

**2018-2019**  
**Etowah County Schools**  
**Student/Parent Information Guide**  
**And Student Code of Conduct**

Approved July 24, 2018



**Etowah County School System**  
**3200 West Meighan Boulevard • Gadsden • AL • 35904**  
**Phone: 256-549-7560 • Fax: 256-549-7582**

**STAY CONNECTED**

- ECBOE WEBSITE - [www.ecboe.org](http://www.ecboe.org)
- ECBOE FACEBOOK - [www.facebook.com/Etowah-County-Schools](https://www.facebook.com/Etowah-County-Schools)
- Follow Us On Twitter <https://twitter.com/ECBOE> or @ecboe
- Stay informed with ECBOE Remind - [www.remind.com/join/etowahc](http://www.remind.com/join/etowahc)
- Join via SMS! Text this number (256)280-4999 with this message @etowahc
- School Messenger - Opt-In from your mobile phone Text "Yes" to 67587

# ETOWAH COUNTY SCHOOLS

## STUDENT CODE OF CONDUCT CONTENTS

*The Student/Parent Information Guide and Code of Student Conduct is designed to assist students and parents in understanding the daily operations of our schools and ensure a safe, secure environment for teaching and learning.*

<b>Superintendent’s Notice to Parents</b>	<b>2</b>	School Nurse -20
<b>Equal Opportunity Statement</b>	<b>3</b>	Medication at School – 20-21
<b>Etowah County Board Members</b>	<b>3</b>	Communicable Diseases - 21
<b>Central Office Staff</b>	<b>4-6</b>	Head Lice-21
<b>Etowah County School Administrators</b>	<b>6</b>	Vaccine Information -21-22
<b>School Calendar</b>	<b>7</b>	Procedures for Handling Drug Related Violations-22
<b>Mid/Final Exam Schedules</b>	<b>8</b>	Student Drug Testing -22-23
<b><u>School Admission and Attendance</u></b>	<b><u>8-12</u></b>	Use of Tobacco- 23
Age and Enrollment Documentation -8		School Safety Information / Safety Drills 23-25
Transfer Students /Attendance Guidelines – 9-12		School Resource Officers- 23
<b><u>Curriculum Activities/Student Services</u></b>	<b><u>13-19</u></b>	School Closing Information – 25-26
Mission - 13		Visitors - 26
Curriculum - 13		Harassment Prevention Procedures-26
Special Education -13		Title IX- 26
Gifted Education-14		Child Nutrition Program – 27
Response to Instruction (RTI) -14		Transportation and Bus Safety – 29
Homebound Services -14		Student Drivers - 29
Guidance and Counseling -14		Internet Safety – 29-30
Programs for English Language Learners (EL) -14		Interrogations and Search – 30-32
Promotion/Retention Standards -14-15		Civil Liabilities and Penalties – 32-33
Summer School -15		<b><u>Roles, Rights and Responsibilities</u></b>
Report Card and Progress Report Grades- 15		<b><u>33-36</u></b>
Alabama Graduation Requirements – 16		Family Education Right and Privacy Act (FERPA)-34
Parent Conferences - 17		Directory Information- 35
Transcript Request - 17		Student Grievance Procedures- 35
Graduation Ceremonies - 17		<b><u>Student Conduct, Supervision/Discipline</u></b>
Class Rank - 17		<b><u>36-40</u></b>
Weighted Points - 17		Student Dress Code- 36-37
Honor Roll - 17		Due Process – 37-38
Correspondence Courses - 18		Administrative Disciplinary Options-38-39
Dual Enrollment - 18		Re-Focus Education Program- 39
At Risk Programs/ Credit Recovery/Re-Focus - 18		Tribunal meeting – 39-40
Academic Eligibility for Athletics -18		<b><u>Conduct Violations/Disciplinary Sanctions</u></b>
Eligibility Athletics and Cheerleading - 19		<b><u>30-46</u></b>
Field Trips- 19		Digital Device Discipline- 40
Textbooks – 19		Bus Transportation Discipline- 41
<b><u>Safety Health and Wellness</u></b>	<b><u>20-33</u></b>	Class 1-4 Violations- 41-45
Asbestos Notice -20		Expulsion Procedure- 45
		Drug / Alcohol Related Discipline Issues- 46
		Board Meeting Schedule -46
		Code of Student Conduct Notice – 47-48



# ETOWAH COUNTY BOARD OF EDUCATION

3200 West Meighan Boulevard  
Gadsden, AL 35904  
Phone 256.549.7560  
Fax 256.549.7589  
www.ecboe.org

## BOARD MEMBERS

Scarlett Farley  
Danny Golden  
Todd Hindsman  
Tim Langdale  
Ernie Payne  
Doug Sherrod  
Timothy Womack

*"Preparing Our Students for  
Their Future"*

**Alan Cosby, Ed.D.  
Superintendent**



Welcome to the Etowah County Schools! I am excited that you have entrusted us with your child's education. We take this responsibility very seriously and want to provide the best education possible in order to prepare our students for a global economy.

This information guide is intended to inform students, parents, and school staff about the various procedures and policies that guide our schools. The Etowah County Schools strive to have high expectations in all areas and your familiarity with this guide will help us to deliver a great education to all of our students.

I appreciate your support as we seek to provide a high quality education and a positive school experience for all of our students. A strong partnership between the school and the home is the key to academic success. Should you have any questions, please do not hesitate to contact me or your local school administrator.

Sincerely,

A handwritten signature in black ink, appearing to be 'AC', written over a horizontal line.

Alan Cosby, Ed. D.  
Superintendent

## **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the Etowah County Board of Education that no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of gender, age, marital status, race, religion, belief, national origin, ethnic group, disability, immigrant status, non-English speaking ability, homeless status, or migrant status.

Inquiries regarding compliance with state or federal equal opportunity rules (Title IX, ADA, IDEA, section 504, etc) and/or for reporting discrimination concerns may be made to the Federal Programs Coordinator, Etowah County Board of Education, 3200 West Meighan Boulevard, Gadsden, AL 35904, (256) 549-7560.

### Etowah County Board of Education Board Meeting Schedule

**Etowah County Board of Education meetings are open to the public.**

**Regular session meetings begin at 5:00 p.m. August – May. Summer meetings begin at 4:00 p.m.**

**Additional “Called Board Meetings” may be held. Public notice for these meetings will be given at least twenty-four (24) hours in advance.**

**“Work Sessions” will be scheduled as needed. Public notice for work sessions will be given at least twenty-four (24) hours in advance**

**All Etowah County School System employees have access to email, and can be reached at [firstname\\_lastname@ecboe.org](mailto:firstname_lastname@ecboe.org)**

## **ETOWAH COUNTY BOARD OF EDUCATION MEMBERS**

District	Board Member	Contact Information
Duck Springs/ Highland/ Ivalee/ Career Technical Center/ Etowah County Re- Focus Center	Danny Golden	<a href="mailto:danny_golden@ecboe.org">danny_golden@ecboe.org</a>
Gaston	Tim Womack	<a href="mailto:tim_womack@ecboe.org">tim_womack@ecboe.org</a>
Glencoe Schools	Scarlett Farley	<a href="mailto:scarlett_farley@ecboe.org">scarlett_farley@ecboe.org</a>
Hokes Bluff Schools	Tim Langdale	<a href="mailto:tim_langdale@ecboe.org">tim_langdale@ecboe.org</a>
Sardis High/ Sardis Middle/ Carlisle/ Whitesboro	Doug Sherrod	<a href="mailto:doug_shorrod@ecboe.org">doug_shorrod@ecboe.org</a>
Southside/ Rainbow Middle/ John Jones	Todd Hindsman	<a href="mailto:todd_hindsman@ecboe.org">todd_hindsman@ecboe.org</a>
West End Schools	Ernie Payne	<a href="mailto:ernie_payne@ecboe.org">ernie_payne@ecboe.org</a>

## CENTRAL OFFICE STAFF CONTACT INFORMATION

Office 256-549-7560 FAX 256-549-7582

<b>Office of Superintendent</b>		
Dr. Alan Cosby	Superintendent <a href="mailto:alan_cosby@ecboe.org">alan_cosby@ecboe.org</a>	(256) 549-7578
Laura Leak	Administrative Assistant to the Superintendent <a href="mailto:laura_leak@ecboe.org">laura_leak@ecboe.org</a>	(256) 549-7578
<b>Central Office Receptionist / Substitute Information</b>		
Alice Lee	District Receptionist / Secretary / Substitute Information	(256) 549-7560
<b>Accounts Payable</b>		
Beverly Winningham	District Accounts Payable Bookkeeper <a href="mailto:beverly_winningham@ecboe.org">beverly_winningham@ecboe.org</a>	(256) 549-7573
Tammy Beddingfield	District Accounts Payable Bookkeeper <a href="mailto:tammy_beddingfield@ecboe.org">tammy_beddingfield@ecboe.org</a>	(256) 549-7571
<b>Curriculum and Instruction / Federal Programs / Student Services</b>		
Dena Cook	Director of Student Services, Assessment, and Counseling <a href="mailto:dena_cook@ecboe.org">dena_cook@ecboe.org</a>	(256) 549-7596
Becky Williams	District Bookkeeper/Secretary <a href="mailto:becky_williams@ecboe.org">becky_williams@ecboe.org</a>	(256) 549-7584
Tiffany Scott	Director of Federal Programs, Elementary Curriculum, EL, ARI <a href="mailto:tiffany_scott@ecboe.org">tiffany_scott@ecboe.org</a>	(256) 549-7581
Kathy Roberts	District Federal Programs Bookkeeper <a href="mailto:kathy_roberts@ecboe.org">kathy_roberts@ecboe.org</a>	(256) 549-7569
Tracy Cross	Director of Secondary Curriculum, Continuous School Improvement <a href="mailto:tracy_cross@ecboe.org">tracy_cross@ecboe.org</a>	(256) 549-7587
Donna Franklin	District Bookkeeper/Secretary <a href="mailto:donna_franklin@ecboe.org">donna_franklin@ecboe.org</a>	(256) 549-7562
<b>Child Nutrition (256) 549-7570 Fax: (256) 549-1191</b>		
Laura Parker	Director of Child Nutrition Program <a href="mailto:laura_parker@ecboe.org">laura_parker@ecboe.org</a>	(256) 549-7572
Lauri Dixon	District CNP Accountant <a href="mailto:lauri_dixon@ecboe.org">lauri_dixon@ecboe.org</a>	(256) 549-7570
Apache Smothers	District CNP Production Supervisor <a href="mailto:apache_smothers@ecboe.org">apache_smothers@ecboe.org</a>	(256) 458-8509
Kim Hollingsworth	District CNP Bookkeeper <a href="mailto:kim_hollingsworth@ecboe.org">kim_hollingsworth@ecboe.org</a>	(256) 549-7570
<b>Insurance/ Benefits/ Retirement</b>		
Dana Simpson	District Insurance and Benefits Clerk <a href="mailto:dana_simpson@ecboe.org">dana_simpson@ecboe.org</a>	(256) 549-7575
<b>Personnel</b>		
Monica Snead	District Personnel Clerk <a href="mailto:monica_snead@ecboe.org">monica_snead@ecboe.org</a>	(256) 549-7568

<b>Professional Development / Public Relations/ Accreditation and RTI</b>		
Kim Reed	District Professional Development Coordinator for Technology, Public Relations, Accreditation Coordinator, RTI <a href="mailto:kim_reed@ecboe.org">kim_reed@ecboe.org</a>	(256) 549-7563
<b>Student Information System / INOW</b>		
Jill Sumners	District Student Data System Specialist <a href="mailto:jill_sumners@ecboe.org">jill_sumners@ecboe.org</a>	(256) 549-7820
<b>Technology / Fine Arts (256) 549-7595 Fax: (256) 547-7501</b>		
Hal Murphy	Director of Technology and Fine Arts Supervisor <a href="mailto:hal_murphy@ecboe.org">hal_murphy@ecboe.org</a>	(256) 549-7564
Lynn Powell	District Technology Bookkeeper <a href="mailto:lynn_powell@ecboe.org">lynn_powell@ecboe.org</a>	(256) 549-7595
Daryl Henson	District Information System Specialist <a href="mailto:daryl_henson@ecboe.org">daryl_henson@ecboe.org</a>	(256) 549-7597
Kelly Bryan	District Network Computer Software Technician <a href="mailto:kelly_bryan@ecboe.org">kelly_bryan@ecboe.org</a>	(256) 549-7583
Mark Gentry	District Computer Technician <a href="mailto:mark_gentry@ecboe.org">mark_gentry@ecboe.org</a>	(256) 549-7597
Wes Brasher	District Computer Technician <a href="mailto:wes_brasher@ecboe.org">wes_brasher@ecboe.org</a>	(256) 549-7597
<b>Financial Department</b>		
Susan Bishop	District Chief Financial Officer <a href="mailto:susan_bishop@ecboe.org">susan_bishop@ecboe.org</a>	(256) 549-7593
Becky Hill	District Senior Accountant <a href="mailto:becky_hill@ecboe.org">becky_hill@ecboe.org</a>	(256) 549-7576
Stephanie Brasher	District Payroll Accountant <a href="mailto:stephanie_brasher@ecboe.org">stephanie_brasher@ecboe.org</a>	(256) 549-7574
Kelly Stephens	District Internal Auditor <a href="mailto:kelly_stephens@ecboe.org">kelly_stephens@ecboe.org</a>	(256) 549-7579
<b>Maintenance Department</b>		
Brian Pullen	District Maintenance Supervisor <a href="mailto:brian_pullen@ecboe.org">brian_pullen@ecboe.org</a>	(256) 538-2218
<b>Transportation Department (256) 538-8331 Fax: (256) 538-5541</b>		
Jimmy Sewell	Director of Transportation <a href="mailto:james_sewell@ecboe.org">james_sewell@ecboe.org</a>	(256) 538-8331
Dana Elrod	District Transportation Bookkeeper <a href="mailto:dana_elrod@ecboe.org">dana_elrod@ecboe.org</a>	(256) 538-8331
<b>District Nurse (256) 442-1050 Fax: (256) 442-1077</b>		
Marie Freeman	District Lead Nurse <a href="mailto:marie_freeman@ecboe.org">marie_freeman@ecboe.org</a>	(256) 442-1050
<b>Career Technical Center (256) 538-3312 Fax: (256) 538-1090</b>		
Mark Stancil	Director of Career Technical Center <a href="mailto:mark_stancil@ecboe.org">mark_stancil@ecboe.org</a>	(256) 538-3312

Tracy Brand	Career Technical Center Bookkeeper <a href="mailto:tracy_brand@ecboe.org">tracy_brand@ecboe.org</a>	(256) 538-3312
<b>Special Education (256) 442-1050 Fax: (256) 442-1077</b>		
Allison Stevens	Director of Special Education <a href="mailto:allison_stevens@ecboe.org">allison_stevens@ecboe.org</a>	(256) 442-1050
Holley Murphy	Assistant Director of Special Education – 504 Services <a href="mailto:holley_murphy@ecboe.org">holley_murphy@ecboe.org</a>	(256) 442-1050
Linda Arthur	District Special Education Bookkeeper/Secretary <a href="mailto:linda_arthur@ecboe.org">linda_arthur@ecboe.org</a>	(256) 442-1050
<b>Alternative Education Center (256) 538-8431 Fax: (256) 538-8431</b>		
Stacey Gray	Director of Etowah County Re-Focus Center <a href="mailto:stacey_gray@ecboe.org">stacey_gray@ecboe.org</a>	(256) 538-8431
Annette O'Dell	District Alternative Center Bookkeeper / Secretary <a href="mailto:annette_odell@ecboe.org">annette_odell@ecboe.org</a>	(256) 538-8431
<b>District Social Workers</b>		
Cindy Kirkland	<a href="mailto:cindy_kirkland@ecboe.org">cindy_kirkland@ecboe.org</a>	(256) 549-7592
Hope Whitaker	<a href="mailto:hope_whitaker@ecboe.org">hope_whitaker@ecboe.org</a>	(256) 549-7592

### School Administrators and Contact Information

Schools and Sites / Grade Levels	Administrator	School/ Site Contact
Carlisle Elementary (PreK-5)	Hope Harris	256-593-4613
Duck Springs Elementary (K-6)	Suzanne Nance	256-538-6301
Gaston Elementary(PreK-6)	Laura Sims	256-622-1073
Gaston High (7-12)	Tammy George	256-547-8828
Glencoe Elementary (K-4)	Lori Moss	256-492-4709
Glencoe Middle (5-8)	Tisha Howell	256-492-5627
Glencoe High (9-12)	Charlton Giles	256-492-2250
Highland Elementary (Pre-6)	Julie Tucker	256-546-7409
Hokes Bluff Elementary (PreK-5)	Charles Gardner	246-492-5571
Hokes Bluff Middle (6-8)	Greg Watkins	256-492-1963
Hokes Bluff High (9-12)	Scott Calhoun	256-492-1360
Ivalee Elementary (PreK-6)	Connie Stancil	256-538-9781
John Jones Elementary (PreK-5)	Tanya Clark	256-442-2900
Rainbow Middle (6-8)	Matt Brooks	256-442-1095
Sardis Middle (6-8)	Chris Royal	256-622-1120
Sardis High (9-12)	Wendy Gibbs	256-593-5221
Southside Elementary (PreK-5)	Carrie Yancey	256-442-1090
Southside High (9-12)	Chris Winningham	256-442-2172
West End Elementary (PreK-6)	Eric West	205-589-6711
West End High (7-12)	David "Butch" Dixon	205-589-6421
Whitesboro Elementary (PreK-5)	Kristy Towns	256-593-5406
Career Technical Center	Mark Stancil	256-538-3312
Learning Center /Special Education Dept.	Allison Stevens	256-442-1050
Etowah County Re Focus Center	Stacey Gray	256-538-8431

# Etowah County Schools 2018-2019 Calendar

*Preparing Our Students for Their Future*

**Approved**



July 2018						
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 2018						
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 2018						
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 2018						
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 2018						
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 2018						
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					

January 2019						
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 2019						
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 2019						
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 2019						
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 2019						
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 2019						
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						

**1st Semester**

Aug 1-6	Professional Development Days
Aug 7	First Day of School for Students
Sep 3	Labor Day
Oct 15	Fall Break - No School
Nov 12	Veterans Day Observed
Nov 19-23	Thanksgiving Vacation
Dec 21-Jan 4	Winter Break

**2nd Semester**

Jan 4	Professional Development Day
Jan 7	First Student Day Second Semester
Jan 21	Martin Luther King
Feb 18	Presidents' Day
Mar 25- Apr 2	Spring Break
Apr 1	Professional Development Day
Apr 2	Students Return
Apr 19	Good Friday
May 23	Last Student Day
May 24	Professional Development/Variance Day
May 27	Memorial Day

**Progress Report Dates      Report Card Dates**

Sept 5-7	Oct 19
Nov 6-9	Jan 11
Feb 6-8	Mar 15
Apr 16-18	May 23

**Grading Period Dates**

Aug 7 - Oct 12	Jan 7 - Mar 8
Oct 16 - Dec 20	Mar 11 - May 23

**Graduation Dates**

May 23 4:00pm	May 24 3:30pm
May 23 6:00pm	May 24 6:00pm
May 23 8:00pm	May 24 8:00pm

**Student Days Per Month 180**

Aug - 19 days	Jan - 18 days
Sept - 19 days	Feb - 19 days
Oct - 23 days	Mar - 16 days
Nov - 16 days	Apr - 20 days
Dec - 14 days	May - 17 days

<b>Student Days 1st Semester</b>	<b>90</b>
<b>Student Days 2nd Semester</b>	<b>90</b>

**Teacher Days Per Month 187**

Aug - 23 days	Jan - 19 days
Sept - 19 days	Feb - 19 days
Oct - 22 days	Mar - 16 days
Nov - 16 days	Apr - 21 days
Dec - 14 days	May - 18 days

<b>Teacher Days 1st Semester</b>	<b>94</b>
<b>Teacher Days 2nd Semester</b>	<b>93</b>

**12 Month Emp. Days Per Month 240**

July - 21 days	Jan - 19 days
Aug - 23 days	Feb - 19 days
Sept - 19 days	Mar - 16 days
Oct - 22 days	Apr - 21 days
Nov - 16 days	May - 22 days
Dec - 14 days	June - 20 days

<b>1st Semester 115</b>	<b>2nd Semester 117</b>
<b>8 Additional Days Required for 240</b>	

Schools Closed     
  Professional Development Days (no school for students)

First/Last Day for Students



## MIDDLE AND SECONDARY SCHOOL MID-TERM AND FINAL EXAM SCHEDULE

Secondary schools will administer exams on the date(s) scheduled.

### Mid-Term Exam Schedule

#### Middle Schools and Grades 9-12

Dec. 18 .....Periods 5, 6, 7  
Dec. 19.....Periods 3, 4  
Dec. 20...Periods 1, 2 and Makeups

### Final Exam Schedule

#### Middle Schools and Grades 9-11

May 21..... Periods 5, 6, 7  
May 22..... Periods 3, 4  
May 23..... Periods 1, 2 and makeups

#### Senior Finals

May 14.....Periods 5, 6, 7  
May 15 .....Periods 3, 4  
May 16 .... Periods 1, 2 and Makeups

## SCHOOL ADMISSION AND ATTENDANCE

Students are admitted to the Etowah County School System upon an application submitted by the parent/guardian to the school for which they are zoned under such rules and regulations as the Board may prescribe.

### AGE OF ADMISSION

Children entering kindergarten must be five years old on or before September 1<sup>st</sup>. Children entering first grade must be six years old on or before December 31<sup>st</sup> (HB168). Students requesting admission who are over 17 years of age may be denied enrollment.

### Student Enrollment Procedures:

Etowah County Schools now utilizes PowerSchool, an online system for registering and updating student information. This solution eliminates the need to complete paper packets and creates an efficient means for updating information year after year. All required documents must be reviewed and approved before your child's registration is considered complete. Please visit or system website for instructions and details for school registration. [www.ecboe.org](http://www.ecboe.org)

If you do not have access to a computer or mobile device (smart phone, tablet, etc) to complete online registration, please contact the school where your student will be enrolled next year.

### ENROLLMENT DOCUMENTATION

All students enrolled in the Etowah County School System must live with a legal custodial parent/guardian. Extenuating circumstances must be approved by the superintendent. All students enrolling in the Etowah County School System shall provide the following information:

- Certified Birth Certificate or other form of certificate for age verification
- Valid Social Security Card (Voluntary)
- Proof of Immunization
- Proof of Custody when warranted (see definitions below)
- 2 Proofs of Residence: (examples below, but not limited to) **A notarized affidavit is required if the proof of residence or utilities are billed to the property-owner, which is not the student's guardian or parent. Notarized affidavits must be submitted annually. Please see the school office for an affidavit form.**
  - Copy of lease or mortgage agreement
  - Copy of current utility bills in a parent's or guardian's name (power, gas, water, telephone, etc.)
  - Property Tax Notice, Voter Registration Card
  - Copy of parent's/guardian's driver's license

**LEGAL CUSTODY DEFINITIONS** Only the parent of record, legal guardian or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school-related matters pertaining to an individual student. The school system will afford a natural parent(s) of record the rights that the Family Education Rights and Privacy Act of 1974 §99.3 affords him/her unless the court or a responsible party has provided the school system with a legally binding document that specifically revokes or extinguishes the parent(s)' of record right to have knowledge of and participate in the child's schooling. **We do not accept custody papers that have only been notarized.**

When the parent of record enrolls a student in school, the administrator should be notified of any completed or pending legal action affecting the family and of any previous placement or expulsion at any school. The administrator should be given a copy of the most recent court order creating or limiting the rights of the non-custodial parent(s) of record. Should neither parent(s) of record file a court order with the school, the school presumes that the person who enrolls the child in school is the custodial parent and that there are no restrictions on the other parent's rights.

#### **HOMELESS, FOSTER, MIGRANT, NON-ENGLISH SPEAKING, DISABLED**

Children who are zoned to attend the Etowah County Schools and who are homeless, foster, migrant, non-English speaking, immigrant, or disabled will have access to a free, appropriate education. Students will not be prohibited from school attendance due to barriers such as:

- Residency requirement • Lack of birth certificate • Legal custody requirements • Language Barriers
- Lack of Social Security Card • Lack of immunization • Transportation • Disabilities

School administrators, with the assistance of local government agencies, will take necessary steps to assist families.

#### **HARDSHIP LETTERS AND REQUEST TO TRANSFER**

- A. Students who do not reside with the jurisdiction of the Etowah County School System or within the attendance zone of a particular school may be considered for admittance to a school with the approval of the Superintendent/designee. Admission/enrollment of non-resident or out-of-zone students must be based on fair and objective criteria approved by the Superintendent or designee. Factors that are considered when reviewing the request to transfer may include but are not limited to the following: family hardship and space availability at the school of request.
- B. To request admission as a non-resident student or to transfer to a school for which a student is not zoned, a "Request to Transfer" form must be completed and approved by the Superintendent. The request form is located on the Etowah County Board of Education website [www.ecboe.org](http://www.ecboe.org) under "Parents & Students"– "Forms and Policies"–"Enrollment Forms". Once admitted, the student has the same rights of attendance/participation as students residing within the school attendance zone unless prohibited by athletic eligibility requirements of the Alabama High School Athletics Association.
- C. Upon completion of the school year during which the non-resident or out-of-zone student was admitted, permission to continue enrollment for the next school year must be requested by submitting the required form and any other requested documentation. The request to continue enrollment will be considered and evaluated by the receiving school's administrator, using fair and objective criteria and considering space available. The request requires approval of the Superintendent.
- D. All Request to Transfer forms or letters of hardship must be submitted annually to the superintendent. The request form must be on file in the superintendent's office by the last day of each school year. Request to Transfer forms must be submitted for three (3) consecutive years. After the third year the student(s) would no longer need to submit a request and may continue enrollment at the current school and/or feeder school.
- E. If false information is provided by the student, parent, or guardian in order to secure enrollment of a non-resident or out-of-zone student, the administrator may immediately withdraw the student upon discovery of the false information.
- F. The Etowah County School System will not accept responsibility for transportation of any student(s) attending a school other than the one for which they are zoned within the Etowah County School District.

## **TRANSFER STUDENTS**

Transfer students shall be admitted upon presentation of all enrollment documents, the most recent report card and the withdrawal notice release form from the last school attended. The administrator or administrator designee is responsible for contacting the last school the transferring student attended to secure a transcript and other applicable records. The parent of any student eligible for special education services should inform school officials or designee. Consent for special education services must be signed by parent. Special education services will commence in accordance with regulations of IDEA. Placement and admission of students transferring from non-accredited settings, from Re-Focus Centers, and correctional centers, who are subject to disciplinary sanctions, on probation or in need of transitional placement, shall be considered on a case-by-case basis by the local school administration. The local administration will contact the Juvenile Probation office to investigate proper placement upon admission.

Students transferring within or withdrawing from the Etowah County Schools must complete withdrawal/transfer request forms, available in the school office. A student age 17 or over who withdraws may not return to the regular school program during that semester without official permission from the superintendent or designee. Pending investigation of the request, the student may be assigned to an alternative program before being allowed to return to the regular school program. Additionally, the Alabama Department of Public Safety shall deny a driver's license or learner's permit to any person under the age of 19 who is not enrolled in school or who has not received a diploma or certificate of graduation.

### **12<sup>th</sup> Grade Transfer Students**

Any student transferring during the year from a school system requiring different total units will be evaluated and assessed according to the graduation requirements from the previous school system. This assessment will be used to determine if the student has met all the requirements for graduation. Any deficiencies identified from the transcript must be completed before graduation regardless of the grade level in which it occurred.

## **AGENCY ENROLLMENT/TRANSFER REQUESTS**

Students requesting to enroll in the Etowah County School System through the Department of Human Resources and Juvenile and/or Family Court will be referred to the school administrator and the certified school social worker for enrollment validation.

## **ADMISSION OF FOREIGN STUDENTS AND EXCHANGE STUDENTS**

Foreign students may be admitted in grades 9-12. The standards for successful completion of a course and the granting of credit for the course shall be the same for foreign exchange students as they are for resident students.

**ATTENDANCE** - A free public education is one of the greatest benefits available to the children of our state. Please ensure that your child achieves his or her full potential by attending school regularly.

### **CLASS ATTENDANCE AND ABSENCES**

In order for an absence to be ***excused***, parents/guardians must present to the school administrator or designee a written explanation of a student's absence within three (3) days of the absence. Failure to present a written explanation (within the "Excused Absences" guidelines, below) will cause the absence to be recorded as ***unexcused***.

Three (3) parent/guardian notes (written excused) will be accepted per semester. Any other absences must be documented with a doctor's excuse. One parent note will only excuse up to (2) consecutive days of absence and not to exceed 6 days per semester.

School attendance is required of all children. Students are expected to report to school on time and attend school the full day. Three (3) unexcused tardies will equal an absence. All students are subject to the same attendance policies.

Students with attendance issues may not be allowed to attend extra-curricular activities such as, but not limited to, school social events, school dances, school fieldtrips, school parties etc... These decisions will be to the discretion of the school administrator.

Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences are either excused or unexcused. **Note: It is the parent's responsibility to provide the school with a correct mailing address and telephone number. Any changes made during the school year will require a written request with the parent's signature and will need to be sent to the appropriate school personnel.**

**"Excused Absences" are defined as absences for the following:**

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the administrator and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the administrator and/or Superintendent
6. Prior permission of the administrator with the consent of the parent or legal guardian

Examples include, but not limited to, the following:

- serious family illness
- family emergency
- legal appointments with documentation
- religious holidays

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. Students shall have three (3) days for each day of excused absence to complete and return make-up work. It is the responsibility of the student to request and return make-up work.

The Etowah County School System participates in cooperation with the Etowah County District Attorney and the Etowah County Juvenile Court in the Early Warning Program for Attendance Intervention to assist families in achieving a successful school experience.

**Unexcused Absences /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 constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

**1. First truancy/unexcused absence (warning)**

- (i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
- (ii) 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)**

- (i) 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.
- (ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- (iii) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Ala. Code 1975, §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

**3. No earlier than seventh unexcused absence, but within ten (10) school days (court)**

- (i) File complaint/petition against the child and/or parent/guardian, if appropriate.

#### 4. Child under probation

(i) 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, Ala Code. (1975).

(ii) Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

#### **NOTICE OF NON-COMPLIANCE WITH ALABAMA COMPULSORY ATTENDANCE LAW - Link to Alabama Attendance Manual <https://www.alsde.edu/sec/pss/Attendance/2015%20Alabama%20Attendance%20Manual.pdf>**

- No valid reason for non-enrollment or non-attendance of a child/children at school has been found. State law, Ala. Code§16-28-3(1975), requires all children between the ages of six and 17 to attend school. It is the responsibility of the parent or guardian under the law to ensure the attendance of the child/children.
- The child/children must attend school within three days from the date of an official notice. If the child/children miss(es) one more day of school without valid excuse or good reason and intentionally, it is required by state law and school board policy to bring criminal prosecution against the parent or guardian.
- If criminal prosecution occurs, the parent or guardian will be charged with violation of the Ala. Code §16-28-12(1975) contributing or causing the delinquency or dependency of a minor. This offense is punishable by a fine of up to \$100 or a sentence to hard labor for the county for a period not to exceed 90 days or both.

**Once a student has been referred to Early Warning Program, the school cannot dismiss the truancy or accept excuses until the student and /or parent/guardian has attended Early Warning.**

High school administrators are required to report to the Alabama Department of Transportation any student who has accumulated more than 10 consecutive or 15 cumulative unexcused absences during a single semester. Any student with the above absences is subject to having their driver's license or permit suspended. A student must have 45 days without an unexcused absence before the school can issue a letter to have the license/permit reinstated.

#### **CHECK-IN/CHECK-OUT PROCEDURES**

Students must attend 51% of the day to be counted present for the day. Students must be present 51% of the day to participate in extracurricular activities. **WHEN POSSIBLE, SCHEDULE DOCTOR AND DENTIST APPOINTMENTS AFTER SCHOOL HOURS.**

**Photo identification must be presented before a student can be checked out from school.**

**EXCUSED CHECK-INS, CHECK-OUTS AND TARDIES INCLUDE** student illness with doctor excuses, death in the immediate family, inclement weather, legal reasons with documentation, emergency conditions as determined by the administrator and/or Superintendent, or prior permission of the administrator.

# CURRICULUM, ACTIVITIES AND STUDENT SERVICES

## MISSION OF ETOWAH COUNTY SCHOOL SYSTEM

Etowah County Schools provide a rigorous, relevant education in a safe, student-centered environment that produces college and career ready graduates who contribute responsibly in a global community.

## CURRICULUM

The Etowah County School System provides high quality educational experiences and effective instruction in core academic subjects and a variety of elective programs and extracurricular activities. All schools in the system will use the courses of study adopted by the Alabama State Department of Education as the core of instruction.

## **Student and Parent/Guardian Rights and Responsibilities: Curriculum**

Students' opinions regarding curriculum offerings are extremely important and, therefore, deserve careful analysis and consideration. The student's age, grade, and maturity determine the degree of student involvement in curriculum development. Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

### **Student Responsibilities:**

- To request participation in academic programs and extracurricular activities that are compatible with ability
- To seek assistance in course selection from informed professionals in the school
- To contribute to an atmosphere free of bias and prejudice
- To cooperate fully and exert every effort to achieve mastery of the basic skills
- To complete courses successfully as determined and designated by career or college entry purposes
- To complete a selected subject successfully once he/she has enrolled in the class

### **Student Rights:**

- To have equal access to educational opportunities
- To be willing to receive system-wide curriculum course descriptions that will result in the most appropriate course selections
- To be willing to receive instruction in courses of study under competent instructors in an atmosphere free of bias and prejudice
- To be willing to participate in appropriate basic skills programs in all grade levels.

### **Parents and Guardians Responsibilities:**

- Assist their child in planning scholastic and extracurricular activities
- Maintain regular communication with the school authorities concerning their child's progress and conduct
- Ensure that their child is in prompt daily attendance
- Explain any absence or tardiness to the school
- Assist their child in being healthy, clean, and neat
- Assist their child with the resources needed to complete class work and other assignments
- Inform proper authorities of any problem or condition that affects their child or other children in the school
- Discuss report cards and work assignments with their child
- Provide up-to-date home, work, and emergency telephone numbers to proper school authorities
- Assume leadership roles and/or participate in school booster organizations
- Attend all scheduled parent/teacher conferences
- Document their understanding and acceptance of the Code of Student Conduct

## SPECIAL EDUCATION

Special education services are available for eligible students from birth to age 21. Schools provide a free and appropriate education for students eligible for special education services according to IDEA guidelines. Parents/guardians of students enrolled in Etowah County schools may request services and/or evaluation for services from the school. Parents/guardians of students who are not currently enrolled may request special education services or evaluation for services through the Special Education Learning Center (256) 442-1050.

## **GIFTED EDUCATION**

Information about gifted education services for identified students in grades 3-12 is available at each school. The Etowah County School System uses the identification procedures and eligibility criteria provided by the Alabama State Department of Education. A student may be referred by teachers, counselors, administrators, parents, guardians, peers, self, or any other individual with knowledge of the student's abilities. Referrals are accepted beginning with students 6 years of age and including all students through the 12<sup>th</sup> grade. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. This second grade observation will take place as required by the State.

Parents/guardians may contact the school or the Special Education Learning Center (256) 442-1050 for more information about the gifted student referral process or gifted education programs.

## **RESPONSE TO INSTRUCTION (RtI)**

Response to Instruction (RtI) is a multi-tiered general education approach to providing services and interventions to increase student achievement and reduce behavior problems. RtI combines research-based core instruction, assessment, and interventions in a three tier system of instruction. All schools have a Problem Solving Team (PST) that monitors and assists in guiding interventions for all students that have academic or behavior difficulties. For more information, please contact your local school.

## **HOMEBOUND SERVICES**

A student with an injury or illness that requires absence from school for an extended period (more than four weeks) may request homebound services. Homebound services for qualified elementary, middle and high school students may be provided after (3) weeks of absences. An application to request homebound services may be obtained from the school office. Receipt of these services is contingent upon continued physician documentation of need. A schedule will be set between homebound teacher and parent/guardian. It is the responsibility of the parent/guardian to notify the homebound teacher by the end of the school day if a cancellation is necessary. Homebound services will be re-evaluated periodically.

## **GUIDANCE AND COUNSELING**

All Etowah County schools have certified guidance counselors. The guidance/counseling programs provide classroom, small group and individual instruction in peer relationships, character development, study skills and career awareness. Guidance counselors may also assist students and families with issues that may limit or interfere with learning as well as with post-secondary opportunities and educational enrichment activities. Parent education materials, referral information for social service agencies, scholarship applications and many other valuable resources are available from school guidance counselors.

## **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

Parents/guardians of students eligible for services for English Learners (EL) will be notified by school officials. Program services, parent options and additional resources will be communicated by school personnel. Participation in the EL program and student progress in English proficiency will be monitored throughout the school year with regular reports to parents. Parents/guardians of non-English proficient students who need enrollment assistance and/or translation of school information may contact the school administrator.

## **PROMOTION/RETENTION STANDARDS**

All students must comply with the Etowah County School System attendance policy to be promoted to the next grade. No student will be recommended for retention unless their case has been presented to the school problem solving team (PST). Promotion or retention decisions for students who transfer after the beginning of the final quarter of the school year will be made on a case-by-case basis.

The process of making decisions as to promotion and retention of students in grades K through eight (8) 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 administrator, the student's current teachers and the school problem solving team. The authority for determining promotion and retention will rest entirely with the teachers and administrator, with the exception of a kindergarten student. Kindergarten students 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 teachers' professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would 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 K-6**

To be promoted to the next grade, a student in grades K through six 6 should be proficient in reading/language arts and mathematics to grade level standards (receiving passing grades on the latest report card or scoring at the proficient level on latest required standardized test).

**Grades 7-8**

Students enrolled in grades seven (7) through eight (8) must pass reading/language arts and math plus one additional core course 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 or is more than two years older than typical for the current grade level placement, he/she may be placed in the next higher grade level upon administrator or teacher recommendation(s) and the approval of the Superintendent or designee.

**SUMMER SCHOOL**

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 credits/unit(s) necessary for orderly progression through the courses required for graduation.

**REPORT CARD AND PROGRESS REPORT GRADES**

The report card and the progress report is a mechanism for reporting student achievement. The grading periods will be on a nine week basis. Progress reports will be distributed once per grading period. Parent/guardians may request additional progress reports for their child, but may be required to schedule a conference with the student's teachers.

<b>ACADEMIC GRADING SCALE (Grades K-12)</b>				
A = 90- 100	B = 80-89	C = 70-79	D = 60-69	F= 59 and below
S=Satisfactory (80-100)		N=Needs Improvement (70-79)		U=Unsatisfactory (69 and below)

**CONDUCT GRADES** are assigned and reported based on the conduct rating at the local elementary school.



# GRADUATION REQUIREMENTS

Clarified March 2017

The local secondary schools may establish requirements for receipt of academic achievements. The Alabama courses of study shall be followed in determining minimum required content in each discipline.

**Alabama High School Diploma**  
**Beginning with the 9<sup>th</sup> Grade Cohort 2014-2015 and forward**  
**(Graduating Classes of 2018 forward)** *(Alabama Administrative Code 290-3-1-02(8) and (8)(a))*

<b>English Language Arts</b>	<b>Four credits to include:</b>	<b>Credits</b>	
	English 9	1	
	English 10	1	
	English 11	1	
	English 12	1	
English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.			
<b>English Language Arts Total Credits</b>		<b>4</b>	
<b>Mathematics</b>	<b>Three credits to include:</b>	<b>Credits</b>	
	Algebra I or its equivalent/substitute	1	
	Geometry or its equivalent/substitute	1	
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1	
	Mathematics-credit eligible options may include: <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.</i>		
	<b>One credit from:</b>		
<i>Alabama Course of Study: Mathematics</i> or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		1	
<b>Mathematics Total Credits</b>		<b>4</b>	
<b>Science</b>	<b>Two credits to include:</b>	<b>Credits</b>	
	Biology	1	
	A physical science (Chemistry, Physics, Physical Science)	1	
	Science-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
	<b>Two credits from:</b>		
<i>Alabama Course of Study: Science</i> or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		2	
<b>Science Total Credits</b>		<b>4</b>	
<b>Social Studies*</b>	<b>Four credits to include:</b>	<b>Credits</b>	
	World History	1	
	United States History I	1	
	United States History II	1	
	United States Government	0.5	
	Economics	0.5	
	Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
<b>Social Studies Total Credits</b>		<b>4</b>	
<b>Physical Education</b>	Lifelong Individualized Fitness Education (LIFE) or one JROTC Credit	1	
<b>Health Education</b>		0.5	
<b>Career Preparedness</b>		1	
<b>Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education</b>		3	
<b>Electives</b>		2.5	
<b>Total Credits</b>		<b>24</b>	

## **PARENT CONFERENCES**

Parental involvement and support is extremely important; therefore, parent –teacher conferences are most important in maintaining and improving the learning atmosphere. Parent/guardians should maintain regular communication, concerning their child(ren)’s progress and conduct, with the school authorities. Parent/guardians wanting to confer with teachers or administrators are asked to call the school and arrange an appointment. Parent/guardians should not come to talk with a teacher during his/her class time. The recommended times for a conference are before school, after school, or during a teacher's planning period. All parent/guardians have access to each of their child’s grades and attendance through the INOW parent portal. Please see the guidance counselor for details.

**TRANSCRIPT REQUEST PROCEDURE** - All official transcript requests and transcript exchanges are handled through Parchment Management Exchange @ <http://www.parchment.com/>

## **GRADUATION CEREMONIES**

Students who are currently placed at the Re-Focus Center will not be allowed to participate in graduation ceremonies. Seniors who are short no more than 2 credit hours to graduate will have the opportunity to earn up to 2 credits through the Senior Refocus Program. The Credit Recovery qualifications and guidelines apply to the Senior refocus Program. Seniors who do not meet all requirements will not be able to participate in graduation ceremonies.

## **CLASS RANKINGS**

All English, math, social studies, and science courses (regardless of whether the course was taken for elective or required credit) are used to fulfill graduation requirements earned in grades 9- 12 shall be used to compute the overall numeric grade average and class rank for Etowah County students. High school credits earned in the 8<sup>th</sup> grade are counted in GPA and class rank.

**Class Rank is calculated at the end of the third nine weeks grading period of a student’s senior year.**

## **WEIGHTED POINTS**

In calculating course grade averages, weighted grades (additional points added to the final grading period average) shall be awarded for successful completion of courses as follows:

**To receive weighted points, the courses must be taken in place of a required core course.**

- AP courses, **10 points**
- College level/dual enrollment courses, **5 points** (*Applies to the junior class entering Fall 2018 and beyond*)
- Pre-AP courses, **5 points**
- Honors/advanced courses, **5 points**

English, math, social studies, and science courses **beyond** those required, 5 points. Class rank should not be based on a parent’s or guardian’s ability to pay for courses. This weight adjustment will align dual enrollment classes to other free course options such as AP courses.

**No course grade may earn “double” weighted points**

**Weighted credit** will be reflected in the numerical GPA for rank and for valedictorian and salutatorian per board policy.

Transfer students may be awarded weighted points on a transcript grade when the receiving Etowah County high school offers the same course.

## **HONOR ROLL**

Etowah County schools designate academic honor roll students each grading period based on local school criteria.

## **GRADUATING WITH HIGHEST HONORS AND HONORS**

Students receiving any diploma with an average of 95.00 and above shall be designated as graduating with highest honor. Students with an average of 90.00 to 94.99 shall be designated as graduating with honor

## **CORRESPONDENCE COURSES**

Credits for correspondence courses may be allowed on the following conditions:

- 1) A student must have written approval by the administrator and superintendent before the correspondence work is begun.
- 2) Any credit earned through correspondence courses, which takes the place of a core course required to graduate, shall be included in calculating a student's grade point average.

## **DUAL ENROLLMENT**

The Etowah County Board of Education has established dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and the participating postsecondary levels

Criteria for participating in the dual enrollment program include the following:

- 1) The student will have a "B" average in the content courses requested for dual enrollment.
- 2) The student will obtain written approval of the administrator and superintendent.
- 3) The student will be enrolled in Grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon recommendation of the student's administrator and superintendent and in accordance with Alabama Administrative Code Rule 290-8-9-.17 regarding gifted and talented students.
- 4) The student who is enrolled in Grade 10, 11, or 12 who does not have a "B" average in completed high school courses may be deemed eligible to participate in dual enrollment courses pending demonstrated ability to benefit as documented by successful completion and placement identification on assessments approved by the Department of Postsecondary Education. Students eligible under this section will be restricted to pursuing career/technical and health-related courses. Students enrolled under this provision must have earned a "B" average in high school courses related to the occupational/technical studies and have an overall Grade Point Average of 2.5
- 5) The student shall take courses at a postsecondary/college level – not remedial courses.
- 6) The student enrolled in courses during the normal high school day on or off campus is responsible for his/her own transportation. The Etowah County Board of Education is not responsible for transportation or its liability.

## **AT RISK PROGRAMS / CREDIT RECOVERY/ RE-FOCUS**

High school students may be eligible to participate in credit recovery for certain failed subjects. Students must have participated in the school based remedial program to be considered. High school senior students at least age seventeen who are at risk of dropping out of school may qualify for the Re-Focus Program. Students in need of Credit Recovery or Re-Focus may consult with the school guidance counselors or the school administrator to obtain information about these programs.

## **ACADEMIC ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are defined as activities that are sanctioned by a public school which are not related to a student's academic requirements.

- All students promoted to the 7<sup>th</sup> grade are eligible.
- For students in grades 8-12 - Eligibility is determined by grades earned during previous school year/summer school.
- For students entering grades 8-9 - Must have passing grades in five (5) subjects with a composite numerical average of 70.
- For students entering grades 10-12 - For the last two semesters of attendance (and summer school, if applicable) must have a passing grade and earn the appropriate number(s) of credits. Must
- Include four (4) credits from the four core subjects of English, Science, Social Studies and Mathematics, with a composite numerical average of 70.

## **REGAINING ELIGIBILITY STATUS**

- Students may regain eligibility at the start of each term using the last two term grades. For AHSAA purposes, a "term" is defined as two 9-week grading periods which equal one semester.
- Physical education may only count as one (1) unit per year.
- No more than two (2) units may be earned during summer school.
- If a subject is repeated in summer school, the higher numerical grade for the subject may be used to compute the composite grade average.

## **ATHLETICS AND CHEERLEADING**

All athletic and cheerleader programs of the Etowah County School System are conducted in accordance with the Alabama High School Athletic Association. Students must show written proof of adequate insurance coverage prior to engaging in practice or participation in any athletic program sponsored by the school. Students must submit to and pass a physical examination prior to engaging in practice or participation in any athletic program sponsored by the school. All athletes and cheerleaders are subject to random drug testing.

Access the Alabama High school Athletic Association website for other questions or concerns: <http://www.ahsaa.com/>

## **FIELD TRIPS**

Field trips serving an instructional purpose are important to the educational process. Any time students are taken off campus, rules and regulations must apply to make the trip safe for everyone. Please see the seven (7) requirements below.

- 1) Students going on school-sponsored trips are expected to ride the bus to and from the appointed destination with all other students. Any exceptions must be pre-approved by school administrators.
- 2) In unusual circumstances, with the permission of the administrator, a student may ride in the car with his/her parents/guardians.
- 3) Parent/guardians serving as chaperones may accompany students on the outing. Other children are not allowed.
- 4) If space is a problem, parent/guardians must provide their own transportation.
- 5) Students whose parent/guardians are serving as chaperones are subject to the same rules as the rest of the class.
- 6) Students must pay in advance for field trips. These funds are requested in advance to pay for admission, buses, etc.
- 7) Out-of-State and overnight field trips must be approved by the Etowah County Board of Education prior to the event.

## **TEXTBOOKS**

Textbooks issued to Etowah County students are the property of the State of Alabama and the school system. Students have responsibility for the proper care of textbooks. Proper textbook use and care include the following practices:

- Keep the book clean inside and out.
- Refrain from marking the book.
- Avoid tearing, turning down or damaging pages.
- Refrain from placing the book where it may become soiled or damaged by the weather.
- Use care when applying or removing book covers

The student and parents/guardians are responsible for any loss, abuse, or damage in excess of that which would result from normal use. Costs for replacement of lost textbooks and/or charges for damage to textbooks will be based on current replacement cost and must be remitted to the school. Misuse of textbooks includes, but is not limited to, the following:

- One or more pages of content missing
- Water damage—cover/pages swollen or molded
- Marked of any kind inside or on the outside
- Defaced or marred by cuts, smears, etc.

# SAFETY, HEALTH and WELLNESS

All Etowah County schools have current, approved school safety plans. Every effort will be made to keep students safe, secure and healthy while attending school. Students, employees, parent/guardians and visitors are to follow posted safety regulations, school rules, and federal and state law.

## ASBESTOS IN SCHOOL BUILDINGS

The Etowah County Board of Education has complied with all the requirements set forth under federal AHERA law and state statutes concerning asbestos. Management plans have been developed to establish guidelines for managing building materials containing asbestos.

## PUBLIC NOTICE

To: Citizens of Etowah County

From: Superintendent

The Etowah County Board of Education is in compliance with the Federal Asbestos Hazard Response Act signed into law in 1986. All schools are inspected on a regular basis for any changes that may occur in existing asbestos.



Dr. Alan Cosby  
Superintendent

## SCHOOL NURSES

School nurses try to help children stay in school so they can learn. We do, however, follow Public Health Department guidelines to prevent the transmission of communicable diseases and conditions. Any student with fever and vomiting or an undiagnosed rash will be sent home. This is for the protection of your child and other students. A registered nurse (R.N.) is employed as the lead school nurse by the board of education to coordinate health services for students in grades kindergarten through twelve. **Health screening including vision, hearing, and scoliosis are completed routinely as required by State regulations.** These will also be provided for any student on an individual basis as requested by a parent/guardian, student, or teacher. The school nurse serves as a liaison between the school and the community to provide agency referrals, health education, and medical information.

## MEDICATION AT SCHOOL

Administration of prescription medication during school hours is discouraged unless a physician determines that it is necessary. Administration on non-prescription medication during school hours is discouraged unless absolutely necessary for a determined period of time. All medication is administered in accordance to the following regulations set forth by the Alabama State Department of Education and the Alabama Board of Nursing.

- 1) A **Parent/Prescriber Authorization form (PPA)** must be completed for the administration of any medication during school hours or at approved school events. For the administration of prescription medication, the PPA must be completed and signed by the physician and the parent/guardian. A parent/guardian signature is sufficient for most non-prescription medication. The form is available from the school nurse, the school website, or at [www.ecboe.org](http://www.ecboe.org). Each medication given and each change in medication dosage requires a new form. No medication will be accepted by the school nurse without proper documentation on the PPA. Siblings may NOT share medication.
- 2) ALL medication must be delivered to the school nurse or other approved personnel by a parent/guardian. It is recommended that no more than a 30 school day supply of medication be delivered to the school. NO medication should be brought to school by a student. **Prescription** medications must be in a pharmacy labeled container with the student's name, prescriber's name, name of medication, date of prescription, and specific instructions on the administration of the medication. The PPA and the pharmacy label must match. Prescription medication will be counted on receipt and signed in to the school nurse or approved personnel. **Nonprescription** medication must be in the original sealed container with the entire manufacturer's label intact. It must be age appropriate.

3) Student's with certain chronic health conditions are permitted to keep on person and self-administer medication with a physician's order and parent agreement. This is indicated on the PPA. The school nurse must approve the self-administration and complete additional documentation required by the ALSDE and Alabama Board of Nursing. If at any time a student is not deemed capable of self-administration, and/or following school policy for use, the permission will be withdrawn. No controlled substances or nonprescription medication may be kept on person and self-administered.

4) The first dosage of any new medication or a change in dosage of a current medication should be given at home, with the exception of emergency medications.

5) School personnel are not allowed to keep bulk medications such as Tylenol, Advil, Pepto-Bismol, Neosporin, cough drops, etc. in accordance to the Board of Pharmacy regulations.

6) Food supplements, natural substances and herbs are not without potential harm. Herbal products, "natural remedies", essential oils, nutritional supplements, or any homeopathic medication not approved by the FDA may not be administered without the explicit order of an authorized prescriber, parent authorization, and verification that the product is safe to administer to students in the prescribed dosage along with reasonable information regarding therapeutic and untoward effects.

### **COMMUNICABLE DISEASES AND CONDITIONS**

The superintendent has the authority to exclude from school in the Etowah County School System for a period of time as may be prescribed by the local health department or physician, any student or staff member with a communicable disease or parasite known to be spread by any form of casual contact.

In all cases, a statement of clearance from the Department of Health, a physician, or school nurse shall be required before the student or staff may re-enter school or return to work. All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information. Medical information is shared with school personnel on a need to know basis.

All school employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible.

**Head Lice:** A student will be sent home with instructions as to proper treatment when lice are found. The student may return at any time on the same day to be re-checked, but will not be allowed to return to class until proof of treatment is provided to the school.

To be readmitted, a parent/guardian must accompany the student to the school office to be examined for the presence of lice. Students are excused the first two (2) days for treatment of lice for the first incident only. All subsequent absences due to lice are unexcused.

### **INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE**

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. The bacteria that causes meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

Symptoms of the meningococcal disease include the following:

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

MCV4, or the meningococcal vaccine, is recommended for all children 11-18 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning to live in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to [www.adph.org/immunization](http://www.adph.org/immunization).

### **STUDENT DRUG TESTING**

All students enrolled in Etowah County secondary schools (grades 7 through 12) are subject to probable cause/reasonable suspicion alcohol and drug testing. A condition for participation in privileged activities in the Etowah County Board of Education school system shall be an agreement by the student to submit to random suspicionless alcohol and drug testing.

### **PROCEDURES FOR HANDLING DRUG RELATED VIOLATIONS:**

- The first school staff member to come in contact with indications of use or possession of dangerous or illegal drugs by a student(s) shall document the facts surrounding the situation.
- Documentation should include the student(s) name, location in the building or school premises where the evidence was found, and a brief summary of the facts surrounding the case.
- The staff member obtaining the evidence should immediately report to the administrator or his/her designee.
- Since there is *reasonable suspicion*, the administrator should contact the School Resource Officer to be involved in the investigation.
- The student should be given the opportunity to submit written or oral statements and to call a witness into the conference with the administrator or his/her designee.
- The administrator or his/her designee shall place the evidence in an envelope in the presence of the student. The envelope should be sealed and signed by the administrator and his/her designee(s), the staff member who found the evidence and the student.
- The administrator or his/her designee(s) should then turn the evidence over to the police or proper law enforcement official (SRO). The administrator or his/her designee(s) should personally hand this material to the officer. The police officer will take the evidence for analysis and file the proper petition with the juvenile court or court of record.
- The parents/guardians are to be contacted and the matter discussed fully with them. The parents/guardians conference should be attended by the parents/guardians, staff member who documented the situation, student, administrator or his/her designee(s), and in some situations, law enforcement officials.

**In accordance with Code of Alabama 1975 §16-1-24.1(b) (c), the administrator shall notify the appropriate law enforcement officials when any student violates board policy concerning drugs and/or alcohol**

### **PROBABLE CAUSE/REASONABLE SUSPICION DRUG TESTING**

Probable cause (reasonable suspicion) drug testing shall apply to all students enrolled in the Etowah County schools. Administrators of Etowah County schools are authorized by the Board to require any student to submit to a chemical test of the student's breath or urine if the administration has "reasonable suspicion" that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance while:

- On school grounds
- Off school grounds at a school activity, function, event or any other school sponsored activity
- When traveling to or from school by bus or other transportation.

### **Reasonable suspicion may arise from the following:**

1. A student's behavior, in conjunction with physical appearance, actions, and/or odor, indicating the possibility that the student has used or is in possession of alcohol, marijuana, or any other controlled substance.
2. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.
3. Information communicated to an administrator by a teacher, parent/guardian, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol,

marijuana, or any other illegal substance. Any such report will be investigated by the school's administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary.

Any substance for which a student has a prescription or written permission from a parent/guardian must be brought to the school health office and administered or taken there or it may be considered as an illegal substance unless substantiated in writing as a legal prescription issued to the student by a physician (See Policy 5.62 Administration of Medication).

No student may provide to any other student, by sale or any other means, any substance that is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind.

No student may possess, use, or be under the influence of any substance which is, or the student has reason to believe is, or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulate, legend drug, depressant, inhalant, or intoxicant of any kind, or any kind that closely resembles, or is represented to be any of the foregoing items. (See Policy 5.62 Administration of Medication).

Students are prohibited from possessing, ingesting, transmitting, or selling caffeine-based pills or substances containing pseudoephedrine or other over the counter stimulants while on school property or engaged in a school-related activity. Should a student's behavior suggest inappropriate or excessive use of these substances, all provisions under the "Reasonable Suspicion" sections of this policy will apply.

#### **RANDOM SUSPICIONLESS DRUG TESTING**

It is the objective of the Etowah County Board of Education to assure that all students be given the opportunity to learn in a safe, drug-free environment and that all students, while under the supervision of the school system, be completely free from the effects of alcohol and/or the presence of illegal or controlled substances. In an effort to meet this objective, the Board reserves the right to require any student desiring to participate in extracurricular programs or drive on school grounds to submit to drug/alcohol tests at any time prior to, during, or following an athletic event, practice, competition, or at any other time while under the supervision of the school system.

Any student who refuses to participate in a drug/alcohol screening loses the right of participation in any Etowah County Board of Education extracurricular activity and/or drive on school grounds in accordance with Board policies. The Board has the right to conduct random, unannounced drug screenings of students participating in extracurricular activities or driving on school campus as well as the right to conduct specific drug screenings of students whenever a school official observes circumstances which provide reasonable suspicion to believe that a student has used alcohol, illegal drugs, or otherwise violated the substances abuse policy.

#### **USE OF TOBACCO PRODUCTS**

All persons (students, employees, visitors, etc.) are prohibited from using tobacco product in any form -including electronic cigarettes (E-Cigarettes) while on school property or at school-sponsored activities and/or events. School property includes schools, school campuses, school board-owned grounds, buildings, and vehicles.

#### **SCHOOL SAFETY INFORMATION:**

The mission of Etowah County Schools is to prepare students for success. In the event of a crisis, natural disaster, or inclement weather situation, our school system has one goal—to keep our students and staff safe.

Here are some protective measures that Etowah County Schools take to help keep our students and staff safe:

#### **ANONYMOUS REPORTING**

- This anonymous web-site is provided to report potential school safety issues: [www.anonymoustips.com](http://www.anonymoustips.com). The Sheriff's Office provides this anonymous crime reporting hot-line: (256) 543-2893



## **SCHOOL RESOURCE OFFICERS (SRO)**

We have joint agreements with the Etowah County Sheriff's Department, Southside Police Department, Rainbow City Police Department, and Altoona Police Department who currently provides our school system with School Resource Officers. These law enforcement officers receive training specific to a K-12 school setting.

It is the mission of our School Resource Officers to serve the students, faculties and communities within our school district. The focus is to build a partnership between law enforcement, students, and faculty to provide a positive and safe learning environment.

## **SAFETY DRILLS**

The Etowah County Board of Education requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down or intruder "code red" drills as described in the school and system safety plans.

An emergency "code red" drill for safety and security emergencies is to be scheduled during the first six weeks of each semester. Additional lockdown drills, fire drills, and evacuation drills may be scheduled at any time to complete the requirement of one drill per month.

Training for faculty and staff on procedures for all emergency drills, as well as, information in the school safety plans are conducted at least annually. All Etowah County Schools work closely with the local agencies to prepare for potential incidents. Each school has designated employees who are part of a Crisis Management Team that handles emergency situations.

Schools routinely conduct drills to ensure student safety in the event of fires, severe weather, intruders, or other emergency condition. School safety plans at each school are developed and continuously updated.

Teachers have directions for fire, tornado, and emergency drills posted in the classroom near the exit door(s). Procedures are reviewed with students on the first day of class and periodically throughout the year.

## **IMPORTANT SAFETY TERMS:**

The following are terms that are routinely used in our safety plans and with our students and staff. Etowah County Schools understand that it is important for everyone to know these terms and how to properly respond.

**EVACUATION** This term is used when we are notified of an incident that would require the building to be completely evacuated. A fire drill shall require complete evacuation of the building. **Fire/Evacuation Drill:**

The signal for a fire/evacuation drill is defined with the intentional sound of the official building fire alarm. School authorities will contact local authorities prior to intentionally sounding the fire alarm. Fire codes require that doors and exits remain unlocked from the inside and clear of obstruction during the school day.

Student procedures for fire drills include the follows:

- Follow instructions of the teacher and/or administrator concerning the fire drill.
- Move quickly, without running.
- Do not talk at any time.
- After exiting the building, walk to the designated area for roll call.
- Remain quiet and listen for further instructions.

## **SHELTER IN PLACE**

This phrase might be used during severe weather or a hazardous material release.

**Severe Weather/Tornado Drill** The signal for a tornado drill will be defined with a clear and direct all-call announcement.

Student procedures for severe weather/tornado drills include the following:

- Follow instructions of the teacher and/or administrator concerning the drill.
- Carry a book to shield the head.
- Proceed to the designated area for roll call.
- Remain quiet and listen for further instructions.

### **SECURE PERIMETER:**

This term is used when we are notified of a concern or when a potential threat is identified in the vicinity of the school.

The signal for a secured perimeter will be well defined with a clear and direct all call announcement.

If parent/guardians are notified of a secured perimeter, do not go to the school as instructions will continue with restricted entry and limited supervised movement within the buildings. These situations are often very short lived. If the situation allows and is of a lengthy period of time, the school will make notifications to parent/guardians via their normal communication method, such as school messenger. Entries and exits are monitored during this situation; students will not be released outside the building until we receive an all clear by the appropriate agency.

### **LOCKDOWN:**

A lockdown may take place if a threat or possible threat is identified inside the school or on the campus that warrants a complete lockdown. All schools conduct regular lockdown audits and review of lockdown procedures at each school.

The signal for a complete lockdown will be well defined with a clear and direct all call announcement.

All exterior and interior doors are locked, and the students are secure in their classrooms. No one (except appropriate emergency response personnel) will be allowed to enter or leave the building/campus to avoid hindering emergency response teams arriving at the school. We ask that parent/guardians monitor school communication methods and the local news for information about a possible evacuation of the building and parent reunification site.

### **INTRUDER ON CAMPUS:**

Each school has developed and practiced an intruder drill. All faculties, staff, and students are annually trained with the most current safety protection exercises, such as RUN, HIDE, FIGHT training. All training exercises are age appropriate; but allow the students a sense of self awareness and knowledge of what to do when a potential threat occurs.

The signal for an Intruder will be well defined with a clear and direct all-call announcement stating the exact location and direction of the intruder.

In the event of an intruder or other emergency situation that warrants an emergency evacuation or a lock-down, procedures have been established that will require all entrances and exits to be locked.

No one will be allowed entry or exit, including parent/guardians, until deemed safe by the administrator or authorities. We ask that parent/guardians monitor communication methods and the local news for information about a possible evacuation of the building and parent reunification site.

### **WHAT IS A PARENT REUNIFICATION SITE?**

When students have been removed from the school or when an emergency has occurred that affects the ability to have a normal dismissal, a parent reunification staging area will be established. At this location, parent/guardians will be updated concerning the situation and the plans for the reunification with your child. Please know that the child can only be released to an adult who is listed as an emergency contact on school records, so please be sure to keep that list updated. Anyone attempting to retrieve a student must show proper identification. In cases where students will be released from school, students that have obtained a parking permit will be able to sign themselves out at the time of release.

### **SCHOOL OPENING AND CLOSING**

Schools post official opening and closing times for school facilities. School personnel are on duty during school arrivals and dismissals and at school-sponsored activities to supervise students. Notifications of early dismissals, emergency closings, delayed openings or other emergency changes to school hours are provided through the media and school communication plans. Please see [www.ecboe.org](http://www.ecboe.org) website to connect with our School Messenger notification system.

The time set for the official opening and closing of the schools of the Etowah County School System are fifteen (15) minutes prior to the time students are to report to class and fifteen (15) minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise students. School system personnel are not expected to assume responsibility for students whose parent/guardians permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted

above except during school sponsored activities. Parents and guardians are expected to ensure that students are not dropped off too early or picked up late.

### **VISITORS**

For the protection of our students, employees and guests, all visitors, including parent/guardians, are required to go to the school office immediately, provide photo identification, and obtain an office badge upon entering the building.

### **STUDENT HARASSMENT/ PREVENTION PROCEDURE**

No student shall be engaged in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Students found in violation of this policy are subject to disciplinary sanctions as outlined under class 2 disciplinary violations. Sexual harassment, harassment, and discrimination are prohibited in Etowah County Schools.

Students sending electronic messages (social media, e-mail, text messages, etc.) that contain threats of violence at school or a school-sponsored event, that are deemed to be harassing by administration, or disrupt the normal school process, may be subject to disciplinary action. Law enforcement may also be contacted.

Complaints alleging violations of this policy may be made verbally or on Board approved complaint forms available at the administrator and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the administrator or the administrator's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

Upon receipt of the complaint, the administrator or the administrator's designee will, in their sole discretion, determine if the complaint alleges a serious violation of the policy. If the administrator or the administrator's designee determines that the complaint alleges a serious violation, the administrator or the administrator's designee will undertake an investigation of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the administrator or the school system.

### **Students may also report harassment using the website [www.anonymoustips.com](http://www.anonymoustips.com).**

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when the behavior has the effect of interfering or creating an offensive educational environment or when submission to, or rejection of such behavior is used as a basis for decisions affecting the student/employee. Questions or comments may be directed to

Etowah County Board of Education  
3200 West Meighan Boulevard, Gadsden, AL 35904  
(256) 549-7596

### **TITLE IX**

Title IX is a federal anti-discrimination law which mandates recipients of federal funds, like school districts, to provide equal access to educational programs and services, regardless of gender, color, national origin, etc. The ECBOE has appointed the administrator at each school as the first point-of-contact for persons who have questions or concerns with Title IX issues. If such a concern arises and the local school administrator does not provide a sufficient response to the concern, aggrieved persons may utilize the board's formal grievance policy in order to pursue a solution to their problem. For more information, contact:

D Dr. Alan Cosby  
Etowah County Board of Education  
3200 West Meighan Boulevard, Gadsden, AL 35904  
(256) 549- 7560

Although it is always preferable to attempt to solve problems at the local level, aggrieved persons also have the right to file a complaint with the United States Department of Education. Directions for completing such filings may be found at [www.ed.gov](http://www.ed.gov).

## **CHILD NUTRITION PROGRAM**

The Etowah County Board of Education Child Nutrition Program participates in the National School Breakfast, Lunch, and Snack Programs that operate under USDA guidelines, as mandated by the National School Lunch Act of 1946 and the Child Nutrition Act of 1966, and the Healthy, Hunger-Free Kids Act of 2010. These nutrition guidelines for schools are based on Recommended Dietary Allowances (RDA), student's caloric needs, and the Dietary Guidelines for Americans. It is the policy of the Etowah County Board of Education to provide access to Child Nutrition Programs to all students, and to provide nutritious and adequate meals at a minimal cost to parents and students. Breakfast and lunch are provided at all sites, and some schools offer breakfast and after-school snack programs at no cost to students.

Applications for USDA's free and reduced meal program are available online at [www.MySchoolApps.com](http://www.MySchoolApps.com). Families eligible for the program are encouraged, but not required, to apply. Only one application per family or household is required, and a new application is required each school year.

The Child Nutrition Program provides an online system, [www.MySchoolBucks.com](http://www.MySchoolBucks.com), which allows parents/guardians, at no charge, to review meal accounts and receive low-balance alerts. The online system also provides parents the ability to securely pay for meals using a credit or debit card, with a convenience fee applied to any online transaction. In an effort to prevent delayed meal service to all students, cash brought to school for meal accounts will be deposited in full to accounts. No change will be given.

ECBOE Child Nutrition Program does not allow adult meals to be charged. No student is allowed to charge a la carte or extra items, regardless of eligibility status. Students who do not have money to pay for meals will be treated fairly and with compassion, and each student's situation will be handled discreetly and confidentially. Any parent/guardian with student(s) with a negative account balance(s) experiencing financial problems may contact the principal or CNP Manager to implement a payment plan. Etowah County School System's Charged Meal Policy can be found in the [Etowah County Policy Manual](#).

Carbonated beverages and fast food items (in original containers) are not allowed in school cafeterias. This rule applies to students, visitors, and employees.

If you would like to request a paper copy of the Free and Reduced Meal Application and Household Letter, the Charged Meal Policy, or have any questions concerning aspects of the Child Nutrition Program, call (256)549-7572 or email [laura\\_parker@ecboe.org](mailto:laura_parker@ecboe.org).

### **BREAKFAST & LUNCH PRICES**

#### **Breakfast**

Student (K-12)	Full Price	\$1.00
Student (K-12)	Reduced	\$0.30
Visitor		\$2.75
Employee		\$1.25

#### **Lunch**

Student (K-12)	Full Price	\$2.25
Student (K-12)	Reduced	\$0.40
Visitor		\$4.00
Employees		\$3.00

## **BOOK BAGS**

Book bags and backpacks are to be properly stored upon entering school buildings. Rolling backpacks or luggage bags are not allowed due to safety concerns. Exceptions will only be made with administrator's permission due to medically documented limitations.

## **BUS SAFETY, STUDENT TRANSPORTATION**

Students, while in transit, are under the jurisdiction of the Etowah County Board of Education. All rules and regulations of the Code of Student Conduct are applicable.

- 1) Refusal to obey rules as stated herein or to obey rules made by the administrator will make the student liable to be reported to the school administration.
- 2) Students must be at the bus stop five minutes before the scheduled bus pick-up time.
- 3) Students who walk a distance to meet the bus must walk on the side of the road to their left. While waiting for the bus, students must not stand or play in the highway.
- 4) Students must not attempt to board or exit the bus while the bus is in motion.
- 5) Students must not extend any part of their bodies outside a bus window.
- 6) Students may only exit the bus at the scheduled bus stop unless written permission is received from the administrator.
- 7) Students should avoid loud voices and unnecessary conversation with the bus driver.
- 8) Students must cooperate with keeping the bus clean and avoid all forms of vandalism.
- 9) Students may not transport materials, with the exception of books and other school equipment, without permission from the administrator and/or his/her designee (balloons and/or glass objects are not allowed).
- 10) Tobacco (in any form) may not be used.
- 11) Students are expected to behave in a courteous manner. Horseplay is prohibited.
- 12) Bus stops will be centralized whenever practical.
- 13) Students must always exit the bus at the front door.
- 14) Students should utilize the following procedure for crossing the highway after disembarking the bus:
  - Walk to a location at least 10 feet in front of the right corner of the bumper, but still remaining away from the front of the school bus
  - Stop and look in all directions and when clear walk to the left edge of the school bus remaining approximately 10 feet in front of the bus
  - Look for a signal and in all directions, again making sure roadway is clear and safe before crossing roadway.
- 15) Bus drivers may assign seats.
- 16) Students may not ride another bus without written permission from the administrator or his/her designee.
- 17) Students may not move within the bus while it is in motion.
- 18) Students are prohibited from eating, chewing gum, and drinking beverages on the bus.
- 19) Students may be videotaped while being transported on school buses.

*Please see discipline section for consequences for bus transportation violations*

## **STUDENT DRIVERS**

Student drivers will be limited to students in Grades 9-12. However, each high school has a limited number of parking spaces available and a fee is charged to obtain a parking permit. Students/ Parents/Guardians should refer to the local school handbook for additional information on parking privileges. Driving is a privilege which may be revoked if tardies, check-ins and check-outs or unexcused absences are excessive.

Students providing their own transportation will be expected to observe the following rules:

- Students driving cars or motorcycles to school must park in the student parking lot.
- Cars should be locked after arriving in the morning.
- Students driving cars or motorcycles to school must register the vehicle with the administrator.
- Students are required to show a current driver's license and proof of insurance when registering the vehicle with the administrator.
- Cars or motorcycles are not to be moved from the parking lot at any time during the school day until the authorized time for the student to depart from school.
- Students should not occupy cars or return to cars or motorcycles during the school day between the time of their arrival and their departure from the school campus.

## **INTERNET SAFETY AND INTERNET USE AGREEMENT**

Computers and computing resources are important tools for furthering the Etowah County School District's educational mission. The Board's goal in providing these resources to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Using these resources is a privilege, not a right. Appropriate use regulations are provided herein to insure you are aware of the responsibilities you are about to acquire.

### **ACCEPTABLE USE and INTERNET SAFETY POLICY**

The Etowah County Schools' electronic network is available to students, and the goal is to promote educational excellence in schools by facilitating sharing resources and innovations, and through communications. As the technological environment is large and varied, the use of technology by students must be legal and ethical; and it should be consistent with the educational vision, mission and goals of the Board of Education.

The use of the Etowah County Schools' technology resources is a privilege, not a right. Each user is expected to abide by the generally accepted rules of network etiquette and provisions in this document. Violations to these provisions, or applicable laws and regulations, may result in the loss of computer services, disciplinary action, appropriate legal action, and/or assessment of the cost of damages to hardware/software.

The following uses of school-provided internet access are not permitted:

- a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- b. Transmitting obscene, abusive, sexually explicit, or threatening language;
- c. Violating any local, state, or federal statute;
- d. Accessing another individual's materials, information, or files without the permission of the person;
- e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
- f. Using passwords other than one's own without written permission of that person;
- g. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- h. Using the network for commercial purposes;
- i. Harassing, insulting, or attacking others;
- j. Giving out personal information on-line such as full name, home address, phone number, etc.;
- k. Gaining unauthorized access ("hacking") to resources or entities;
- l. Invading the privacy of individuals;
- m. Altering the set-up of computers as set by the system administrator;
- n. Using software which has not been assigned or approved by staff;
- o. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by district administration, teacher, or other appropriate district staff;
- p. Seeking to gain or gaining unauthorized access to information resources or other computing devices; and/or
- q. Accessing chat rooms, and sites selling term papers, book reports and other forms of student coursework.

## **INTERNET SAFETY**

### **General Warning; Individual Responsibilities of Parents and Users**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged citizens. Every user must take responsibility for his or her use of the computer network and Internet and should avoid these sites. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.

### **Personal Safety**

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet (at home or elsewhere) without your parent/guardian's permission. Regardless of your age, you should never agree to meet a person you have only communicated with online.

## **Hacking or other Illegal Activities**

It is a violation of the policy to use the school's network or Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.

## **INTERNET FILTERING**

The Etowah County Schools, either by itself or in combination with the Internet Provider, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors appeals to an interest in nudity or sex;
- Depicts describes, or represents in a patently offensive way with respect to what is suitable for minors;
- An actual or simulated sexual act or sexual contact;
- An actual or simulated normal or perverted sexual act(s), or a lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;

## **NETIQUETTE AND RESPONSIBLE USE**

1. Use digital communications responsibly. You will not use computers, personal devices, or the Internet to send or post hate or harassing messaging, make discriminatory or derogatory remarks about others, or engage in harassing behaviors.
2. Remember that you are an ambassador for the school in all of your online activities.
3. You understand that masquerading, spoofing, or pretending to be someone else is forbidden.
4. You will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, malware, or freeware on school computers.
5. You will follow all guidelines set forth by the Etowah County School District and/or teachers when publishing schoolwork online.
6. You understand the Etowah County Schools' administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

## **CONSEQUENCES AND VIOLATIONS**

Consequences of AUP violations include, but are not limited to:

- Suspension of network access
- Revocation of network access
- Suspension of computer access
- Revocation of computer access
- School suspension
- Re-Focus Center Placement
- School expulsion, and/or
- Legal action and prosecution by authorities

## **INTERROGATIONS AND SEARCHES**

### **Search of Property:**

The Etowah County Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are and remain the property of the Board.

The Board is charged with maintenance of such property and thus authorizes inspection for any maintenance-related reasons. With respect to opening of lockers or desks for other reasons, the following shall apply through the Etowah County School System.

Desks, lockers and other equipment at school belong to the school board and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some object, item, article, substance or other material is contained therein which is illegal, harmful to the safety of the

student himself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

School officials may make reasonable searches of a student's personal belongings such as; backpacks purses etc., if there is reasonable suspicion to believe that the student is carrying articles that may endanger him/her or other individuals in the school, or that such articles possessed are contrary to law or the regulations of Etowah County Board of Education policy.

Vehicles driven by students and parked on school property are subject to search with or without the consent of students.

Law enforcement provided K-9 units shall be used periodically in order to maintain safe and drug-free schools.

Any items which are specifically prohibited by law, by Board policy, or by fair and reasonable local school regulations may be impounded by school officials. Such prohibited items shall include, but not be limited to the following: Any weapons, drugs of any sort, alcoholic beverages, pornographic or otherwise obscene material, or any other object, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of Board policy, or of the local school's fair and reasonable regulations.

If possible, the student or students shall be contacted prior to any search of a desk or locker assigned to such student, and the desk or locker shall be opened in his/her presence. A witness from the professional staff shall be present during the inspection at all times when students cannot be contacted.

#### **Search of a Student:**

The Board authorizes teachers and administrative personnel who have reasonable belief that a student(s) is in possession of weapons, illegal drugs or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s) under the following conditions:

Any such action shall not be taken unless there is a reasonable belief of violation of law or policy which can be substantiated if necessary; any such action shall not be deliberately intended to embarrass, harass, or intimidate the student(s); Parents/Guardians shall be notified, in writing, of all such searches of a student's person. A copy of said notice shall be retained by the principal.

The search of a student's person shall be with the knowledge, and under the supervision, of the principal or his/her designee.

Any search of a student's person shall be done privately by an administrator/designee of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search. A record of the search shall be made. One copy shall be filed in the principal's office. One copy shall be sent to the Superintendent of Education. Students shall be given a receipt for all items impounded.

Reasonable belief of a violation of law or policy may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence or any of these factors.

Schools and school buses may use video surveillance cameras to enhance student safety and security. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes.

The administrator or designee should make every attempt to notify the student's parent/guardian of a search.

A record of the search shall be made. One copy shall be filed in the administrator's office. One copy shall be sent to the Superintendent of Education.

#### **Interrogations:**

A student enrolled in the Etowah County School System shall not be interrogated by any non-school authority without the knowledge of the school principal or the assistant principal. When law enforcement officers make it known that they



wish to talk to a student while under the supervision of the school, the student will be informed by the principal or assistant principal that the student has three choices:

- He/she may converse by telephone with his/her parent/guardian.
- He/she may decline to talk to the officers until his/her parent/guardian is present.
- He/she may talk with the officers either in or outside the presence of a school official.

School officials will make every reasonable effort in all cases to notify the parents/guardians when officials ask to interview students at school. In those instances, when a parent/guardian cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parents/guardians. Other non-school persons, with the exception of DHR and/or parents/guardians(s), shall not interview students during school hours. No student shall be removed from the school without a warrant or pick-up order being officially served.

### **Student Rights and Responsibilities: Property & Privacy Rights**

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

#### **Student Responsibilities:**

- To attend school-related activities without bringing materials or objects prohibited by law or board policy or which detract from the educational process
- To respect the property of the public, as well as that of individuals, and to refrain from destruction or damage to such property

#### **Student Rights:**

- To maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material prohibited by law or board policy
- To attend school in an educational environment in which personal property is respected.

### **CIVIL LIABILITIES AND CRIMINAL PENALTIES**

In an effort to assure that parent/guardians are informed of their school-related responsibilities, the Alabama State Board of Education has mandated that parent/guardians receive notification addressing civil liabilities and criminal penalties for misbehavior by students on school property or against school employees. The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees.

**Bomb Threat:** It is a crime to falsely report an incident with knowledge that the information reported, conveyed, or circulated is false. To initiate or circulate a false report or warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or emergency under circumstances that are likely to cause evacuation of a building, place of assembly, or transportation facility, or to cause public inconvenience or alarm is a Class C Felony. Falsely reporting other kinds of incidences is a Class A Misdemeanor.

**Drug, Alcohol, Weapons, Physical Harm or Threatened Physical Harm (Act 94-784):** The school administrator shall notify the appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the administrator is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) school days.

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

**Pistol Possession / Driver's License (Act 94-820):** Any person over the age of 14 years who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied the issuance of a driver's

permit or driver's license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person is 16 or older possesses a driver's license on the date of the conviction, the driver's license will be suspended for 180 days.

**Teacher Assault (Act 94-794):** A person commits the crime of assault in the second degree (Class C Felony) if the person assaults a teacher or an employee of a public education institution with the intent to cause serious physical injury.

**Tobacco Products (Pro-Children's Act and 290-030-010-06 Administrative Code, Alabama State Board of Education):** The use of tobacco products including electronic cigarettes (E-Cigarettes) is prohibited on school property, including buildings, vehicles and any other property owned by the board of education.

**Vandalism (Act 94-819):** The parents/guardians or other person having control or custody of any minor under the age of 18 with whom the minor is living and who has custody of the minor shall be liable for the actual damages sustained to school property plus the court costs caused by an intentional, willful, and malicious act of the minor.

**Weapons in Schools (Act 94-817):** It is a Class C Felony for any person to knowingly carry or possess a deadly weapon on the premises of any public school or any school bus with intent to do bodily harm. Note: Deadly weapons include but are not limited to hand grenades, explosive devices, pistols, rifles, shotguns, knives, stilettos, swords, daggers, or any type of club, baton, blackjack, bludgeon, or metal knuckles.

**Gun Free Schools Act (GFSA):** When it is determined that a student possesses a firearm at school, on school property, or at a school event/activity, the following procedures must be followed immediately:

- The student must be expelled and the expulsion noted on records transferred to any other school.
- The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:
  - Report to law enforcement
  - Contact parent/guardians
  - Suspend from school immediately pending investigation
  - Complete an investigation as soon as possible with documented written report(s)
  - Expel student according to LEA policy
- Following the expulsion determination, the student cannot attend any regular public school for one calendar year.
- The LEA can modify the expulsion on a case-by-case basis as allowed by the Code of Alabama 1975 §16-1-24.3.
- Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
- GFSA and other state required disciplinary data will be reported to the SDE through the School Incident Report (SIR).

## ROLES, RIGHTS, AND RESPONSIBILITIES

### **PRIVACY RIGHTS: PARENTS/ GUARDIAN, STUDENTS AND STUDENT RECORDS**

The Etowah County Board of Education has adopted a policy guaranteeing the privacy rights of students and parent/guardians, in regard to student records, as required by the General Education Act, as amended.

Parent/guardians and students of the Etowah County School System are hereby notified of their rights as pertaining to the privacy and release of student records.

Privacy rights include the right

- To inspect and review educational records of their children.
- To seek corrections, through an established process, of items in the record which are believed to be inaccurate and/or missing.
- To file a complaint with the appropriate state or federal officials when the district violates laws or regulations relative to student records.
- To exercise control over other people's access to the records, except for information that is designated as directory information.

The Etowah County School System maintains a number of different student records. The records maintained contain the following categories of information: attendance, scholastic programs and information, group test results, individual

assessment data, health data, discipline records, emergency contact information, biographical data, screening data, directory information, data for placement in special programs, records pertaining to student attitudes and behavior, preschool screening records, census count of disabled students. Information shared with third party vendors is used only for setup purposes for educational and institutional programs.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are

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

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

- 2) The right to request the amendment of the student’s education record that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Etowah County Board of Education to amend a record that they believe is inaccurate or misleading. They should write the school administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Etowah County Board of Education decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Etowah County Board of Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the Etowah County Board of Education to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605

Parents or eligible students may choose to file a complaint with the Etowah County Board of Education concerning alleged failure to comply with the requirements of FERPA. The contact information is: Etowah County Board of Education, 3200 West Meighan Boulevard, Gadsden, AL 35904 (256)549-7596

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), requires that the Etowah County School System, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Etowah County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the school or district to the contrary. This type of student information, commonly referred to as "directory information," includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed.

### **Release of student's directory information to military recruiters and institutes of higher educational for secondary students:**

Each LEA that receives funds under the Elementary and Secondary Education Act of 1965 (ESEA) must comply with a request by a military recruiter or an institution of higher education for secondary students' names, addresses, and telephone numbers, unless a parent has "opted out" of providing such information.

The primary purpose of directory information is to allow the Etowah County School System to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production, annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets, such as for wrestling, showing weight and height of team members.

## **STUDENT GRIEVANCES AND COMPLAINTS**

Students have a right to assistance in handling grievances and complaints. The following steps are provided to guide students and parents/guardians in reporting problems and receiving formal resolution of grievances and complaints:

### **Complaint Procedure:**

**A. Informal Discussion** – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her administrator or the designee of the administrator (except in cases of discrimination or harassment involving the administrator or the designee), in which case the complainant shall report to the Equity Coordinator or other person designated by the Superintendent within ten (10) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.

**B. Level One** – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her administrator or designee. The administrator or designee shall communicate his/her answer in writing to the complainant within ten (10) days of receiving the written complaint. Class complaints involving more than one (1) administrator or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.

**C. Level Two** – If the complainant is not satisfied with the resolution at level one, he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.

**D. Board Appeal** – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Etowah County Board of Education, provided request for placement on Board agenda is filed within ten (10) days. The superintendent will notify the complainant of the next regularly scheduled Board Meeting. The superintendent, working with the Etowah County Board of Education, will inform the complainant in writing of the final decision with twenty (20) days of the meeting.

Contact:

Mrs. Dena Cook

Etowah County Board of Education

3200 West Meighan Boulevard, Gadsden, AL 35904

(256) 549-7560

## Student Rights and Responsibilities: Free Speech and Expression

Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the Constitution of the United States; therefore, in a democratic society one of the basic purposes of education is to prepare students for responsible self-expression.

### Student Responsibilities:

- To respect the rights of others and to express disagreement in a manner that does not infringe upon the rights of others, nor interfere with the orderly educational process
- To act in a manner which preserves the dignity of patriotic observances
- To plan for, seek approval of, and conduct activities that are consistent with the objectives of the school

### Student Rights:

- To form and express viewpoints through speaking and writing in a manner that is not obscene, slanderous, or libelous
- To affirm identity with the American ideals, i.e., pledging allegiance to the flag
- To refrain from any activities that violate the precept of religion

## STUDENT CONDUCT, SUPERVISION, AND DISCIPLINE

Students enrolled in the Etowah County School System are subject to the rules of the Etowah County Board of Education while on school system property, while in attendance at school-related activities, and while being transported to and from school or school-related activities. Jurisdiction over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school community, especially when those students are representing the school.

### Student Expectations

- Attend all classes daily and are punctual in attendance
- Are prepared in each class with appropriate working materials
- Show respect for all individuals and property
- Show respect for the American and State Flags and exhibit patriotism
- Refrain from profane or inflammatory statements
- Conduct themselves in a responsible manner
- Are neat, clean and appropriately dressed
- Conform to acceptable standards of appearance as set forth in the dress code of the Etowah County Board of Education
- Practice self-discipline and self-dependence in assignments and other phases of school life
- Abide by the classroom rules and regulations of the Etowah County School System, the school, and the classroom teachers
- Are aware that acceptance of imposed discipline is the first step to self-discipline
- Show a positive, cooperative attitude toward school

### SCHOOL DRESS CODE

The Etowah County Board of Education promotes an environment where students can dress comfortably. Proper standards of dress and grooming are expected of all students at all times. As a general guideline, any manner of dress deemed inappropriate or disruptive during the scholastic day and/or during the practice for, or performance in, extra-curricular activities will not be allowed.

**The school administration has the authority to determine whether or not a student is in compliance with dress code regulations.**

The parents/guardians should supervise the manner of a student's dress. Elementary students should be dressed so he/she can participate in all aspects of the total educational program including physical education.

- 1) Headgear including, but not limited to hats, caps, headbands, sweatbands, bandanas, visors, do rags, hoods, and sunglasses, must be removed upon entering the school building and shall be properly stored.
- 2) Hair must be clean, combed, and well-groomed. Hair must not be in the eyes of the student or impair his/her vision. Appropriate safety precautions must be observed in all classes. If long hair is a safety hazard, students will receive directions from the teacher/instructor. Eye protection may be required in some classes. Whenever a student's hairstyle becomes a disruptive issue, the administrator will address the problem on an individual basis. Etchings in the hair are unacceptable. Facial Hair must be well groomed.

- 3) Insignias, buttons, and clothing that are suggestive (alcoholic beverages, tobacco, vulgarity, nudity, drug-related, etc.) are not permitted.
- 4) Clothing or other items that may inflame racial tension, incite a significant group of students in the student body, and/or depict any form of hatred/disrespect of others shall not be worn.
- 5) Any hairstyle, clothing or pattern of dress or other items that identify a student as being a member of a gang, or could be perceived as a threat or represent a hate or subversive organization are prohibited.
- 6) Chains, which are connected to clothing, are prohibited.
- 7) No piercing, other than the ear, is acceptable. Ear gauges are not allowed.
- 8) Pants/jeans and other articles of clothing must be clean with no holes.
- 9) Gym pants/shorts should only be worn during physical education class. (secondary and middle schools)
- 10) Revealing clothing may not be worn at any time.
- 11) Students must wear clothing in the manner for which it is designed. Pants/jeans must fit properly and be worn to fit at the waistline with the length no longer than mid-shoe level.
- 12) Over-sized, baggy clothing is prohibited.
- 13) Students must wear proper undergarments.
- 14) The length of all articles of clothing, as well as slits in articles of clothing, must be appropriate for school wear and in no instance shorter than 3" above the top of the knee. This includes, but is not limited to, tops, sweaters and dresses worn with leggings, jeggings or tights. The administrator/designee will determine compliance.
- 15) Shoes must be worn at all times, and shoes designed to be laced must be laced and tied.
- 16) Baggy coats may not be worn inside any school building.
- 17) Shoes may not contain any type of wheel or roller blades.
- 18) No sleepwear/pajamas or house shoes (unless deemed a school sponsored event)

### **DUE PROCESS**

The Board recognizes that observance of applicable substantive due process entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, e.g., based upon a rational or compelling state interest; and (2) the means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of school officials within the School System. To assure compliance with these two substantive aspects, the Board has approved the following guidelines as applicable to all policies, rules, and regulations.

- 1) Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.
- 2) Each local regulation shall be based on a Board policy.
- 3) All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, and administrative regulations of duly authorized agencies; e.g. State Board or State Department of Education.
- 4) Both policies of the board and regulations designated by local school administrators shall be specific and precise.
- 5) No board policies or local school codes of conduct shall deny any student his/her constitutional rights.
- 6) Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
- 7) Authority exercised by administrators, teachers or school officials, shall be capable of withstanding close judicial scrutiny and be free from arbitrary, capricious, discriminatory, or otherwise illegal practices.
- 8) Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

Procedural due process within the school district shall relate primarily to the area of discipline and disciplinary measures, e.g., short-term suspension, long-term suspension, and expulsion. The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Before being punished for violation of board policies or school regulations, a student shall have the right of the following minimum due process procedures:

- 1) The student shall be given oral or written notice of the charges against him;

- 2) The evidence against the student shall be explained to him; and
- 3) The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension (more than 10 days) or expulsion, the board shall afford the student the following:

- 1) The right to an administrative hearing;
- 2) The right to be represented by an attorney and to present evidence on his/her behalf;
- 3) The opportunity to question witnesses;
- 4) A written record at the hearing and a written record of the decision; and,
- 5) The right of appeal to the Etowah County Board of Education.

A school may not unilaterally expel or cease the provision of educational services to a student with a disability whose education is governed by an individualized education plan (IEP).

### **ADMINISTRATIVE DISCIPLINARY OPTIONS**

Administrators have the following options available to them for punishment of students who violate the Code of Student Conduct as published in this handbook. The board has the right to grant administrators additional options. Any time a referral is submitted that warrants formal disciplinary actions, a reasonable effort will be made by the school to contact the parents/guardians by telephone during school hours, written notice delivered by the student, or by the US Postal Service.

It is the responsibility of the student to notify his/her parents/guardians of all written communications from the school. Failure to do so may result in further disciplinary action.

**In-School Suspension:** In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The administrator or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. The administrator and staff should determine the scope of in-school suspension in their respective schools.

**Detention:** The administrator or his/her designated person(s) has the authority to assign students to a designated room (detention hall) on campus before school or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. The parent(s) or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) or guardian prior to the assignment of a student to detention hall. If the parent(s) or guardian can be notified on the day of the misbehavior, the student may be assigned on that day; if not, the student will be assigned following notification of parents.

**Corporal Punishment:** When disciplinary action requires the use of corporal punishment as a corrective technique, the student will be given the reason for the punishment and an opportunity to explain his/her actions prior to the administration of corporal punishment. The student's refusal to accept corporal punishment will be deemed a more serious offense and treated accordingly. A parent/guardian must be contacted prior to the administration of corporal punishment. A school administrator must be involved and present during the administration of corporal punishment.

If corporal punishment is used, it must be administered by a professional employee of the board and be reasonably administered without anger or malice. One witness must be present during the administering of the corporal punishment. A written report of each incident of corporal punishment will be kept on file in the administrator's office and a student Incident report entered.

**Out of School Suspension:** The Etowah County Board of Education defines suspension as "the temporary removal of a student from a school for violation of school policies, rules, or regulations, or otherwise causing interference with or disruption of the orderly operations of the school." The school administrator or his/her designated person(s) has the authority to suspend a student from school. The suspensions will be enacted in accordance with the prescribed policy procedures. No make-up work for academic credit will be given for assignments missed due to suspension, unless otherwise stated by the local administrator. Example: Partial credit for assignments missed during suspension

**School Bus Suspension:** School bus suspension is defined as the denial of the privilege of riding a school bus, based on misconduct that transpires when the student is being transported at public expense. This penalty shall be for a specified

period of time to be determined by the principal/designee(s). Students will not be re-assigned or allowed to ride another bus during the time of suspension.

When a student is placed on school bus suspension, the student and the parents/guardians shall be notified in writing by the school administration. The notification shall include the procedures or actions the student shall take to again become eligible to and/or from school.

**Disciplinary Probation:** Disciplinary probation is a period of time specified by the administrator or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The administrator or his/her designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

- A. While on disciplinary probation, a student will adhere to the following conditions.
  - 1. The student will not commit any disciplinary violation stated in the Code of Student Conduct.
  - 2. The student will not participate in any extra-curricular activities.
  - 3. Any absence will require a doctor's excuse.
  - 4. The student will meet weekly with the school counselor or other person designated by the administrator.
- B. Any student on disciplinary probation committing any disciplinary violations may be recommended for the Etowah County Alternative Education Center or for expulsion from the school system.

**Re-Focus Education Placement:** Students may be assigned to attend the Etowah County Re-Focus Center by the Etowah County Board of Education. The program is designed to decrease the number of students suspended for violating the Code of Student Conduct. Students must be referred by local school administrators with admission coordinated with the Etowah County Re-Focus Center Administrator. The program serves students in Grades K-12.

Upon recommendation by the school administrator, students may be assigned to the Re-Focus Center for disciplinary reasons. Students assigned to the Re-Focus Center will receive counseling which stresses nonviolent conflict resolution, responsibility, problem solving, and other issues which can affect the student's ability to perform in the regular school environment.

School administrators and parents/guardians must have an in-school meeting prior to the student being referred to the Re-Focus Center. The administrator will explain the reason for the referral and the referral process. The administrator will inform the parent/guardian to attend the official tribunal meeting. If the parent/guardian does not agree with the recommendation, he/she will have the opportunity to discuss this during the meeting.

### **TRIBUNAL MEETINGS**

Official tribunal meetings are held weekly at the Etowah County Board of Education located at 3200 West Meighan Blvd. Gadsden, AL 35904

The tribunal committee consists of central office administrators and staff. Central office student support staff, school administrators and school resource officers will also be in attendance at the tribunal meetings to offer support to students and families as needed.

### **Re-Focus Center Placement Procedure:**

- 1. Recommendations by the school administrator are made to the Director of the Re-Focus Center. Completed referral form is required.
- 2. All referrals are reviewed by the referral committee at the weekly official tribunal meeting. The tribunal committee will recommend disciplinary actions or Re-Focus placements to the Etowah County Board of Education. Referring school administrators are required to attend the tribunal meeting. Parents and students are invited to attend the tribunal meeting. If anyone other than the student and parent/guardian is to attend the tribunal meeting the superintendent/designated must be given 24 hours' notice; if not given notice; superintendent/designated may elect to reschedule the tribunal meeting.
- 3. The tribunal committee's recommendations are reviewed by the superintendent and the Etowah County board members at the next official Etowah County Board of Education meeting.



4. Temporary placement at the Re-Focus Center may be made, pending review by the Board of Education.
  5. Students with disabilities may be assigned to the Re-Focus Center. This process will include a Manifestation Determination meeting and a possible IEP meeting.
  6. The length of stay at the Re-Focus Center will be recommended by the referral committee and approved by the Etowah County Board of Education.
- Parents/guardians of students assigned to the alternative program must provide transportation.
  - While at the Re-Focus Center, students will not be allowed to participate in any extracurricular activities.
  - The student's placement can be extended based on his/her behavior.

**Referral for Expulsion:** Expulsion is defined as the removal of the right and obligation of a student to enroll and attend a public school under the conditions set by the Etowah County Board of Education.

The Etowah County Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action. A student referred for an expulsion hearing may receive an immediate suspension of up to ten (10) days. If a student is suspended and recommended for expulsion, the local school administrator shall notify, in writing, the parents/guardians and the superintendent of education and shall afford the student Due Process as provided in the Due Process section of the Code of Student Conduct.

The superintendent may extend a suspension or place a student in an alternative education setting pending the decision of the board to expel said student. A student expelled by the board may not return to any campus during the course of the expulsion. A school may not unilaterally expel or cease the provision of educational services to a disabled student.

## CONDUCT VIOLATIONS AND DISCIPLINARY SANCTIONS

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

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the administrator or his/her designated person(s).

### CELL PHONES/DIGITAL DEVICES

Digital Devices should ALWAYS be in Silent Mode and should only be used for educational purposes approved by a school employee.

## DIGITAL DEVICE DISCIPLINE

When a student is seen misusing a digital device while at school (anywhere not under the BYOD policy and teacher led activities) the following disciplinary actions will apply:

- **1st Offense:** Device is confiscated and turned in to an Administrator. Parent is notified. Parent must come to school to retrieve device.
- **2nd Offense:** Device is confiscated and turned in to an Administrator. Parent is notified. Parent must come to school to retrieve device. Student is suspended for one (1) day.
- **3rd Offense:** Device is confiscated and turned in to an Administrator. Parent is notified. Parent must come to school to retrieve device. Student is suspended for three (3) days.

## **BUS TRANSPORTATION DISCIPLINE**

- 1.) Students will be reported to the school administration for school bus violations. All violations are applicable to the appropriate section of the Code of Student Conduct.
- 2.) Bus drivers will give citations for minor offenses. Forms will be given to the student for a signature of the parents/guardians.
- 3.) The administrator or his/her designee will take appropriate action if a student receives three (3) minor citations.
- 4.) Students may be disciplined in the form of bus suspension/expulsion.
- 5.) Parents/guardians of the student may appeal disciplinary action with an appeal directed to the school administrator.

This section includes a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases accordingly. The numbers listed beside each violation are only for Student Incident Reports.

### **Class 1 Violations**

**Disruption on a school bus (S12)**

**Excessive distraction of other students (S12)**

**Failure to follow directives from board of education employees** - Administrator/Administrator, teacher, counselor, teacher's aide, substitute teacher, bus driver, lunchroom worker, etc. (S10)

**Illegal organizations** - any on-campus participation in fraternities, sororities, secret societies, or other unauthorized clubs (S71)

**Inappropriate display of affection** – including, but not limited to embracing/kissing (S30)

**Intentionally providing false information to a school board employee** including, but not limited to, student information data and the concealment of information directly related to school business (S09)

**Littering of school property (S08)**

**Minor intimidation of a student** – intentional, unlawful threat by word or act to do harm to another student, coupled with the ability to do so (S31)

**Non-conformity of dress code (S09)**

**Non-direct use of profane language or obscene manifestations (S26)**

**Refusal to complete class assignment**, including continued failure to bring materials to class (S10)

**Unauthorized absence from class or school (S36)**

**Unauthorized use of school/personal property (S10)**

**Unexcused Tardiness** – Reporting late to class (S72)

**Any other violation** that the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances. (S58)

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### **Class 1 Disciplinary Sanctions**

Parent/guardian notification is required. The administrator's discretion for the following sanctions may include, but not be limited to, the following:

- Conference with the student
- Verbal reprimand
- Withdrawal of privilege(s)
- Parents/guardians conference(s)
- Demerit(s)

- Temporary removal from class (including prohibiting the student from attending special events, i.e. field trips, etc.)
- Detention
- In-school suspension
- Corporal punishment
- Disciplinary probation
- School bus suspension (Less than 10 days)
- Other sanction(s) as approved by the Etowah County Board of Education

## Class 2 Violations

**Assault/Battery upon students** - Intentionally touching or striking another student against his/her will (S05)

**Harassment** (including Cyber-harassment) – (Documented Harassment/Bully Prevention Procedure)  
Disciplinary sanctions may vary depending on the severity. (S20)

**Dishonesty, cheating, providing false information** to an employee of the Etowah County Board of Education (S09)

**Engaging in any act that is deemed harmful**, including but not limited to, practical jokes (S20)

**Gambling** - any participation in games of chance (flipping coins, matching, etc.) for money and/or other things of value. (S19)

**Inappropriate speech** or other expression intended to insult or stigmatize (written, electronic or gestures) others on the basis of their sex, race, color, disability, religion, sexual orientation or national and ethnic origin (S11, S20)

**Insubordination, Defiance, Disrespect to a Board Employee's authority;** verbal/non-verbal refusal to comply with lawful directive of a Board Employee (S09)

**Leaving class or campus without permission** (S36)

**Possession of and/or use of matches or lighters** (S55, S57, S58))

**Possession of stolen property** with the knowledge that it is stolen (S24)

**Theft of Property** valued at less than \$50.00 (S24)

**Tobacco products including electronic cigarettes (E-Cigarettes) and vapors** - Possession, sale, use (S32, S34)

**Touching of another person** - Offensive touching or touching with a sexual connotation (S29)

**Trespassing/Illegal School Entry** – Breaking, entering or remaining in a structure or conveyance without jurisdiction and/or supervision during the hours the premises are closed to the public (S35)

**Unsafe/Unlicensed Driving** on school property or other violations of the school parking/driving Rules (S25, S12)

**Use of Profane Language/Obscene Manifestation** (verbal, written, electronic, gestures) directed toward another person or possession of pornographic material (S26)

**Vandalism/Property Damage**, including but not limited to malicious mischief, graffiti, or intentional damage to public property, i.e., desks, tables, bus seats, or real property of others. In all cases, the student/parents /guardians shall make monetary restitution for damages. (S08)

**Written/Verbal Proposition** – to engage in sexual acts (S29)

**Violation of Internet Acceptable Use Policy** (S09, S10) (Refer to page 30 for consequences)

**Violation of Medication Policy** (S09, S10)

**Any other violation** the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances (S58)

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## Class 2 Disciplinary Sanctions

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Parent/guardian notification is required. The administrator's discretion for the following sanctions may include but not be limited to the following:

- Temporary removal from class (including prohibiting the student from attending special events, i.e., field trips, etc.)
- Detention
- In-school suspension
- Alternative Education Program:  
First assignment to alternative placement is limited up to 30 days placement
- Out-of-school suspension (Parents/ guardians contact required before suspension)
- Referral to outside agency, including the criminal justice system
- Corporal punishment
- School bus suspension
- Restitution of property and damages where appropriate
- Other sanction(s) as approved by the Etowah County Board of Education

## Class 3 Violations

**Accessing or changing information in a school computer** to endanger or cause harm to another individual (S08)

**Aggressive Contact** that causes physical harm (S05)

**Criminal Mischief** (S08)

**Discharging of an air-gun or any other device** that expels a projectile with speed (S45)

**Extortion** - the act of obtaining service, money, or information by the use of threats (S31)

**Fighting** on school grounds, school bus, school building or at school-related functions/events (S17)

**Inciting/Participating in major student disorder** including, but not limited to, gang activity; leading, encouraging or assisting in disruption that results in destruction/damage of private property or personal injury to the participants or others (S22)

**Indecent Exposure** which is socially unacceptable exposure of the human body, on school property or at a school-sponsored event/function (S29)

**Prohibited Item** - Possession, sale, use, furnishing, or giving of a prohibited Item (S55, S56)

\*Does not include item listed in Class 4 Violations

\*Without the intent of causing harm

**Robbery** - the taking of money or other property from the person or custody of another person. Restitution will be required. (S27)

**Theft of Property**- the intentional unlawful taking and/or carrying away of property valued at \$50.00 or more when said property belongs to or is in the lawful possession or custody of another. Restitution will be required. (S24, S25)

**Threatening Language and/or Harassment** that is not consistent with criminal activity directed to another individual's harm, to employees or students of the Etowah County Board of Education, their family or property, including the performance of such act (S05, S20)

**Unjustified Activation of Fire Alarm/ Fire Extinguisher** (S18)

**Any other offense that the school administration may deem reasonable** to fall within this category after investigation and consideration of extenuating circumstances (S58)

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## Class 3 Disciplinary Sanctions

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Parents/guardians notification is required. The administrator's discretion for the following sanctions may include but not be limited to

- Out-of-school suspension (Parents/guardians contact required before suspension)
- Alternative Education Program:  
First assignment to alternative placement limited up to 45 days placement
- Referral to outside agency, including the criminal justice system
- Expulsion
- Restitution of property and damages where appropriate
- Other sanction(s) as approved by the Etowah County Board of Education

**Class 4 violations are considered criminal in nature and will involve local law enforcement.**

**Arson** – the willful and malicious burning of school property. (S04)

In accordance with the Code of Alabama 1975 §16-1-24.1(e) (2), parents/guardians are liable for damages to school property caused by their child/children.

**Assault/Battery on another person** (student, teacher, staff member, visitor, etc). (S05)

In accordance with the Code of Alabama 1975 §13A-6-21, it is a Class C Felony to cause physical injury or threaten to cause physical injury to teachers or other employees of the Board of Education. In accordance with the Code of Alabama 1975 §16-1-24(b)(c), the administrator shall notify appropriate law enforcement officials when a student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Etowah County Board of Education

**Bomb Threat** – Any such communication concerning school board property that has the effect of interrupting the educational environment. (S06)

Any student found to have made a bomb threat or to have falsely reported such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures. Any student, who counsels, advises, persuades, encourages, or dares another person to make a bomb threat or to falsely report such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures.

**Crimes** as defined under the laws of the city, county, State of Alabama, or the United States  
*Etowah County Board of Education reserves the right to refer a student to the Etowah County Alternative Education Program if a student has a pending felony charge.*

**Explosive Device** (Possession, Sale, Discharge/Use) (S46, S47, S48)

In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Etowah County Board of Education. (See Gun Free School Act)

**Possession of any firearm**, including but not limited to, a starter gun which will or is designed to or may already be converted to expel a projectile by the action of an explosive, the frame or receivers of any such weapon, with intent to do bodily harm on school system property, including a school bus, is a Class C Felony. (S43)

In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Etowah County Board of Education. (See Gun Free School Act)

**Possession of a Weapon** with the intent of causing harm (knife, metallic knuckles, tear gas gun, throwing star, chemical weapon or device, pepper gas, or any other weapon, instrument, or object) (S49)

**Sexual Offense** – Acts of a criminal sexual nature which occur on school property, school buses, or when the student is in attendance at a school-related activity. (S30)

Any other offense that is deemed criminal in nature and involves law enforcement

*In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Etowah County Board of Education. (See Gun Free School Act)*

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Class 4 violations are considered criminal in nature and will involve local law enforcement. All Class 4 offences will be considered for Expulsion.

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### **EXPULSION PROCEDURE**

Upon the recommendation of the Superintendent, all six (6) steps listed below apply. Administrators should refer to **Due Process** Guidelines in order to preserve the constitutional rights of the student.

- Step #1 The Administrator shall notify law enforcement and the Juvenile Probation Office.
- Step #2 A formal petition will be filed with law enforcement. The school administrator will contact the parent/guardian; and the parent/guardian shall be notified, in writing, of the pending charge.
- Step #3 The Administrator shall notify the Superintendent and the tribunal committee of the offense with an official alternative referral form.
- Step #4 A formal tribunal meeting shall take place within five (5) school days from the date of the alleged offense unless otherwise scheduled by either the Superintendent or the tribunal committee. The school administrator will notify the parent of the time, date, and place of the formal tribunal meeting.

The school Administrator (or designee) shall furnish the tribunal committee with evidence of the alleged offense as well as pertinent information regarding the student's overall conduct, attendance, and academic record. ***If anyone other than the student and parent/guardian is to attend the tribunal meeting, the Superintendent and the tribunal committee must be given 24 hours' notice; if not given notice, the Superintendent or the tribunal committee may elect to reschedule the hearing.***

**Students served under IDEA or Section 504 shall have a manifestation determination meeting with their respective IEP/504 committee at the local school. The manifestation hearing shall be held prior to the hearing before the tribunal.**

- Step #5 Parents will receive the notice of recommendations made to the Board of Education and appointment to attend the next scheduled Etowah County Board meeting, within ten (10) school days after the formal tribunal meeting.
- Step #6 Appeals of the tribunal committee's recommendations may be made to the Etowah County Board of Education at the official Etowah County Board Session. The Board shall notify the parents of his/her determination within 10 school days after the appeal hearing.

School officials must notify the appropriate law enforcement officials when any person violates policies of the Etowah County Board of Education concerning drugs, alcohol, bomb threats, weapons, physical harm to a person, or threatened physical harm to a person. If that person is an enrolled student, the local school system shall immediately suspend the student from attending regular classes. The decision to initiate disciplinary action and/or criminal charges against a student shall include a review and consideration of the student's exceptional status, if applicable. Code of Alabama 1975 §16-1-14.

# Drug/Alcohol Related Discipline Issues and Consequences

**Unlawful possession, transfer, sale or purchase of illegal/controlled substance including illegal drug paraphernalia and alcohol on school grounds or at a school sponsored activity.**

- 1<sup>st</sup> Offense of school year– at least 30 days not to extend 90 days Re-Focus Center Placement plus completion of the Substance Abuse Program (S.A.P.)
- 2<sup>nd</sup> Offense of school year – at least 90 days not to extend one (1) year Re-Focus Center Placement plus completion of the Substance Abuse Program (S.A.P)
- 3<sup>rd</sup> Offense of total school career – Move for expulsion, follow all expulsion procedures

**Under the influence of illegal/controlled substance or alcohol on school grounds or at a school sponsored activity**

- 1<sup>st</sup> Offense of school year– at least 30 days not to extend 90 days Re-Focus Center Placement plus completion of the Substance Abuse Program (S.A.P.)
- 2<sup>nd</sup> Offense of school year – at least 90 days not to extend one (1) year Re-Focus Center Placement plus completion of the Substance Abuse Program (S.A.P)
- 3<sup>rd</sup> Offense of total school career – Move for expulsion, follow all expulsion procedures

The administrator or his/her designee(s) shall report any violation of law concerning drugs to the superintendent and to the local police department (or Sheriff's Department) when applicable and cooperate with law enforcement officials in their investigation.

- A student **convicted by any court** of selling drugs on the premises of the Etowah County Board of Education or at any school activity will be recommended for expulsion.
- The Etowah County Board of Education reserves the right to immediately recommend expulsion based on the recommendation of the Etowah County Superintendent

## Etowah County Board of Education Board Meeting Schedule

**All meetings of the Etowah County Board of Education are open to the public. Meetings begin at 5:00 p.m. summer meeting begin at 4:00 p.m.**

**Additional “Called Board Meetings” may be held. Public notice for these meetings will be given at least twenty-four (24) hours in advance.**

**“Work Sessions” will be scheduled as needed. Public notice for work sessions will be given at least twenty-four (24) hours in advance**

**Board meeting minutes are posted on the ECBOE website.**

**All Etowah County School System employees have access to email, and can be reached at [firstname\\_lastname@ecboe.org](mailto:firstname_lastname@ecboe.org)**

## STAY CONNECTED

- ECBOE WEBSITE - [www.ecboe.org](http://www.ecboe.org)
- ECBOE FACEBOOK - [www.facebook.com/Etowah-County-Schools](https://www.facebook.com/Etowah-County-Schools)
- Follow Us On Twitter <https://twitter.com/ECBOE> or @ecboe
- Stay informed with ECBOE Remind - [www.remind.com/join/etowahc](http://www.remind.com/join/etowahc)
- Join via SMS! Text this number (256)280-4999 with this message @etowahc
- School Messenger - Opt-In from your mobile phone Text “Yes” to 67587

## 2017-2018 Code of Student Conduct Notice of Receipt

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

It is the intent of the Etowah County Board of Education that each student and his/her parent/guardian receive a copy of the Etowah County Board of Education *Code of Student Conduct* and the Individual School Supplement (responsibility of the base school). The faculty within each school is charged by the Etowah County Board of Education to review the *Code of Student Conduct* with the student body. By signing this form, you are verifying receipt of the Etowah County *Code of Student Conduct*.

**\*\*\* Parents should initial in each of blanks to reflect receipt of specific information\*\*\***

\_\_\_\_\_ **Code of Student Conduct** I acknowledge that I have received a copy of the Etowah County *Code of Student Conduct* that has been adopted by the Etowah County Board of Education.

\_\_\_\_\_ **Special Education** I acknowledge that I have received information concerning the availability of Special Education Services for students enrolled in Etowah County Schools.

\_\_\_\_\_ **Textbooks** I acknowledge that I have received information concerning the care of state-owned textbooks.

\_\_\_\_\_ **Directory Information** I understand that if I object to the disclosure of any or all of the items specified as directory information, I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter.

\_\_\_\_\_ **Drug Survey** - I understand that if I object to my child participating in a Drug Use Survey as required by Title IV funding, I shall place written objections on file with the school at the time of the student's enrollment or at any time thereafter.

\_\_\_\_\_ **Internet Use** - I have read and understand the Acceptable Use Policy and Student Handbook of the Etowah County School District. I understand that the right to use the computer network and Internet access may be suspended or terminated if I fail to comply with any of the rules and requirements outlined in that policy.

\_\_\_\_\_ **Parental Notification of Compulsory School Attendance Laws** I have read the parent notification of compulsory school attendance laws and I am fully aware of my responsibility to see that my child attends school daily and of the penalty for my failure to do so.

\_\_\_\_\_ As a parent or guardian of the above-named student, I have read the Etowah County Schools Acceptable Use Policy. I understand that access to the Internet is for educational purposes and that the Etowah County School District will take reasonable precautions to prevent access to controversial material. However, I understand that it is not possible to restrict access to all materials, and will not hold the District liable for materials that may be acquired on the Internet by my child. I understand that my child's Internet access will be valid as long as my child complies with the rules and requirements outlined in the Acceptable Use Policy.

\_\_\_\_\_ In addition, the Etowah County School District strives to promote positive activities, honors, and work of our staff and students. This includes working with the local newspapers and also developing our own publications. Authorization to release student photo/work gives Etowah County School District permission to submit photo/work to local newspapers, school newsletters, the school or district website and/or other publications promoting District activities.

\_\_\_\_\_ I authorize my child's to access the Etowah County School District's computer network for Internet access.

\_\_\_\_\_ I authorize the Etowah County School District to release my child's student work/photo for publication in local newspapers, school newsletters, the teacher, school or District website, social media, and other publications promoting District activities.

**It is the parent's/guardian's responsibility to notify the school if the student is NOT allowed to utilize available technology or to deny publication of student work/photos.**

\_\_\_\_\_ **FERPA** - I acknowledge that I have received information regarding the Family Education Rights Privacy Act.

\_\_\_\_\_ **Bus Safety/Student Transportation** - I acknowledge that I have received information concerning bus safety and student transportation.

Next Page →



**My signature acknowledges receipt of Etowah County *Code of Student Conduct* and individual school sections, which includes Special Education Information, Textbook Rules and Regulations, Release of Directory Information, Drug Survey Administration, Bus Safety/Transportation, Internet Use, and FERPA.**

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<b>Student Name (Printed)</b>	<b>Student Signature</b>	<b>Date</b>
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<b>Parent/Guardian Name (Printed)</b>	<b>Parent/Guardian Signature</b>	<b>Date</b>
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