 89-88 |
| B | 87-84 |
| B- | 83-80 |
| C+ | 79-78 |
| C | 77-74 |
| C- | 73-70 |
| D+ | 69-68 |
| D | 67-64 |
| D- | 63-60 |
| F | 59 and below |
| | |
| Kindergarten | |
| S | Satisfactory |
| I | Improving |
| N | Needs Improvement |
| + | Skill Mastered |
| -- | Skill Not Mastered |
| X | Skill Not Tested |
| | |

ST. CLAIR COUNTY BOARD OF EDUCATION
 ST. CLAIR COUNTY HIGH SCHOOL
 CALLED BOARD MEETING
 August 4, 2015

| Kindergarten Academic Achievement Key | |
|--|---|
| 3=Meets the standard | <ul style="list-style-type: none"> ➤ Student performance demonstrates an understanding of the knowledge and mastery of the standards expected at this grade level ➤ Student demonstrates consistent application of standards ➤ Student independently applies grade level standards |
| 2=Partially meets the standard | <ul style="list-style-type: none"> ➤ Student performance demonstrates a partial understanding of the knowledge and standards expected at this grade level ➤ Student is progressing in understanding, however, the standards are not yet mastered ➤ Student needs assistance to use grade level standards |
| 1=Not meeting the standard | <ul style="list-style-type: none"> ➤ Student performance does not demonstrate an understanding of the knowledge or standards expected at this grade level ➤ Student is working below grade level expectations ➤ Student needs continued support; struggles even with assistance; needs intervention |

Conduct grades are grades assigned based on the conduct rating at the local school. Conduct grades are not used as criteria for A and A-B Honor Rolls.

REFERENCE(S):

CODE OF ALABAMA
16-8-8
16-1-30

HISTORY:

ADOPTED: NOVEMBER 15, 1999
REVISED: DECEMBER 15, 2003; FEBRUARY 22, 2010, _____
FORMERLY: IHAB

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

ADMITTANCE/ENROLLMENT REQUIREMENTS

5.10

- I. Any student who initially enrolls in the St. Clair County School System shall be required to present the following documents:
 - A. An official birth certificate;
 - B. Immunization as required for the prevention of those communicable diseases designated by the State Health Officer;
 - C. Proof of residency (copy of power bill, telephone bill, rent receipt, etc.) of the parent(s), legal custodian(s), and/or legal guardian(s); and,
 - D. Proof of guardianship or custody when warranted.

Exceptions may be granted as provided in Alabama statutes and federal law.
- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and St. Clair County Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.
- III. Admission may be denied a resident student who is over seventeen (17) years of age and who has repeatedly been dismissed from previous schools for violation of the rules of the school with the exception of students who have current IEPs.
- IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) should be informed that prior to admission/readmission to any St. Clair County school, the disciplinary action would have to be completed. This includes any suspension, work assignment, or referral to the Superintendent or Board of Education for a hearing.
- V. Resident Students
 - A. The Board defines resident students as students whose parents or legal guardians live within the jurisdiction of the St. Clair County School System. All resident students of the school district shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the St. Clair County Schools.
 - B. Children of employees of the St. Clair County Board of Education shall be allowed admission as resident students as long as their parents remain employed by the St Clair County Board of Education. Children of employees may attend the school in the zone of their residence or in the zone in which their parent is employed.
- VI. All homeless, migratory, immigrant, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

Students who live in the attendance areas of St. Clair County School System and who are homeless, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:

- C. Residency requirements
- D. Lack of social security number
- E. Lack of birth certificate
- F. Lack of school records or transcripts
- G. Lack of immunizations
- H. Legal custody requirements
- I. Transportation
- J. Language barriers
- K. Disabilities

VII. St. Clair County Schools may admit foreign exchange students in grades 9-12 only.

REFERENCE(S):

CODE OF ALABAMA
[16-28-4](#), [16-30-1 TO -4](#),
NO CHILD LEFT BEHIND ACT OF 2001,
TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT OF 2001

HISTORY:

ADOPTED: JUNE 23, 2003
REVISED: DECEMBER 15, 2003; FEBRUARY 23, 2004; FEBRUARY 22, 2010, _____
FORMERLY: JBC, JBCA. JBCBA

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

GRADUATION REQUIREMENTS

5.20

~~Effective with the ninth grade class of 2009-2010, the Alabama High School Diploma with Advanced Academic Endorsement becomes the default diploma for high school students. Also effective for students entering the ninth grade in the 2009-2010 school year, students are required to complete one on-line/technology enhanced course prior to graduation. Exceptions through Individualized Education Plans (IEPs) shall be allowed.~~

~~The St. Clair County Board of Education shall direct the Superintendent to produce a widely disseminated, board-approved publication which describes requirements for all diplomas and certificates awarded by the St. Clair County Board of Education. Publications describing graduation requirements for St. Clair County Students shall describe types of diplomas and endorsements, core course requirements, elective course requirements, and the process for earning weighted credit.~~

All students entering the 9th grade will be required to complete course requirements and the minimum Carnegie units as specified by the Alabama State Board of Education. The St. Clair County Board of Education shall direct the Superintendent to produce a widely-disseminated publication which describes requirements for the diploma, certificates, and endorsements awarded by the St. Clair County Board of Education.

Publications describing graduation requirements for St. Clair County students shall describe types of endorsements, core course requirements, elective course offerings, and the process for earning weighted credit.

STATUTORY AUTHORITY: CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED: CODE OF ALABAMA
16-8-8, 16-26-1

ALABAMA ADMINISTRATIVE PROCEDURE ACT: §290-030-010-.06(11)(k)1

HISTORY: ADOPTED: NOVEMBER 15, 1999
REVISED: DECEMBER 15, 2003; FEBRUARY 22, 2010
REVISED: JULY 1, 2010, _____
FORMERLY: IHF

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

PARTICIPATION IN GRADUATION CEREMONIES

5.21

The St. Clair County Board of Education authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:

1. Students who have met the requirements for any **the** Alabama High School Diploma and have passed all required areas of the Alabama High School Graduation Examination are eligible to participate in the graduation ceremony (marching). ~~Special Education students who have met the requirements for an Alabama Occupational Diploma are eligible to participate in the graduation ceremony (marching). Students who entered the ninth grade in 2006 through 2010 who complete all courses required for graduation but who have not passed required sections of the AHSGE may participate in graduation ceremonies (march) and receive an attendance certificate.~~
2. Special education students who have not met the requirements for a diploma but have met the requirements of their IEPs shall be permitted to participate in the graduation ceremony and will be awarded the Graduation Certificate.
3. Beginning with ninth graders entering in 2011 (Class of 2014-2015), non-special education students must be eligible to receive a diploma in order to participate in graduation ceremonies (march).
4. Participation in the graduation ceremony is a privilege that may be revoked by the school administrator and the Superintendent if deemed necessary.

REFERENCE(S):

CODE OF ALABAMA
16-8-8

HISTORY:

ADOPTED: JUNE 17, 1998
REVISED: FEBRUARY 22, 2010, _____
REVISED: JULY 1, 2010
FORMERLY: IHF, JFD

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

CLASS RANKINGS AND WEIGHTED CREDIT

5.22

~~The St. Clair County Board of Education maintains that high schools should keep accurate records concerning class ranking of each student. This is especially important for the 12th graders since colleges and scholarship committees consider rankings in their acceptance process. Confidentiality of all records shall be respected as specified by law.~~

~~Class rankings for senior students shall be determined on a four (4) point scale as follows:~~

- ~~_____ A = 4 points~~
- ~~_____ B = 3 points~~
- ~~_____ C = 2 points~~
- ~~_____ D = 1 point~~

~~Weighted credit (A=5 points; B=4 points; and C=3 points) shall be awarded in these courses: Honors English, Pre-Calculus with Trigonometry, Algebra III with Statistics, Physics, Calculus, dual enrollment courses and all Advanced Placement courses.~~

~~Final class rankings shall be calculated at the end of the second semester of the senior year. Calculations will be carried out four decimal places with no "rounding".~~

The St. Clair County Board of Education maintains that high schools should keep accurate records concerning class ranking of each student. This is especially important for 12th graders since colleges and scholarship committees consider rankings in their acceptance process. Confidentiality of all records shall be respected as specified by law.

Class rankings for senior students shall be determined on a four (4) point scale as follows:

A=4 points B=3 points C=2 points D=1 point (Only core academic classes will be weighted)

1 extra quality point will be awarded to Advanced Placement courses and Dual Enrollment core courses with a grade of A, B, or C.

.5 extra quality point or 4.5 for an A, 3.5 for a B, etc... will be awarded to Pre-Advanced Placement courses, Honors classes, and math courses meeting or exceeding requirements for Algebra II with Trigonometry, Pre-Calculus and Physics.

Final class rankings shall be calculated at the end of the second semester of the senior year. Calculations will be carried out four decimal places with no "rounding".

REFERENCE(S):

CODE OF ALABAMA
16-8-8

HISTORY:

ADOPTED: NOVEMBER 15, 1999
REVISED: DECEMBER 15, 2003; FEBRUARY 22, 2010
REVISED: JULY 1, 2010
FORMERLY: IHC

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

HONOR GRADUATES

5.23

The following criteria shall determine honor graduates of St. Clair County high schools:

1. A student must be enrolled in a particular school for the entire senior year to be designated an honor graduate.
2. All students with a grade point average (GPA) of 4.0 or higher and who have earned the highest diploma offered at a particular school shall be designated honor graduates. GPA for the determination of honor graduates shall be calculated at the end of second semester of the senior year. GPA calculations shall be carried to the fourth decimal place with no "rounding".
3. In the event that no student in the graduating class has a GPA of 4.0 or higher, the top 10% of the class with GPAs of 3.5 or higher shall be designated as honor graduates.
4. The local school will determine how honor graduates will be recognized at the graduation ceremony.
5. The two (2) honor graduates with the highest numerical averages (in academic core courses including foreign language) shall each deliver an address at commencement. In the event that one or both students decline the opportunity to speak, the principal shall appoint another honor graduate to speak or no one at all.

REFERENCE(S):

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-26-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§ _____

HISTORY:

**ADOPTED: FEBRUARY 22, 2010
REVISED: JULY 1, 2010, _____
FORMERLY: NEW**

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

STUDENT PROMOTION AND RETENTION

5.26

All students must comply with the St. Clair County School System attendance policy to be promoted to the next grade. No student should be recommended for retention unless their case has been presented to the school's problem solving team and intervention strategies have been implemented. When a student enrolls after the beginning of the final quarter of the school year promotion/retention decisions will be made on a case-by-case basis by the principal and teacher(s). Promotion/retention decisions and grade placement determinations for special education students follow the student's IEP.

Grades K-4

To be promoted to the next grade, a student in grades K through 4 must pass reading and mathematics to grade level standards. The process of making decisions as to promotion and retention of students in grades K through four (4) should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal. ~~except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).~~

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

Grades 5-8

Students enrolled in grades five (5) through eight (8) must pass reading, language and math plus one (1) additional core courses each year in order to be promoted to the next higher grade. Students who do not pass required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program.

Placement

If a student is retained twice in any grade, he/she may be placed in the next higher grade level upon teacher recommendation(s) and the approval of the principal. A possible referral for evaluation for special education would be recommended.

Grades 9-12

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

Tenth Grade – students who have earned ~~seven (7)~~ **six (6)** Carnegie units will be classified as tenth graders.

Eleventh Grade - students who have earned ~~fourteen (14)~~ **twelve (12)** Carnegie units will be classified as eleventh graders.

Twelfth Grade – students who have earned ~~twenty (20)~~ **seventeen (17)** Carnegie units will be classified as twelfth graders.

Summer School Options

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

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

Special Education Students

Promotion of any student in a special education program, with the exception of gifted students, is based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

REFERENCE(S):

CODE OF ALABAMA
[16-8-35](#)

HISTORY:

ADOPTED: NOVEMBER 15, 1999
REVISED: DECEMBER 15, 2003; JUNE 8, 2005; FEBRUARY 22, 2010
REVISED: JULY 1, 2010
FORMERLY: IHE

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

ANAPHYLAXIS PREPAREDNESS PROGRAM

5.69

Anaphylaxis is a severe, life-threatening allergic reaction that can develop within minutes of exposure to an allergen. It can occur the first time an individual is exposed to the allergen. St. Clair County Schools finds that an Anaphylaxis Preparedness Program is important to the safety and well-being of its students who are at risk of anaphylaxis as well as staff and visitors to St. Clair County Schools.

Anaphylaxis Preparedness Program

It is not possible to achieve a completely allergen-free environment in any school that is open to the general community. Consequently, St. Clair County Schools will promote an allergen-aware school environment through three (3) levels of anaphylaxis prevention: **Level I Primary-** Education; **Level II - Secondary-** Prompt detection and response; and **Level III Tertiary-** Student specific Interventions. With the support of St. Clair County Schools' administrators and principals, its licensed school nurses will have primary responsibility for initiating levels of anaphylaxis prevention on behalf of St. Clair County Schools, as follows:

- **Level I - Primary Prevention** will include education programs that address food allergies and anaphylaxis through appropriate classroom and individual instruction for faculty, staff and students.
- **Level II - Secondary Prevention** will include appropriate efforts to identify and assist with management of chronic illness related to allergens. Upon identification, appropriate interventions will be made a part of a student's Individualized Healthcare Plan (IHP). Appropriate school personnel will be provided instruction and a copy of a student's IHP on a need-to-know basis.
- **Level III - Tertiary Prevention** will include development of a planned response to anaphylaxis in St. Clair County Schools. School nurses will be responsible for collaborating with a physician (who for purposes of this policy shall be deemed to be an agent of St. Clair County Schools) to develop and maintain an appropriate protocol for emergency response. The protocol will include the following:
 - (a) An anaphylaxis training program for school nurses and/or a reasonably adequate number of unlicensed school personnel, conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment, or such other medication administration program approved by the State Department of Education and the State Board of Nursing. This training may be conducted in person or online and at a minimum should cover:
 - (1) Techniques on how to recognize symptoms of severe allergic reactions, including anaphylaxis,
 - (2) Standards and procedures for storage and administration of an auto-injectable epinephrine, and
 - (3) Emergency follow-up procedures.
 - (b) Maintenance of at least two (2) doses of auto-injectable epinephrine (hereinafter called 'unassigned or stock epinephrine') in each school, to be administered by a school nurse or unlicensed school personnel who is authorized and trained in the administration of epinephrine to any student, staff member or school visitor believed to be having an anaphylactic reaction on school premises. (This is an objective goal. This goal shall not be

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

interpreted as a requirement imposed on St. Clair County Schools unless funding is provided by the State of Alabama for maintaining supplies of stock epinephrine at this level. See Ala. Code §16-1-48(e).

- (c) Supplies of unassigned or stock epinephrine maintained under this policy shall be stored, and expired stock epinephrine shall be replaced according to generally accepted standards and this policy.
- (d) St. Clair County Schools will designate an authorized medical director (who shall be deemed for purposes of this policy to be an agent of St. Clair County Schools) to prescribe non-student specific epinephrine for the school system to be administered to any student, staff member or school visitor believed to be having an anaphylactic reaction on school grounds. Standing orders must be renewed annually and with any change in prescriber. The medical director will also provide oversight for the St. Clair County Anaphylaxis Preparedness Program.
- (e) School nurses and/or administrators should maintain documentation of faculty and staff training, dates when stock epinephrine is obtained, used, and replaced after expiration, student IHP's related to anaphylaxis risk or prevention, and any anaphylaxis interventions undertaken by school nurses or trained personnel. These records should be maintained in accordance with record retention policies applicable to similar school records.

Parental Responsibility

Parents of students with known life threatening allergies and/or who may be at risk for anaphylaxis are expected to provide the school with written instructions from the student's health care provider for anaphylaxis preparedness and prevention and all necessary medications for implementing the student specific order on an annual basis. This information should be recorded in the student's IHP.

Policy Limitations

This anaphylaxis policy is not intended to replace student specific orders or parent provided individual medications. In the event that the student with a known diagnosis of anaphylaxis and a current prescription of an auto-injectable epinephrine (but not supplied to the school), utilizes the school stock epinephrine, the family shall be responsible for replacing the school supply of epinephrine, no later than the end of the following business day. This policy does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.).

Immunity

Alabama Code §16-1-48(d) provides immunity for a school that possesses and makes available auto-injectable epinephrine, and any of its employees, agents, trainers or other trained personnel, from suit and civil liability resulting from any act or omission in rendering of services, care, assistance, training or supervision, or any failure to act or provide for or arrange for treatment, care, assistance, training or supervision by any school. Neither this policy nor any act or omission of, nor assumption of any duty by any such person shall be construed to waive or abrogate the immunity provided by the statute.

REFERENCE(S):

HISTORY:

CODE OF ALABAMA

16-1-48(D)

ADOPTED: _____

REVISED: _____

FORMERLY: NEW

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

DATA COLLECTION AND STUDENT RECORDS

5.70

St. Clair County Board of Education rules and procedures for maintaining student records and data shall be consistent with Alabama statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Acts (FERPA) and Privacy Rights of Parents and Students.

The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community. Data shall be protected from unauthorized use at all times.

Student records and data shall be securely stored and protected, and shall be submitted to the Alabama State Department of Education, to law enforcement, to parents/guardians, and/or to students according to established Alabama statutes. See Policies 5.71 Directory Information and Policy 8.80 Records Retention and Disposal for additional information about student records and information.

Publications from the office of the Superintendent describing FERPA rights and regulations shall be disseminated annually

REFERENCE(S):

**CODE OF ALABAMA
63-1-3, 16-1-4
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

HISTORY:

**ADOPTED: _____
REVISED: _____
FORMERLY: _____**

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

DIRECTORY INFORMATION

5.71

Students' parent(s)/legal guardian(s) shall be notified annually that the St. Clair County Board of Education may release "directory information" to the general public.

- I. Directory information may include, but not limited to, the following data about a student:
 - A. Name;
 - B. Address;
 - C. Telephone number, if listed;
 - D. Email address, if provided;
 - E. Photographs, yearbook information;
 - F. Date and place of birth;
 - G. Major field of study;
 - H. Participation in officially recognized activities and sports;
 - I. Weight and height, if an athletic team member;
 - J. Name of the most recent school or program attended;
 - K. Dates of attendance at schools in the system and awards received.
 - L. Diploma Endorsements
 - M. Grade Level Completed
 - N. Class Placement
 - O. Parent Name
- II. Information described herein may be published routinely by the St. Clair County Board of Education in conjunction with press releases about school activities, honor roll announcements, graduation programs, honor roll or recognition lists, athletic events, and other school-related activities.
- III. Directory information shall not be published when the student's parent(s)/legal guardian submits written notification to the principal prior to September 1, or within ten (10) school days after the student enrolls. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information.

ST. CLAIR COUNTY BOARD OF EDUCATION
ST. CLAIR COUNTY HIGH SCHOOL
CALLED BOARD MEETING
August 4, 2015

- IV. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition federal legislation requires school districts receiving federal funds to provide military recruiters, upon request, with three directory information categories of data – names, addresses, and telephone listings— unless parents have advised the St. Clair County Board of Education otherwise as described in paragraph III above.

STATUTORY AUTHORITY: **CODE OF ALABAMA**
16-1-30

LAW(S) IMPLEMENTED: **CODE OF ALABAMA**
FAMILY EDUCATIONAL RIGHTS AND PRIVACY
ACT OF 1974, SECTION 99.37, 16-8-8,
20 USC 7908, PL 107-110, 10 USC 503, PL 107-107

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY: **ADOPTED:** _____