WALKER

COUNTY

SCHOOLS

PARENT-STUDENT HANDBOOK
WALKER COUNTY SCHOOLS
2021-22

INTRODUCTION

The Walker County Board of Education adopted the following Disciplinary and Academic Standards for students enrolled in Walker County Schools. The purpose of these standards shall be to maintain an overall positive school environment and atmosphere that enhances student and teacher morale and increases parental and public support of our schools.

A uniform code of conduct for students is important to the pursuit of academic excellence in order that the students may have meaningful learning experiences. This can only be accomplished in schools where the environment is free from distraction caused by disruptive behavior.

This handbook for students includes selected policies, some of which are abbreviated, of the Walker County Board of Education. Complete copies of the Board Policies may be found online at www.walkercountyschools.com. The purpose for this handbook is to notify students and parents about some of the more pertinent policies and rules that govern student activities, course requirements, and student behavior.

The principal of each school is authorized and directed to develop additional rules and regulations consistent with policies, rules, and regulations of the Walker County Board of Education which may be necessary to govern the conduct of students under his/her supervision. Local school rules and regulationsare normally printed at the beginning of the school year and distributed to students at the local school. The Walker County Schools Parent-Student Handbook is a system-wide publication and is intended as additional communication from the school to the home.

SUPERINTENDENT OF EDUCATION
Dr. Dennis Willingham

BOARD MEMBERS
Chairman- Brad Ingle

District 1- Trent Kennedy

District 2- Todd Vick

District 3- Dr. Vonda Beaty

District 4- Lee Ann Headrick

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FEDERAL PROGRAMS

NON-DISCRIMINATION POLICY

It is the policy of the Walker County Board of Education to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Title II of the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973; therefore, the Walker County School System does not discriminate in employment, against employees, or against students. No student or employee shall on the basis of sex, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subject to discrimination in any educational programs, activities, or functions within the system. For additional information, please contact Steve Rowe, Human Resources Director, or Michele Howell, Special Education Director, at 387-0555 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or at 1710 Alabama Avenue, Jasper, Alabama 35501.

CHILD FIND

The Walker County School System is attempting to locate students with disabilities (ages 0-21) who are not currently being served in an appropriate educational program. This includes students qualified for Special Education services under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or any other student who is suspected to have or has been identified as having a disability. Anyone who knows of a child who is in need of these services, but is not receiving them, should contact the principal of the school in the neighborhood where the child lives or contact Michelle Howell, Special Education Coordinator, or Ginger Atkins, Section 504 Coordinator, at 387-0555 between the hours of 8:00 a.m. and 4.00 p.m., Monday through Friday.

HIPAA COMPLIANCE

The Walker County School System abides by the Privacy Regulations created as a result of the *Health Insurance Portability and Accountability Act of 1996* (HIPAA). If you have questions regarding the use of disclosure or students' health information, please contact Margaret Guthrie, Director of Health Services,at 384-1055.

TITLE I COMPLAINT AND RESOLUTION PROCEDURE

Complaints concerning violations of Title I, The Improving America's Schools Act P.L. 103-382, or applicable provisions of the General Education Provisions Act in connection with Title I, may be made to the Walker County Board of Education by parent advisory committees, parents, teachers, or other concerned organizations or individuals. Procedures for resolution of complaints are defined below:

1 Time for investigation and resolution of complaints shall not exceed thirty days from the date on which the written, signed statement of complaint is received by the Walker County Board of Education.

2 A hearing shall be scheduled providing an opportunity for complainant or the complainant's representative, or both, to present evidence, including an opportunity to question parties involved.

3 A written decision of complaint resolution shall be provided to the complainant by the Walker County Board of Education.

4 The complainant has the right to appeal the final resolution of the local Board of Education to the State Department of Education within thirty days after receipt of the written decision.

The Walker County Board of Education systematically provides information concerning these procedures to all Title I personnel, school and system administrators, all district and school parent advisory committees and any other interested parties. All inquiries should be directed to the Federal Programs Director at the Walker County Board of Education, 1710 Alabama Avenue, Jasper, AL 35501.

STUDENT EDUCATION RECORDS

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identifythe part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student

of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notifiedof 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request).

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirementsof FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U. S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

NOTICE FOR DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that the Walker County Board of Education, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Board may disclose appropriately designated "directory information" without written consent unless you have advised them to the contrary in accordance with Board

procedures. The primary purpose of directory information is to allow the Walker County Board of Education to include this type of information from your child's education records in certain school publications/presentations. Examples include, but not limited to:

- School Web-site;
- Social Media;
- Digital Memory Disks;
- Photo Slide Show/ Video Presentations;
- Playbill- Drama Production;
- Annual Yearbook;
- Honor Roll or Recognition Lists;
- Graduation Program; and
- Sports Activity Sheets (such as for wrestling- showing weight and height of team members).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Walker County Board of Education to disclose directory information from your child's education records without your prior written consent, you must notify the Board in writing the first full week of the school year. The Walker County Board of Education has designated the following information as directory information: (Note: An LEA may, but does not have to, include all the information listed below.)

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance

- Grade level
- The most recent educational agency or institution attended
- All schools requested by a school at which the Walker County Board of Education believes a former student to be enrolled
- Requests for contact information of seniors attending a Walker County Board of Education high school made by an in-state, public college for a legitimate reason, including, but not limited to, enrollment recruitment
- Any request for records made via a court order, signed by a judge with competent jurisdiction

PARENTS RIGHT TO KNOW

(Teacher Qualifications)

ESSA, Section 1112 (c)(6)

(6) PARENTS RIGHT-TO-KNOW-

(A) QUALIFICATIONS- At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

(i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) ADDITIONAL INFORMATION- In addition to the information that

parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent information on the level of achievement and academic growthof the student, if applicable and available, on each of the Stateacademic assessments required under this part; and

(C)

(i) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

(D) FORMAT- The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

PARENTS RIGHT TO KNOW

(English Learners)

Title I Section 1112 (3)(A)

Language Instruction-

(A) NOTICE—Each local educational agency using funds under this part or title III to provide a language instruction educational program as determined under title III shall, not later than 30 days after the beginning of the school year, inform parents of an English learner identified for participation or participating in such a program, of—

(i) the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;

(ii) the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;

(iii) the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;

(iv) how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;

(v) how such program will specifically help their child learn English and meet age-appropriate academic

achievement standards for grade promotion and graduation;

(vi) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools;

(vii) in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and

(viii) information pertaining to parental rights that includes written guidance—

(I) detailing the right that parents have to have their child immediately removed from such program upon their request;

(II) detailing the options that parents have to to enroll their child in such program or to choose another program or method of instruction, if available; and

(III) assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.

(B) SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR---

For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the local educational agency shall notify the children's parents during the first 2 weeks of the child being placed in a language instruction educational program consistent with subparagraph (A).

(C) PARENTAL PARTICIPATION—

(i) IN GENERAL—Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—

(I) be involved in the education of their children; and active participants in assisting theirchildren to education; and (aa) attain English proficiency;
(bb) achieve at high levels within a well-rounded

(cc) meet the challenging State academic standards expected of all students.

(ii) REGULAR MEETINGS—Implementing an effective means of outreach to parents under clause (i) shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part or title III.

(D) BASIS FOR ADMISSION OR EXCLUSION—A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

(4) NOTICE AND FORMAT—The notice and information provided to parents under this subsection shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

For additional information regarding the Parents Right to Know, contact the school office.

*The Walker County Board of Education adheres to the regulations of theFamily Educational Rights and Privacy Act (FERPA) in relation to public elementary and secondary education.

PARENTAL RESPONSIBILITIES

During the special legislative session of 1994, the Alabama Legislature passed *Alabama Code 16-28-12 (1975)* which amended *Act 93-673* as codified in *Ala. Code 16-28-12 (1975).* This legislation has important implications for parents. The purpose of this letter is to inform you of the statutory requirements of *Alabama Code 16-28-12 (1975)* and the procedures to be followed.

Parental responsibilities are as follows:

- To enroll children between the ages of 6 and 17 in school (public school, private school, church school, or be instructed by a private tutor).
- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor.
- To compel the child to properly conduct himself or herself as a pupil.

Parents should be aware of the following;

- Inappropriate student conduct or behavior may result in suspension from school.
- The Code of Conduct and related behavior and discipline policies adopted by the Board of Education which are provided to you at the beginning of the school year shall define proper conduct.
- Out-of-school suspensions shall be reported to the superintendent of education.
- Parents, guardians, or other persons having control or custody of the student are subject to prosecution for violations of this law.
- The Attendance/Truancy Prevention Program shall be followed to implement this legislation. Read these procedures carefully.

In an effort to ensure that parents are informed of their school-related responsibilities, the State Board of Education has mandated that you receive notification which addresses civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees. It's the Law!

Although most students are regular in attendance and conduct themselves properly, it is necessary to notify all parents of the requirements of this, related legislation, and the procedures which will be followed in the event violations occur. You are encouraged to read the enclosed documents carefully.

Sign the acknowledgment statement (copy attached) which documents the receipt of this information and return it to the school.

WALKER COUNTY SCHOOLS
SCHOOL CALENDAR
2021-2022

Inservice/Workday	August 5-11
Professional Institute/Inservice/Workday	August 10
Support Institute/Medication Training/PD	August 10
1st Day for Students (K-12)	August 12
Labor Day Holiday	September 6
Virtual Day	September 29
Columbus Day	October 11
End of 1st Nine Weeks	October 15
Parent Visitation	October 21
Veterans' Day Holiday	November 11
Virtual Day	November 12
Thanksgiving Holidays	November 22-26
End of 2nd Nine Weeks	December 17

Christmas Holidays	December 20
-Jan 3Teacher Inservice	January 3
Students Return	January 4
King/Lee Day	January 17
Virtual Day	February 2
Presidents' Day	February 21
End of 3rd Nine Weeks	March 11
Spring Break	March 21-25
Virtual Day	April 15
Last Day of School	May 27
Graduation	May 27

SCHEDULE OF 9-WEEKS GRADING PERIODS AND REPORT CARDS

2021-22 SCHOOL YEAR

Nine-Weeks	Beginning Date	Ending Date	Days in Gradin gPeriod	Date Report Cards Issued
1	**8/12/21**	**10/15/21**	**45**	**10/20/2021**
2	**10/18/2021**	**12/17/2021**	**34**	**1/7/2022**
3	**1/4/2022**	**3/11/2022**	**48**	**3/18/2022**
4	**3/14/2022**	**5/27/2022**	**48**	**TBD**

First Semester will begin August 12, 2021 and end December 17, 2021.
Second Semester will begin January 4, 2022 and end May 27, 2022.

Progress Report dates are as follows:
September 08,2021
November 17, 2021
February 3,2022
April 22, 2022

ADMISSIONS

Age Requirements:

- Children entering Kindergarten must be 5 years old on or before September 2.
- Children entering First Grade must be 6 years old on or before December 31.

Documentation Requirements:

A child enrolling in Walker County Schools for the first time must present to the principal the following prior to enrollment:

- Official birth certificate

- Valid social security card
- Proof of residence
- Current immunization certificates (blue slips) are required by Alabama law and **must be presented to the school office before a child mayenroll in public school**. These certificates are available from local physicians or local health departments.

Homeless, Foster Care, Migrant, Immigrant, and English Language Learner Students:
Exceptions to the documentation requirements will be made for homeless, foster care, migrant, immigrant, and English language learner students in accordance with federal law. School staff will provide reasonable assistance to these students in securing the necessary admission documentation.

Reference: AAC 290-3-1-.02(7)(d) – Homeless Students

ACADEMICS

PURPOSE

Focus & Integrity

MISSION STATEMENT

Quality Education To Ensure Success

VISION STATEMENT

A dynamic educational system where students become life-long learners, leaders, and trailblazers.

VALUES

Achievement For All Students
Accountability For All Stakeholders
Access To Safe Schools

GIFTED AND TALENTED EDUCATIONAL SERVICES

Gifted students are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared

to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

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

EXCEPTIONAL EDUCATION

Special Education Services are provided for appropriately-identified exceptional children and youth in accordance with the federal and state mandates. Exceptionalities through which services may be received are Emotional Disability, Intellectual Disability, Specific Learning Disabilities, Speech Language Impairment, Multiple Disabilities, Deaf/Blindness, Hearing Impairment, Vision Impairment, Other Health Impairment, Orthopedic Impairment, Traumatic Brain Injury, Developmental Delayed, or Autism.

Students who are receiving special educational services may be graded according to an individualized educational plan, and nothing in Board policy or procedure prohibits the extension of appropriate academic modifications or accommodations to students who may be eligible for such modifications or accommodations under provisions of state and federal law.

Information regarding referral procedures for special education services may be obtained from local school teachers, guidance counselors, and or the school principal. Questions or requests for additional information should be addressed to the Director of Special Programs at (205) 387-0555.

CUMULATIVE RECORDS OF STUDENTS

The cumulative record card contains identifying student information, semester grades, units of credit, attendance, citizenship, standardized test results, other pertinent data, and the student's interests and activities. This card may be viewed by the student and/or parents upon request. Parents always retain the right to review the content of student records in accordance with provisions of the Family Education Privacy Act.

HOMEWORK

The classroom teacher shall be left with the authority to determine actual homework assignments consistent with Walker County Board of Education

Policies and Guidelines.

TUTORING

Students who have failed academic courses shall not be granted high school credits through tutoring. Students shall be granted credits toward graduation after completion of courses through an approved/accredited institution(s). Teachers may not receive monetary compensation for tutoring students they teach in their particular course.

DUAL ENROLLMENT

The dual enrollment program allows certain high school students to enroll in postsecondary institutions in order to earn dual credits for a high school diploma and/or postsecondary degree at both the high school and participating postsecondary levels. The dual enrollment program is open to all students meeting the requirements as outlined in the policy manual which can be found in the school's library.

The student must attain a minimum of a "C" in the course and the college credit must be awarded before the school will accept the grade. Documentation of the college course must be presented to the school and will be maintained in the student's cumulative record.

CHEATING

Cheating is defined as the giving or receiving of information during a testing period or on certain assignments. Students who are found guilty of cheating may receive a grade of zero (0) for the work or may be subject to other school disciplinary action. The grade and age of the student shall be considered when determining "other disciplinary action" and will be at the discretion of the school administrator.

EXEMPTION POLICY

Schools may allow students to exempt a maximum of two (2) semester exams per semester based on the following criteria:

1. A student who has an "A" average and 3 or fewer absences per class
2. A student who has a "B" average and 2 or fewer absences per class
3. A student who has a "C" average and 1 or fewer absences per class
4. Any student who has received two (2) or more Class II offenses or any Class III offenses or has been placed in the Alternative Program for any length of time will forfeit the opportunity to exempt any semester examination for that semester.

Additional Exemption for Grades 7-12: One additional exemption may be earned in a single class/period if a student has had perfect attendance in that class.

AVERAGING GRADES (Grades K-8; Year-long High School Courses)

The following guidelines and formulas have been determined in averaging the nine-week and semester grading periods:

Nine-week Grading Period:
If a test is given as a nine-week exam, this test counts as any other test for the nine-weeks.
Semester Average (Grades 7-8):
First 9-weeks grade in semester- 45%
Second 9-weeks grade in semester- 45%
Semester Exam- 10%
Note: Civics will be taught 1st Semester and Geography will be taught 2nd Semester in 7th grade.

ACADEMIC ACHIEVEMENT KEY (Grades 1-2)

Grades are awarded numerically to indicate mastery level for standards.
1 – Not Meeting Standards
2 – Approaching Standards
3 – Meeting Standards
4 – Mastering Standards

GRADING SCALE (Grades 3-8)

Grades for academic course work will be awarded according to the following scale:

Letter Grade	Numerical Grade (100 point scale)	Grade Point Average Points (4 point scale)
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	Below 60	0.00

AVERAGING GRADES—BLOCK SCHEDULE (High School Traditional Block Scheduling)

The following guidelines and formulas have been determined in averaging the 9-week courses and the 18-week courses:

9-week Courses:
If a test is given as a mid-term exam, this test counts as any other test for the nine-weeks. To obtain a final average, use a 70% - 30% formula.

Example: 70% - 9 weeks' grades
30% - exam grade
If 9-weeks' average is 60, multiply by 70%:
60 x .70 =42

If exam grade is 70, multiply by 30%:
70 x .30 = 21

Add 42 + 21 = 63 final average

18-week Courses: (final grade):
First 9-weeks' grade
Second 9-weeks' grade
Semester (term) exam

Average will be determined using a 40% - 40% - 20% formula. Average by using the 1st 9-weeks' grade twice. 2nd 9-weeks' grade twice, and the exam grade once. Then add and divide by 5 to get the final average.

Example: 50 – 1st 9-weeks' grade
70 – 2nd 9-weeks' grade
60 – Exam grade

Add 50 + 50 (1st 9 –weeks) + 70 + 70 (2nd 9-weeks) + 60 (exam) = 300 divided by 5 = 60 final average.

HONOR ROLL

The Honor Roll will be based on all subjects.

1. Students who have no grade lower than a 90 shall be on the "A" Honor Roll.
2. Students who have no grade lower than an 80 shall be on the "A-B" Honor Roll.
3. No student with a "U" or an "I" will be listed on the Honor Roll.

PROMOTION AND RETENTION

The Walker County Board of Education desires to continue to offer a comprehensive and sound program of instruction for each student. Before a student moves to a higher level, mastery of basic skills in reading, language, and math are necessary for success in other areas. Reading and math skills should be taught and remediated throughout the school year.

In grades one through six, if a student does not meet minimum standards and does not have passing grades for math and reading/language arts, then a student may be retained. In determining the promotion/retention of a student, the student should be evaluated according to his/her academic level at the beginning of the school term and the amount of progress made throughout the school year. The final decision will be made by the principal.

KINDERGARTEN THROUGH GRADE TWO

For students in Kindergarten through grade two to be promoted, the student should meet or master the essential standards in reading/language arts and math.

GRADES THREE THROUGH SIX

For students in grades three through six to be promoted, the student should have a passing grade in reading/language arts and a passing grade in math.
Note: Third grade students must also meet the Alabama Literacy Act requirements to be promoted to fourth grade.

GRADES SEVEN TO EIGHT and GRADES EIGHT TO NINE

Students must achieve a passing (60) yearly average in each of the four core subjects (Math, Science, English, and Social Studies).

HIGH SCHOOL: PLACEMENT AND GRADUATION REQUIREMENTS

Students must pass prerequisite courses before advancing to the next level unless the course is taken concurrently with the higher level course. Example: A student would not be allowed to advance to grade ten until grade nine English is completed unless the student is registered for both grade nine and grade ten English.

Grade Placement/Homeroom Assignment: Students are assigned to the 10^{th}, 11^{th}, and 12^{th} grade homerooms based on the number of units earned by the end of the previous year.

Grade	Units
10	6
11	12
12	18

GRADUATION REQUIREMENTS – DIPLOMAS

An Alabama High School Diploma will be awarded to students who pass all required courses, and earn a minimum of twenty-four (24) CarnegieUnits following the Alabama Course of Study.
Note: Any student who can 'work ahead' in his/her required academic coursework may apply to the principal and counselor to begin his/her college or career while in high school. Students must demonstrate the ability to maintain enrollment in college coursework (either academic or career technical), enroll in work-based learning (formerly the Co-Op class), or be employed in their career path. Progress checks by the counselor or career coach at each grading period must confirm the student's status. The student must still adhere to all state and locally mandated assessments and graduation requirements. The student will be awarded his/her diploma with other students in his/her cohort at the May commencement ceremony regardless of the date of completion of high school requirements.

Please note: A student may be a teacher or office aide under the following guidelines:

1. Aides must be 11th or 12th grade students with a 70 or above average, unless the principal determines an extenuating circumstance.
2. Students will receive a maximum total of one (1) credit for grades 9-12. (This is not one credit per year.) This includes students who were assigned under extenuating circumstances.

** All students will be required to pursue the Alabama High School Diploma; however, through an Individualized Educational Plan (IEP), a student may pursue the Essential/Life Skill Pathway or the Alternate Achievement Standard Pathway.

Alabama High School Diploma

English Language Arts		4
Four Credits to include:		
English 9	1	
English 10	1	
English 11	1	
English 12	1	
Or any AP/IB/postsecondary equivalent option of these courses.		
Mathematics		4
Four Credits to include:		
Algebra I	1	
Geometry	1	

Algebra II w/ Trig or Algebra II, or equivalent	1	
Additional course(s) to complete the four credits in mathematics must be chosen from the Alabama Mathematics Course of Study or CTE/AP/IB/postsecondary equivalent courses.	1	
Science		4
Four Credits to include:		
Biology	1	
A Physical Science (Chemistry, Physics, or Physical Science)	1	
The third and fourth science credits may be used to meet both the science and CTE course requirements and must be chosen from the Alabama Science Course of Study or CTE/AP/IB/postsecondary equivalent courses.	2	
Social Studies		4
Four Credits to include:		
World History	1	
U.S. History 10	1	
U.S. History 11	1	
Government/Economics	1	
AP/IB/postsecondary equivalent courses		
Physical Education		1
One Credit to include:		
Beginning Kinesiology		
One JROTC credit may be used to meet this requirement		
Health Education		
½ Credit to include:		0.5
Alabama Course of Study: Health Education		
Career Preparedness		1
One Credit to include:		
Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy)		
CTE and/or Foreign Language and/or Arts Education		3
Three Credits to include:		
Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.		
Electives		2.5
Total Credits		**24**

Note:

Advanced Placement (AP) Endorsement

Students must meet the minimum requirements outlined for the Alabama High School Diploma to include:

- Required passing of at least ten (10) Pre-AP and/or AP courses
- Required passing of at least four (4) AP courses (to be included in the total of 10)

Advanced Academic Endorsement

Students must follow his/her prescribed course progression outlined for the Alabama High School Diploma and his/her individualized KUDER planning protocol.

- The fourth math credit must be chosen from the Alabama Mathematics Course of Study or CTE/AP/IB/postsecondary equivalency depending on a student's chosen career/college pathway.
- The third science credit ***must*** include Chemistry, Physics, or Anatomy. The fourth science credit must be chosen from the Alabama Science Course of Study or CTE/AP/IB/postsecondary equivalency depending on a student's chosen career/college pathway.

Beginning with the Senior Class of 2019, for Advanced Endorsement, students must have taken:

-Math…Algebra II with Trigonometry
-Science…Chemistry, Physics, or Anatomy (2 of the 3)
-Foreign Language…One Credit

Career Technical Endorsement

Students must follow his/her prescribed course progression outlined for the Alabama High School Diploma and his/her individualized KUDER planning protocol. The *Alabama Career Technical Courses of Study* shall be followed in determining minimum requirements for the sequence of a student's chosen Career/Technical Education pathway.

Essential Pathways

English Language Arts		4
Four Credits to include the equivalent of:		
English Essentials 9	1	
English Essentials 10	1	
English Essentials 11	1	
English Essentials 12	1	
Mathematics		4

Four Credits to include the equivalent of:

Algebraic Essentials A	1
Algebraic Essentials B	1
Geometry	1
Algebra II equivalent	1
(Career Math, Algebra w/Finance, etc.)	

This is a suggested mathematics pathway which should be adjusted based on individual student needs.

Science 4

Four Credits to include the equivalent of:

Life Skills Science I	1
Life Skills Science II	1
Life Skills Science III	1
Life Skills Science IV	1

Social Studies 4

Four Credits to include the equivalent of:

World History for Living	1
U.S. History for Living 10	1
U.S. History for Living 11	1
Economics/U.S. Government for Living	1

Career/Technical Education 2

Work Force Essentials or Transition Services II 1

Health Education 0.5

Career Preparedness 1

One Credit to include:
Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy)

Beginning Kinesiology 1

Electives 2.5

*Students earning core credit through the Essentials/Life Skills Courses are required to take Cooperative Education Work-Based

Experience or Life Skills Occupational Preparation

Total Credits	**24**	**Alternate Achievement Standards Pathway**	
English Language Arts			4
Four Credits to include the equivalent of:			
AAS English 9		1	
AAS English 10		1	
AAS English 11		1	
AAS English 12		1	
Mathematics			4
Four Credits to include the equivalent of:			
AAS Math 9		1	
AAS Math 10		1	
AAS Math 11		1	
AAS Math 12		1	
Science			4
Four Credits to include the equivalent of:			
AAS Science I		1	
AAS Science II		1	
AAS Science III		1	
AAS Science IV		1	
Social Studies			4
Four Credits to include the equivalent of:			
AAS Social Studies 9		1	
AAS Social Studies 10		1	
AAS Social Studies 11		1	
AAS Social Studies 12		1	
AAS Life Skills			3
AAS Pre-Vocational, AAS Vocational, AAS Community-Based Instruction, and/or AAS Elective Course			0.5
AAS Life Skills (***Must mirror Career Preparedness Course***)			1
Beginning Kinesiology			1
Electives			2.5

*Students earning core credit through the Essentials/Life Skills Courses are required to take Cooperative Education Work-Based

Experience or Life Skills Occupational Preparation

Total Credits **24**

VALEDICTORIAN AND SALUTATORIAN CRITERIA

District high schools shall use the following criteria for determining seniors who may be eligible for valedictorian and salutatorian and are receiving recognition of these honors. Please note that AP and Dual Enrollment Classes (Core Classes) are weighted 10 points. Also, Pre-AP Classes are weighted 5 points.

1. For **enrollment eligibility**, students must meet the following criteria:
   A. Candidates must have been enrolled in a state accredited school for four years.
   B. Candidates must be enrolled in advanced academic courses.
   C. Candidates must be enrolled at the local high school for one full school year prior to the date of graduation.
2. **Academic eligibility** shall be determined by the following criteria:
   A. An overall average of all academic subjects. Academic courses are those in the core curriculum (math, science, social studies, English, and foreign language).
   B. In the event that the above criteria fail to identify the valedictorian and salutatorian, eligibility shall be determined by the best average in common courses in math and science.
3. **Overall average grades** shall be computed as follows:
   A. The standing of the candidates shall be computed on a numerical basis up to and including the first nine weeks of the second term of the senior year; i.e., the average of the first, second, and third nine weeks grades of the senior year.
   B. If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. If numerical grades are not available, said student's letter grades will be converted to numerical grades at the mid-point of the grading scale approved by high schools of the School District.
   C. The school counselor(s) and principal shall both verify averages in order to establish a "check and balance" procedure. The overall averages shall be calculated to the 4th decimal place and rounded to the 3rd decimal place.
4. Any extraordinary situations or circumstances that may arise will be resolved by the school principal. The student with the highest overall average grade computed by the above procedure shall be the valedictorian and the second highest shall be named the salutatorian. If there is a tie for either selection,

co-valedictorians and/or co-salutatorians will be designated.

CONTINUOUS IMPROVEMENT PLAN

Each school's Continuous Improvement Plan is available for review for all parents, students, and community members. There is a copy of the plan in the school office and at the Walker County Schools Central Office.

Strategies to Increase Parental Involvement

Part VI (f) – Continuous Improvement Plan

Procedures employed for parents wishing to make any comments regarding any aspect or component of the LEA's Consolidated Application for NCLB funds are as follows:

1. Comment must be made in writing
2. Comment will be kept confidential
3. Comment will be included with the submission of the NCLB consolidated application to the SDE

LIBRARY BOOKS

Library books are the property of the Walker County Board of Education. It is the responsibility of the parent/guardian/student to keep up with library books. Lost or damaged library books must be paid for by the parent/guardian/student.

TEXTBOOKS

All textbooks are loaned to students during the year. Students are required to pay for lost or damaged textbooks before they can receive additional books.

A. Penalties/charges for lost textbooks:
   1. Full price if book was new when issued and has been used less than one year
   2. A variable of 50% to 75% of the original cost of the textbook to the state, if textbook has been in use for a year or more:
      - Seventy-five percent for books one year old
      - Seventy percent for books two years old
      - Sixty-five percent for books three years old
      - Sixty percent for books four years old
      - Fifty percent for books five years old or older
   3. Half price if textbook was rebound when issued

B. Penalties for damaged textbooks:
   1. Consider the textbook a total loss if one or more pages of contents are missing
   2. Consider the textbook a total loss if water-soaked or if pages are swollen or mildewed
   3. If a textbook is eligible to be rebound and/or used by another student, but is physically marked, defected, broken, cut, etc., charges may be required.

If the parent, guardian, or person having custody of a student to whom the textbook was issued fails to pay the assessed damages within thirty (30) days after notification, the student shall not be entitled to further use of textbooks until remittance of the amount of loss or damage is made.

ATTENDANCE

REGULATIONS GOVERNING ATTENDANCE

A. Enrollment and Attendance
   1. Compulsory enrollment and attendance is mandated by Alabama Law for any child between the ages of 6 – 17. The Smitherman Act amends this to say all students enrolled in school must be in attendance.
   2. All school personnel shall report known cases of non-enrollment and irregular attendance to the principal. The principal shall report cases of non-enrollment or irregular attendance to the System's attendance officer.

B. Absenteeism
   1. Parents or guardians shall send a note of explanation, i.e., court notes, doctor's notes, or parent excuses, to the school within two (2) days of returning to school. Failure of the parent or guardian to send a note will ordinarily result in the absence being marked unexcused. DO NOTTURN IN ANY FORGED OR ALTERED EXCUSES.
   2. Check-outs and check-ins shall be considered an absence for the classes missed. A note of explanation for the absence will be required as in section B (1) above.
   3. If a student is absent for a reason that is excused, he/she will be expected to make up all work missed. The student is responsible for contacting the teacher for make-up work on the day he/she returns to school. It is the responsibility of the teacher to monitor the make-up process. The work should be completed and returned to the teacher in the following manner: the student will be given the same number of days missed to make up work (example: one day absent, one day to make up work; five days absent, five days to make up work). Students who have been made aware of assignment deadlines or assigned tests and have not missed presented material should take the tests and/or turnin assignments upon returning to school, subject to the principal's discretion.
   4. If a student is absent for a reason that is unexcused, teachers are not required to give make-up work. Extenuating circumstances will be

reviewed on a case by case basis by the teacher and/or administration and/or superintendent.

5. No more than two (2) absences per 9 weeks will be excused by parent notes unless prior permission is granted by the principal.
6. Students will not be allowed to participate or attend a school function if they are not in school for at least one half of the instructional day of the event except for emergency situations approved by the principal. A student will be counted absent on the Daily Attendance Record if he/she checks into school after 11:30 a. m. or checks out before 11:30 a. m.
7. Family trips may be pre-approved by the principal for excused absences by filling out the appropriate form prior to the departure date. "No more than five (5) days per school year may be approved for family trips (cumulative). Any unused parental excuses will be used for family trips."
8. After the first progress report (4.5 weeks), any student who fails to maintain at least a 90% attendance rate will not be able to participate in extracurricular activities. Extracurricular activities include, but are not limited to, sports, band clubs, field trips, dances, beauty pageants, and other activities held at the school. Administrator discretion may be used for extenuating circumstances.

C. Excessive Absences

The State of Alabama requires a minimum of 180 days per school year. This is not intended to replace or supersede the attendance law of the State of Alabama nor does this conflict with or supersede the Attendance/Truancy Program.

1. A student in grades K – 8 may be retained due to excessive absences when the student has accumulated more than 20 absences per school year. The principal shall evaluate the attendance record and may recommend retention after conferencing with the appropriate teacher(s). A school administrator is responsible for notifying the parent/guardian in writing before retention. This written notification should be conducted before the report card is issued and before the maximumtotal for absences and/or unexcused absences are attained. Extenuating circumstances will be considered on an individual basis by the Principal, Assistant Superintendent, and/or Superintendent.

2. A student in grades 9-12 in a year-long class may be denied or lose academic course credit when the student has accumulated more than 20 absences per course per year (10 absences for .5 credit course). A student in grades 9-12 in a block class may be denied or lose academic course credit when the student has accumulated more than 10 absences per course per year (5 absences for .5 credit). The principal shall evaluate the

attendance record and may recommend loss of credit after conferencing with the appropriate teacher(s). A school administrator isresponsible for notifying the parent/guardian in writing before loss of academic credit. This written notification should be conducted before the report card is issued and before the maximum total for absences and/or unexcused absences are attained. Extenuating circumstances willbe considered on an individual basis by the Principal, Assistant Superintendent, and/or Superintendent.

3. A student who has been retained or lost credit because of noncompliance with attendance policies shall receive a Noncompliance Attendance (NCA) on the report card and all other records for that semester or that year.
4. NCA loss of grades will be made up in the same manner other failures and retentions are made up.
5. Students 17 years or older who miss ten (10) consecutive days (or 15 days for the full year) for unexcused absences may be dropped from theschool roll after notification to the student and parents/guardian has been made.
6. School sponsored or sanctioned activities are exempt and do not count toward the total absences allowed; however, arrangements must bemade for making up required work.
7. A student who is suspended from school for disciplinary reasons for any number of days will have that number of days charged against the total number of absences allowed. Absences because of suspension and expulsions are not unexcused absences for purposes of truancy.
8. According to the Alabama State Department of Education, excused absences are as follows:
    a. Illness
    b. Death in the immediate family
    c. Inclement weather which would be dangerous to the life and health of the child as determined by the administrator
    d. Legal quarantine
    e. Emergency conditions as determined by the administrator
    f. Prior permission of the administrator and consent of parent or legal guardian.

D. Due Process Procedures

1. The parent, guardian, or student may request a meeting with the principal in writing, signed, and dated within five (5) days from the dateof the notification of the loss of credit or retention.

2. The failure of the parent, guardian, or student to request a meeting shall be sufficient evidence to sustain the loss of credit or retention.

3. The decision of the principal at the local school to deny credit or to retain a student may be appealed to the Superintendent in writing withinfive (5) days after the meeting at the local school has taken place.

E. Tardies/Check-ins/Check-outs

1. Students can only be checked in or out by parent/guardian or other individual as indicated on the Registration Form. Notes and telephone calls will not be accepted except in extenuating circumstances as determined by school administrators. The School Administrator has the responsibility of making a decision in the best interest of the student when emergency situations and unusual circumstances arise.
2. Students are allowed 2 parental excuses **per nine weeks** for tardies, check-ins and outs- combined.

   Example: 1 check in and 1 check out =2 total combined

   After a student has used their 2 parental excuses for the nine weeks, all tardies, check-ins/outs will be coded unexcused. **Unexcused check-ins/outs accumulate yearlong.**
3. Checkouts of married students shall be left to the discretion of the school Administrators.
4. Check-outs should be coded as excused or unexcused.

Discipline Procedures: ***Unexcused*** Tardies/Check-In/Check-Out

1st time – Break Detention/ Administrative Discretion
2nd time – Break Detention/ Note Home/ Administrative Discretion
3rd time – Phone Call to Parent/ Administrative Discretion
4th time – Before or After School Detention/ Corporal Punishment (High School)/ Administrative Discretion
5th time – In-school Detention/ Remove Parking Pass (High School)/ Administrative Discretion
6th time – Probation at 180° Program/ Administrative Discretion
7th time -- 5 Day Placement 180° Program/ Administrative Discretion
8th time – 10 Day Placement 180° Program/ Administrative Discretion
9th time -- 20 Day Placement 180° Program/ Administrative Discretion

Late to School and Late to Class should be coded separately and are inclusive of all classes rather than by individual classes. Examples of administrative discretion include detention, in school suspension, Saturday School, corporal punishment, loss of driving privileges, etc.

PARENTAL NOTIFICATION OF CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees.

THE ATTENDANCE/TRUANCY PROGRAM
PARENT/STUDENT CONDUCT INTERVENTION PROGRAM

This program has been developed by the Walker County School System and the Walker County Juvenile Court.

Alabama's Compulsory Attendance and Student Behavior Laws
Section 16-28-3 *Code of Alabama*
"Every child between the ages of 6 and 17 shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year..."

Section 16-28-12 *Code of Alabama* & Section 16-28-16 *Code of Alabama*

Requires that any parent/guardian who enrolls a student in school be responsible for the student's regular attendance and proper conduct, regardless of age or grade level of the student.

Section 12-15-13 *Code of Alabama*
Provides that a parent may be fined $500 and receive up to one year of hard labor if convicted of parental neglect; contributing to the delinquency of a minor;or if the child is found to be In Need Of Supervision. The parent/guardian may be required to pay restitution to the local board of education.

Alabama State Department Reasons for Excused Absences
1. Illness accompanied with a parental note or verifiable medical excuse
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child
4. Legal quarantine
5. Emergency conditions
6. Prior permission of the Administrator and consent of the parent/guardian
7. The Administrator of the local school has authority to determine the validity of the excuse or the acceptance of the excuse.

Parent's Responsibilities

1. Encourage student attendance by taking a positive approach to school and school activities.
2. Become aware of all rules regarding school attendance and behavior.
3. Check frequently with the school personnel as to the student's progress, behavior, and attendance.
4. Share with the school the responsibility for promoting regular school attendance.
5. Work with the school officials when attendance or discipline problems arise.
6. Require the student to properly behave in school.
7. Provide an excusable written parental excuse, verifiable medical excuse, legal excuse, or death in the immediate family excuse within two (2) days ofthe student returning to school. This excuse must be dated, have the name of the student, and the parent's/legal guardian's signature.
8. You may utilize no more than two (2) days per nine weeks for excusable parental excuses.
9. Remember: The Administrator or the designated attendance personnel determine if the excuse is excused or unexcused.
10. Students must be in the school building for one-half of the school day to be counted present.
11. If the student checks out of school due to illness or if the school nurse calls, the student still must turn in an excused note.
12. Do not provide a forged or altered medical excuse. This is a felony and you are processed to the second phase of the Truancy Program.

Student's Responsibilities

1. Be regular in attendance in school and in each class.
2. Be willing to take responsibility for his/her attendance and behavior.
3. Be prepared for participation in school work, such as being prepared for class, completing assignments, and participating in class activities.
4. Be aware of the school personnel responsible for attendance.
5. Be aware of all attendance rules.
6. Be knowledgeable of the Student Code of Conduct and behave responsibly.
7. Do not turn in any altered or forged excuses.

What is the Early Warning/Truancy Program?

The Early Warning/Truancy Program is a joint effort between the Walker County Board of Education and the Walker County Juvenile Court. This program is required by state law. The program is designed to be a positive and informative force in helping students achieving success in their school experience. The primary goals are to provide information, reduce truancy, reduce the number of dropouts, and to offer help or assistance to parents and students with identifiable problems interfering with school attendance or behavior.

Who is required to attend the Early Warning Program?

The compulsory school attendance law states that every child between the ages of six and seventeen is required to attend a public school, private school, church school, home school or private tutor for the entire school year. Any child enrolled in school must attend school regularly and without unexcused absences. Pursuant to section 16-28-12 Code of Alabama… and action by the Board of Education, all students (K-12) and the parent/guardian are subject to the provisions of the Early Warning/Truancy Program and must attend each phase the program.

Early Warning Phase

The first phase is the Attendance Hearing Phase. Attendance Hearings will be held through a joint effort between the Walker County School System and the Walker County Juvenile Court. The student's home school will send a warning letter as well as conference with the parent/guardian upon accumulation of 2 or more unexcused absences. The next step in the unexcused absence policy will require participation in an Attendance Hearing where the superintendent, juvenile court judge, truancy coordinator, and YAP advocates or other representatives may be present. If a student continues to have unexcused absences after completing the Attendance Hearing, the student and family will be required to attend an Agency Meeting at the Juvenile Court Office. The purpose of this meeting is to have a one-on-one conference with families to explore the reasons why the child is missing days and to connect families to community resources if needed.

Truancy Phase

The second phase, the Truancy Phase, is much more serious. After the parent/guardian and student have completed the Early Warning phase, the student is not allowed to accumulate further unexcused absences during the remainder of his/her school year. If the student accumulates more unexcused absences, it may result in the parent/guardian having an incident/offense report filed against them and a legal complaint will also be filed with the Walker County Circuit Clerk's office. A warrant may be issued on the parent for Violation of the Parental Responsibility Act which is a Class C misdemeanor (Alabama Code Section 16-28-12). If a warrant is issued then the parent/guardian will be arrested and will appear before a judge. The judge may order the parent/guardian to have the child in school and order the student to be in school. The court may also order the parent/guardian and student to attend various intervention programs or other punitive/rehabilitative measures. The parent/guardian will be required to pay court cost.

Fraudulent Excuses

If a parent/guardian/student provides a fraudulent or altered medical excuse, an incident/offense report will be filed with the Sheriff's Office and criminal and/or

delinquent charges will be filed with the appropriate agency.

What is the Student/Parent Conduct Intervention Program?

The Student/Parent Conduct Intervention Program will mirror the Attendance/Truancy Program, but refers to student conduct in school pursuant to Section 16-28-12 *Code of Alabama.*

Program Participants

- Parents/Guardians and Students
- School Board Attendance Personnel
- Children's Policy Council
- Parent Project
- School Board Health Services Personnel
- Juvenile Probation Officers
- Juvenile Judge

If you need assistance, you may contact:

- Your child's teacher
- Your child's principal
- Your home school attendance personnel
- Community Resource Directory on page 64

STUDENT TRANSFERS *INTO* THE SCHOOL DISTRICT

Transfer Eligibility – Students transferring into any school within the Walker County School District shall meet the following criteria:

1. A "Background Verification Form" must be completed and researched prior to admission.
2. The transferring pupil must be eligible (not suspended or expelled and have no discipline pending) to attend the school from which he/she is transferring.
3. The student must reside with the parent(s) or legal guardian(s) and must live within the Walker County School District. Exceptions may be approved on a case by case basis by the local school principal in conjunction with the Superintendent of Schools.

Rules and Regulations for Enrolling Transfer Students from outside the Walker County School District – The local school principal or designee shall be responsible for complying with the following rules and regulations when enrolling a transfer student:

1. Secure a "Background Verification Form," and the student and parent/guardian must sign the form. Send the *Background VerificationForm* to the 180° Program for research. Do not accept the student until research has been completed.
2. Require the parent/guardian to complete a *Request for Records* form for

disclosure of pertinent information.

3. Refer a questionable student and parent/guardian to the Alternative Program for further research.
4. Secure a valid immunization certificate from the student or parent/guardian.
5. Secure a transfer document for the student or parent/guardian which certifies dates of attendance and gives the school's address.
6. Require the student or parent/guardian to complete the *School District Enrollment Form*
7. Provide the student with a student handbook and/or orally explain the rules and regulations of the school.
8. Require the presentation of a birth certificate or health department verification form.
9. Require the presentation of a Social Security Card.
10. Provide the student an opportunity to apply for free or reduced lunches and to purchase school insurance.
11. Identify any special needs or special placement necessary to insure IDEA responsibilities are met.
12. It is the responsibility of the parent or guardian to present to the school in writing of any limitation concerning the custody rights and/or visitation in regard to his/her child.

After the previous rules and regulations have been met, the student may be temporarily placed in class(es) until official transcripts and records are received.

The Walker County Board of Education will adhere to regulations encompassing requirements already established in state and federal laws.

Each school experiencing overcrowding issues will restrict kindergarten registration to students residing in their transportation zone. The same restriction will apply for all grades if the student is registering or transferring for the first time. If the student resides outside the established bus route for the school in which he/she is enrolled, the Walker County Board of Education will not provide transportation services.

INTRA-DISTRICT TRANSFERS

If a student resides outside the established bus route for the school in which he/she is enrolled, the Walker County Board of Education will not provide transportation services. All intra-district transfers occurring after the first day of school will be granted for the following reasons:

1. A bona fide change of residence in which the residence for the student is within the transportation area of the school to which the student is transferring; or
2. Mutual consent of the principal of the school from which the student

is transferring and the principal of the school to which the student is transferring; or

3. Hardship or extenuating circumstances. The Superintendent and Board of Education may review extenuating circumstances and make rulings on the merits of each individual.

In the event of overcrowding or prior excessive discipline or attendance problems, Intra-District transfers may be denied including, but not limited to, thefirst day of school, except where the student has made a bona fide change of residence with or to a custodial parent or legal guardian in which the student's residence is within the transportation area of the school to which the student is transferring. Each school experiencing overcrowding issues will restrict kindergarten registration to students residing in their transportation zone. The same restriction will apply for all grades if the student is registering or transferring for the first time.

TRANSFERS FROM NON-ACCREDITED SCHOOLS / SCHOOL SETTING

Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit. Credits for elective courses shall be transferred without validation. However, the transfer of credits and/or appropriate placement for core courses (English, math, social studies, and science) follows certain procedures based on whether the credits are non- contested or contested.

Non-contested credit for core courses shall be transferred as follows:

1. Using all official records (example – cumulative, report cards, etc.) and nationally standardized tests, the principal or his designee shall determine placement and notify the student and the parent(s)/guardian(s).
2. If the parent(s)/guardian(s) agree with the placement decision, the student shall be placed.
3. Following the placement for any initial core course successfully completed, transfer of previous credit earned at a non-accredited school(s) in that subject area shall be accepted without further validation.

Contested credit for core courses shall be transferred as follows:

1. If the parent(s)/guardian(s) disagrees with the placement decision, the principal or his designee shall supervise the administration of theschool's most recent semester/nine-weeks test for each prerequisitecore course in which the parent/guardian is requesting enrollment. For each test the student passes as determined by the school grading scale, the student shall be placed in the next level core course and credit shall be transferred for prerequisite course(s).For any test failed, placement shall be made as originally recommended by school officials and no credit shall be transferred for the

prerequisite course(s) in that subject.

ASSIGNMENT OF STUDENTS TO SCHOOLS

Each student is required to attend the school in which he/she originally enrolls on the first day of school unless there is a change of residence or unless given permission from the two principals concerned. Enrollment for students who reside outside of the school's bus route will be at the discretion of the principal and the parents will sign an attendance agreement. If a student resides outside the established bus route for the school in which he/she is enrolled, the Walker County Board of Education will not provide transportation services.

LEGAL CUSTODY

It is the responsibility of the parent or legal guardian to notify the school in writing of any limitations concerning the custody rights and/or visitation rights with regard to his/her child. A notarized statement is not a legal transfer of custody. Only a state or federal court can authorize a transfer of custody.

DISCIPLINE

STUDENT CONDUCT

In order that the school may establish the proper learning environment, each student is expected to conduct himself/herself in a reasonable manner at all times. Students attending school functions/activities are under the control and authority of the school. Students who violate acceptable standards of conduct during school hours or at any other time that they are under the authority of the school shall be subject to disciplinary action. In some instances, the behavior of students off school grounds, outside of school hours, and unrelated to school activities may result in disciplinary measures being imposed by the Walker County Board of Education. This may include cyber-bullying/threats, pornographic or inappropriate social media posts, or other incidents that may affect a student or the school environment upon returning to school. Individual schools that have rules more strict than the system-wide rules must have documentation that the student and parents/guardians were properly notified.

JURISDICTION OF THE WALKER COUNTY SCHOOL SYSTEM

Students are subject to the policies of the Walker County School System. This jurisdiction extends to all school-sponsored activities which include, but are not limited to, the following:

1. Transportation on school bus
2. Field trips
3. Athletic functions
4. Club or group meetings
5. School-sponsored school events

6. Trips by groups representing the school system in educational events

All school rules and regulations apply to cars driven to or parked at school or on school property.

STUDENT COMPLAINTS AND GRIEVANCES

Students have both the right and the responsibility to express school-related concerns and grievances to the teachers and school administrators. The normal procedure usually followed by any student regarding a personal grievance is to discuss the matter with the teacher directly involved. When the nature of the grievance dictates otherwise, the student, upon notifying the teacher directly involved, may request a meeting with the school administrator. Such meeting should be granted within two (2) working school days at a reasonable time and place. The student's parent(s) or guardian(s) may be present at such meeting.

For the purposes of this policy, a grievance is defined as a claim submitted by a student of a violation, misinterpretation, or inequitable application of local board policy, local school rule and regulation or local administrative procedure. The term "grievance" shall apply to matters which fall within the discretionary powers of the school Administrator, Superintendent of Schools and/or Board, butshall not apply to areas where the Administrator, Superintendent of Schools or Board has no authority to act.

It is expected that most grievances will be resolved satisfactorily at this level; however, in the event that the grievance cannot be settled by this procedure, then the student, through his/her parent(s) or guardian(s), may pursue the grievance to the Superintendent of Schools and then to the Board.

DUE PROCESS

Students shall be treated with fairness in all disciplinary matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short- and long-term suspension, or expulsion are applied. Before being punished for violation of a Board policy or local school rule, the following and minimal due process shall be followed.

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

DISCIPLINARY OPTIONS

THE USE OF GRADES TO PUNISH STUDENTS DUE TO MISBEHAVIOR IS PROHIBITED WITH THE EXCEPTION OF CHEATING.

CORPORAL PUNISHMENT

The Walker County Board of Education shall allow reasonable corporal punishment (i.e., moderate physical force or physical contact) of unruly students. If such punishment is required, it shall be administered with extreme care, tact, caution and good judgment, by the school principal or certified Board employee (i.e., teacher or designated professional representative) in the presence of school administration in the principal's office. All cases of corporal punishment shall be documented during the day of the incident by both the person administering the punishment and the witness. All documentation will be kept on file in the school office

The principal or certified Board employee (i.e., teacher or designated professional representative) should never administer corporal punishment in anger or with malice at any time.

For corporal punishment to be completely defensible and otherwise valid, the following guidelines shall be adhered to:

A. If corporal punishment is rendered, a maximum of three (3) taps must be administered to the buttocks.
B. In cases where a student protests innocence of the offense or ignorance of the rule, the nature of the infraction shall be explained to the student before corporal punishment is administered. The student will then be given an opportunity to respond.
C. Corporal punishment should never be administered in front of other students as this will belittle or demean the student.
D. In the case of an all-male administrative staff, a female teacher may be designated to administer corporal punishment to the female student, likewise in the case of an all-female administrative staff.
E. Special service students with an Individual Education Plan (IEP) should not be administered corporal punishment **IF** such is prohibited by the student's IEP.
F. At no time will school personnel administer corporal punishment to any student for failure to make passing grades or other academic issues.

Ref: U.S. const.amend XIII, U.S. Const amend. XIV S1; Ingraham v. Wright 97 S. Ct. 1401, (19770; Jones v. Palmer, 421 F. Supp. 738 (S. D. Ala. 1976); Baker v. Owen 96 S. Ct. 210 affirming 395 f. Supp. 294 (M.D.N.C., 91975); Ala. Code 16-1-14.

The parent of a student shall be responsible for notifying the school principal, **in writing**, of any extenuating circumstances, physical condition or

health impairment that would render corporal punishment inadvisable for the student (i.e., medical, legal, foster child, etc.).
{Reference: Ala. CODE 16-28A-1, 2 (1975)}

CELL PHONES, ELECTRONIC PAGERS, OR COMMUNICATION DEVICES

Unauthorized use of any Electronic Communication Device (cell phones, smartphone watches, tablets, laptops, etc.) from arrival at school and on school buses at any time is prohibited, which includes being turned on/off at appropriate times. Authorized use of Electronic Communication Devices (ECD) will be left to the school administrator's discretion. With technology used more and more as a resource in the classroom and workplace, teachers may obtain permission fromthe school administrator to allow students to use their ECDs during a lesson(s) to enhance the educational experience. High school principals, in conjunction with the superintendent, may choose to allow the use of ECDs outside of the classroom in certain settings and situations. In school and society, there are appropriate and inappropriate times to use ECDs. This will allow students the opportunity to learn and practice proper etiquette and responsibility.

School personnel will confiscate the cell phone or ECD of students who violate this policy and the device will be turned into the office. Students committing violations will be subject to appropriate disciplinary actions. **The school is not responsible for any lost, stolen, or damaged communication devices.**

The guidelines for the search of digital device seized during the administration of a secure test are as follows:

2. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to help prevent any remote-access date- wipe.
3. The test administrator should deliver the device as soon as practicable to a school administrator.
4. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
5. For the purpose of determining whether a search of a digital device should take place, the school administrator should:
    a. Learn the facts regarding the seizure of the device from the test administrator and

b. Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.

6. If the school administrator determines that the student was merely in possession of the digital device then it may be returned to the student's parents/guardian in accordance with the school system's policy.
7. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose
8. then he or she should follow the local policy requirements regarding the search of student property.
9. If no wrongful activity is discovered on the device then the school administrator must act in accordance with the school system's policy.
10. Any disciplinary actions should be taken in accordance with theschool system's disciplinary policy.
11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.
12. In any situation involving the search and seizure of a student's property, school administration should consult with his or her supervisor in accordance with the school system's policy.

Any student found in violation of this policy shall be subject to the following disciplinary actions:

1st offense: A principal/assistant principal and student conference will be held. The school administrator will contact the parent and will return the device to the student or the parent/guardian at the end of the school day. The student will be prohibited from possessing his/her cellphone during school hours for two additional school days.

2nd offense: A principal/assistant principal, student, and parent/ guardian conference will be held. The school administrator will return the device to the student at the end of the school day or the parent/guardian at the conclusion of the parent conference. The student will be prohibited from possessing his/her cellphone during school hours for five (5) additional school days.

3rd offense: School discipline will be at the discretion of the administration. The school administrator will return the device to the student or the parent/guardian at the end of the school day.The student will be prohibited from possessing his/her cellphone during school hours for ten (10) additional school days.

4th offense: Referral to the 180° Program for a conference. The school administrator will return the device to the student or the parent/guardian at the end of the school day. The student will be prohibited from possessing his/her cellphone during school hours for ten (10) additional school days.

5th offense (and each offense thereafter): Referral to the 180° Program for a possible 20-day placement. The school administrator will return the device to the student or the parent/guardian at the end of the school day. The student will be prohibited from possessing his/her cellphone during school hours for the remainder of the school year.

Note: Any student found in possession of a cellphone during those prohibited times listed above moves to the next disciplinary level. For example, a student possessing his/her phone while prohibited for a 2nd offense, will be prohibited from possessing his/her phone an additional 10 days to run consecutively with the remaining days from the five days from the 2nd offense.

A student's refusal to submit the cell phone to the administrator for policy violation may result in the student being placed at the 180° Program for 20 days. If a student is using the device to commit another infraction (e.g. cheating, intimidation of another student, possessing pornographic materials, etc.), the primary disposition will be dictated by the consequences of that particular Class II and/or III infraction and not the consequences of the violation of this policy alone. In these cases, the electronic device shall be retained by the appropriate authorities (i.e. school administration, superintendent, or Walker County District Attorney) the remainder of the school year or indefinitely, depending upon the Class II or Class III infraction involved in the incident. In consideration of the specific offense, the parent/guardian may or may not take possession of the device on or after the last day of school. The disciplinary actions stated in this policy that refer to "the school administrator will retain the device" may be used in conjunction with the disposition of the other Class II or Class III infractions that are involved in the particular incident.

Note: Under special conditions and with the approval of the Administrator, students may use cell phones in a classroom to fulfill any requirements of the *Alabama Course of Study: Technology.* The policy concerning electronic devices will remain intact outside of the specific instructional setting. Any Class II or Class III offenses committed with the cell phone during the particular instructional setting will be subject to the appropriate consequence.

CELL PHONES THAT CONTAIN INAPPROPRIATE OR PORNOGRAPHIC IMAGES SHALL BE TURNED OVER TO THE DISTRICT ATTORNEY'S OFFICE FOR FURTHER ACTION.

PORNOGRAPHIC MATERIAL ON ELECTRONIC DEVICES / RECORDING DEVICES

Students who possess, manufacture, or disseminate pornographic material on or off school grounds are committing a crime. Any student guilty of the above offense may be placed in the Alternative Program for up to 45 days. If theincident warrants charges being filed in the court system, the student mustremain in the Alternative Program until the case has been disposed of in the court system. Depending on the violation of the Alabama Code, the offense may be a misdemeanor or a felony.

All devices and/or media will be confiscated and turned over to the District Attorney's office for further action.

DETENTION

Before/after-school: As punishment for misconduct, a student may, under certain conditions, be assigned to detention either before or after school hours. Such students shall be required to stay after school under the direction of a member of the school staff and shall be required to complete certain assignments. The parent or guardian shall be responsible for providing transportation for the detention period. The administration of each school shall make an attempt to notify the parent or guardian of any assigned detention after regular school hours.

In-school: In-school detention is a structured disciplinary action in which a student is isolated or removed from regular classroom and extracurricular activities, but is not dismissed from the school setting nor counted absent during the period of in-school detention. The principal or designee has the authority to assign students to the in-school detention program for a reasonable and specified period of time.

SUSPENSION

Out-of-school suspension is the temporary removal of a student from the school as the result of misconduct. Other options prior to suspension should be used. The days of the suspension will be treated as excused absences, and the student will be expected to make up any work missed. In addition, the student will not be allowed to participate in or attend any activities on school propertyon the dates of the suspension(s). If a student returns to school without satisfying the conditions of the suspension, the student will be subject to further disciplinary actions and the parents/guardians could have legal charges brought against them.

EXPULSION

A student shall be subject to expulsion from all Walker County Schools in cases involving serious and/or continued misconduct after all other reasonable disciplinary measures have failed to secure satisfactory results, and/or the general welfare of the school is seriously threatened. The Walker County Board of Education has the authority to expel a student after all due process procedures have been followed. Expulsion may be either temporary or permanent. The student will not be allowed on any Walker County Board property while expelled.

180° PROGRAM

The Walker County Board of Education has the authority and jurisdiction to place students in the 180° Program. A student who has shown that he/she cannot function in the normal school setting may be sent to 180°. The placement should be based upon the discretion of the Administrative Review Team. The placement and length of placement may also be directed by the Superintendent or Assistant Superintendent. 180° has a more restrictive set of rules, regulations, and procedures. The primary purpose of the 180° is behavior modification, but can serve in other capacities. All students referred to the 180° must make an appointment and be accompanied by their parent or legal guardian.

A referral to 180° should not be made for Class I infractions. Primarily, the referrals should be reserved for Class III infractions. Referrals will be considered after multiple Class II infractions, after the school's administrative staff has utilized other options, there are extenuating circumstances, or if 180° placement is mandated by a policy. Placement for multiple Class II offenses must be approved by the Administrative Review Team. All Class III offenses will result in 180° placement without a probationary meeting for a minimum of twenty (20) days.

STUDENT ANTI-BULLYING

No student shall engage in or be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in WCBOE Policy 6.24/VI. Students who violate this policy will be subject to disciplinary sanctions. (Details of this policy can be found in the policy manual located on the district's website).

TOBACCO/ VAPING

Use or possession of tobacco in any form including vapor and/or electronic cigarettes, chemical pods, etc. is expressly prohibited on school premises, during school-sponsored activities (on or off campus), and on school buses including

trips at all times, regardless of whether school is in or out of session. On the first offense, administrators may use any Class II disposition for the discipline. On the second and any subsequent offense, the offense shall be coded as a Class III with appropriate consequences. Tobacco, vaping devices or other items will not be returned if confiscated from students on school property or at school-sponsored events.

DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATENED PHYSICAL HARM

The school administrator or his/her designee shall notify 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 or designee 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 5 school days. Following a Class III violation or multiple Class II violations, a student can be suspended to the Central Office where the Superintendent or his/her designee and administrators will conduct a due process hearing for the purpose of assigning students to the 180°Program or other measures deemed appropriate. If the decision to expel the student is made, the expulsion shall be for any length of time up to the end of the current school year or one (1) calendar year. The Superintendent shall, by letter, notify the parent/guardian of the Walker County Board of Education's decision within ten days after it is made.

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.

GUN-FREE (WEAPON) POLICY

In accordance with the Federal Gun-Free Schools Act of 1994 (Section 14601), the Walker County Board of Education prohibits any student from bringing to or possessing a weapon at any Walker County School or any school-sponsored event.

All violations of this policy shall be reported immediately to the appropriate law enforcement authority(ies). The parents of any student determined to have violated this policy shall be contacted. Any student determined to have violated this policy shall be immediately suspended from school pending the investigation of the violation or alleged violation.

Upon the completion of the investigation, any student violating this policy shall be expelled provided, however, that said requirement of expulsion may be modified on a case-by-case basis, in accordance with §16-1-24.3, *Code of Alabama* (1975), and relevant federal law. That section further provides that students expelled under this policy shall not be permitted to attend any public school classes in the State of Alabama during the period of such expulsion. The offense shall also be reported by the Walker County Board of Education, in accordance with the applicable state and federal law, to the State Department of Education via a School Incident Report.

VANDALISM

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful or malicious act of the minor.

PISTOL POSSESSION/DRIVER'S LICENSE

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school or a public school bus shall be denied issuance of a driver's permit or 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 over age 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

DRUG SEARCH POLICY

It shall be the policy of the Walker County Board of Education to allow law enforcement agencies to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs. Methods of detection shall include, but not be limited to, the use of canine drug units. Areas subject to detection shall include, but are not limited to, the following:

1. Parking lots and privately owned automobiles parked in school parking lots or on school property;
2. Hallways, corridors, restrooms, dressing rooms, and all types of physical education or athletic facilities;
3. Lockers, baskets, shelves, or any area where students may deposit personal belongings;
4. Classrooms, cafeterias, auditoriums, gymnasiums, boiler rooms, and storage areas; and
5. Any other areas not covered above which are under the control of the Walker County Board of Education.

It shall be the policy of the Board to cause, where reasonable suspicion is indicated, searches to occur without any prior warning with the exception of the

passage and posting in each school of this policy.

Any illegal or controlled substance located in automobiles, lockers, or any other area under the control of the Board shall be used as evidence, and the person

whose vehicle or locker in which the contraband substance is found shall be prosecuted for being in possession of an illegal or controlled substance.

Further, such person shall be considered for expulsion by the Walker County Board of Education.

INTERROGATIONS AND SEARCHES BY SCHOOL

Desks and lockers are public property, and school authorities may make regulations regarding their use. Students, however, have the right to a reasonable amount of privacy in their lockers and desks.

School officials (school administrators or approved designee only) maymake searches of a student, his/her personal belongings and vehicles, if there is reasonable cause to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulation of the Board.

INTERROGATIONS AND SEARCHES BY LAW ENFORCEMENT OFFICIALS

The Board respects the rights of all persons in the schools and will uphold those rights. At the same time, school property cannot be regarded as a sanctuary from enforcement of the law.

Law enforcement officials, school board employees or their designee may question any student concerning a matter relating to school activities or problems without notifying parents or guardians prior to questioning.

Students who refuse to be questioned or reasonably searched will be coded a Class III Violation.

PHYSICAL RESTRAINT POLICY

The Administrator or his/her designated person(s) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians orother staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

STUDENT CODE OF CONDUCT: CLASSIFICATION OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into three (3) classes:

minor, major, and serious and are applicable to all (K-4) and (5-12) students of the School District. Before determining the classification of a violation, the principal or his/her designee will consult with the involved student(s) and school personnel. Once the classification of the violation is

determined, the principal or his/her designee will implement the disciplinary procedure.

MINOR OFFENSES – CLASS I

1.01 Excessive distraction of other students
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or to any other students

1.02 Nonconformity to local school or Board dress code
Repeated violation of this offense may result in this being classified a Class II or III offense

1.03 Minor disruption on a school bus. *Major disruption will be classified as Class II or III offenses*

1.04 Inappropriate public display of affection including, but not limited to, embracing and kissing

1.05 Failure to follow instructions (not to be used for failure to complete academic assignments)

1.06 Unauthorized use of school or personal property

1.07 Pushing, touching, excessive horseplay

1.08 Littering school property

1.09 Possession of paint balls, Yo-Yos, playing cards, trading cards, etc.

1.10 Any other violation(s) which the principal may deem reasonable to fall within this category after consideration of extenuating circumstance

DISCIPLINARY ACTIONS/MINOR OFFENSES – CLASS I ADMINISTRATIVE OPTIONS

1. In-school conference and parental or guardian contact when warranted (Special circumstances may warrant disciplinary action as outlined under subsequent offenses.)
2. Administrative options for office referrals may include, but not be limited to, probations, varying types of detentions, completion of academic assignments

before or after school, in-school detention, and/or work assignments at the discretion of the Administrator. All work assignments must be done on the local school campus and supervised by an authorized Board employee and the disposition must not violate any child labor law or violate any other Board policy.

MAJOR OFFENSES – CLASS II

2.01 Excessive Class I violations

2.02 Disrespect to School Board employees

2.03 Defiance of School Board employee's authority
Any verbal or nonverbal refusal to comply with a lawful directive or order of a School Board employee. (This may be coded as a Class III offense at the discretion of the administration.)

2.04 Minor vandalism/Defacing school property
Intentional and deliberate action resulting in damages of less than $100 to public property or the real or personal property of another

2.05 Inciting student disorder (minor) ", including physical and verbal altercations."

2.06 The intentional, unlawful participation in gambling activities involving amounts less than $100

2.07 Stealing-Larceny-Petty Theft

The intentional, unlawful taking and/or carrying away of property valued at less than $100 belonging to or in the lawful possession or custody of another

2.08 Possession of small pocket knives (blade 2" or less) or possession of bullets, shells, etc.

2.09 Use of obscene manifestations/profanity (written, verbal, or gesture) directed toward another student, "including Hate Speech."

2.10 Leaving class without permission/unauthorized absence and still on campus (skipping.)

2.11 Minor intimidation of a student
Minor intimidation of another student by minor physical force, verbal threats, name calling, teasing, bullying, etc. (Bullying may be considered a Class III Offense depending on the circumstances.)

2.12 Unauthorized use or operation of privately or personally owned vehicles on Walker County Board of Education property.

2.13 Possession of laser locks, pointers and/or lights on any Board property- *This violation could be coded a Class III offense (flagrant use of), depending upon the circumstances surrounding the instance.*

2.14 Possession of cell phones and other communication devices within the normal operating time of the school day.

2.15 Use or possession of tobacco products/ vaping products
Holding of a cigarette/cigar, etc., inhaling the smoke of tobacco, the using of any other tobacco products, or possession/use of matches and lighter. This includes Vapor and E-cigarette products, Chemical Pods, etc.

2.16 Violation of Medical Policy

2.17 Any other offense which the principal may deem reasonable to fall within this category after extenuating circumstances AS "Unauthorized Use, Misuse, or Abuse of Board owned or local School Computer system to include Social Media, the Internet, and System applications (mail, documents, etc.)

2.18 Any other violation(s) which the principal may deem reasonable to fall within this category after consideration of extenuating circumstance

***DISCIPLINARY ACTIONS/MAJOR OFFENSES – CLASS II

STUDENTS SHOULD BE SENT TO THE OFFICE FOR ANY CLASS II OFFENSE.

ADMINISTRATIVE OPTIONS

1. Parent or guardian contact or conference and in-school disciplinary action may include, but not be limited to, probations, varying types of detentions, completion of academic assignments, before or after school work assignments, in-school detention, and corporal punishment.
2. In-School Suspension or Suspension
3. Central Office Hearing: Following multiple Class II violations, a student can be suspended to the Central Office where the Superintendent or his/her designee and administrators will conduct a due process hearing for the purpose of assigning students to alternative school or other measures deemed appropriate. If the decision to expel the student is made, the expulsion shall be for any length of time up to the end of the current school year or one (1) calendar year. The Superintendent shall, by letter, notify the parent/guardian of the Walker County Board of Education's decision within ten days after it is made.

4. 180° Program placement with the prior approval of the Administrative Review Team.
5. Recommendation for expulsion

SERIOUS OFFENSES – CLASS III

3.01 Excessive Class II violations (Must refer to Administrative Review Team before placement in 180° Program)

3.02 Leaving campus without permission

3.03 Drugs, Alcohol, Drug Paraphernalia
Unauthorized possession, transfer, use (under the influence of) or sale of drugs, drug paraphernalia (to include rolling papers or seeds), or alcoholic beverages. This also includes dispensing or selling substances which may be represented as having a narcotic or hallucinogenic effect even though the substance may not have such effect

3.04 Battery/Assault on a School Board Employee
The intentional, unlawful threat by word or act to do violence to a Board employee, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the other person that such violence is imminent; also, to include such offenses which occur afterschool hours and/or off school grounds if reasonably related to a school activity

3.05 Arson
The willful and malicious burning of any part of Board property

3.06 Robbery/Stealing/Burglary
The taking of property by force, the intentional taking of property valued at more than $100, entering a school building after the premise is closed

3.07 Gambling
The intentional, unlawful participation in gambling activities involving amounts of more than $100

3.08 Criminal Mischief
Willful and malicious injury or damages at or in excess of $200 to public property, or to real or personal property belonging to another

3.09 Possession of firearms/Discharging of a firearm
Any firearm (including a starter gun and air rifle) which will, or isdesigned to, or may be readily converted to expel a projectile by theaction of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any component of a gun to include a clip or any other part of a gun.

3.10 Possession of dangerous instruments/weapons to include large knives (2" or

more), razor blades, cutting tools, brass knuckles, hypodermic needles, or other similar objects or devices.

3.11 Bomb threats/unnecessarily dialing 911/Unjust activation of fire extinguisher
Any such communication(s) concerning school Board property which has the effect of interrupting the educational environment; each of these offenses is a felony criminal offense.

3.12 Possession/igniting of explosives
Any destructive device, fireworks, firecrackers, smoke bombs, stink bombs, or any type of explosives (any part of an explosive device, whetheractive or inactive)

3.13 Sexual acts/Unsolicited proposition to engage in sexual acts/Offensive touching or pinching/Violation of Sexual Harassment Policy
Acts of a sexual nature including, but not limited to, pinching, touching, battery, intercourse, attempted rape, rape, inappropriate touching of oneself, or any sexual act

3.14 Inciting or participating in major student disorder
Leading, encouraging or assisting in major disruptions which result in destruction or damage of private or public property or personal injury to participants or others; also, to include disruption of the normal school day operations

3.15 Open defiance of a teacher or Board employee

3.16 Threats/Extortion
(Principals should use their discretion as to the seriousness of the situation, the age of the student(s) involved, and the impact on the school as to which classification [Class II or III] the incident should merit)

3.17 Directing obscene, profane language or gestures to a School Board employee during or after school hours on or off school grounds if reasonably related to school activity

3.18 Assault/battery/bullying of another student
The student will be placed in the 180° Program a minimum of 10 days (K-4) or 20 days (5-12)

3.19 "No Fight Policy"
A fight is any physical conflict between two or more individuals, to include provoking, agitating, and/or inciting a fight/confrontation (racial slurs, name calling, threats, etc., that lead to physical confrontations)

The home school principal will use professional judgment in determining if the offense is a fight or an assault. After thorough investigation of the incident, the home school principal may deem it necessary to determine the appropriate disciplinary action for all parties involved. However, the minimum placement for the instigator(s)/aggressor(s) will be a minimum of 20 days in the 180° Program. All other parties involved, based on the investigation, may receive punishment at the home school, i.e. I.S.S., I.S.D., suspension, etc.

3.20 Fleeing School Board employee / Providing false information / Refusal to cooperate with School Board employee / Refusal of a reasonable search

3.21 Indecent exposure / Public lewdness / Mooning / Pornographic material/ Sexting

3.22 Trespassing/Loitering
Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited is warned by an authorized person to depart and refusing to do so (any student currently suspended or expelled may not be on Board property – this includes after school activities – ball games, dances, etc.)

3.23 Unauthorized use, misuse, or abuse of Board or local school computer system to include the internet ", including Social Media posts that disrupt the school day whether the posting occurring during or after school hours."

3.24 Violation of Gang Policy/Illegal Organizations (to include the possession and/or distribution of literature)
A gang is a group of 2 or more people who interact together to the exclusion of others, exhibit antisocial behavior, imply membership oraffiliation by written communication, oral remarks, gestures, emblems, or dress.

The types of dress, activities, acts, hand gestures, graffiti, drawings, behaviors, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe such behavior, apparel, activities, acts or other attributes are gang related;
- Disrupt or interfere with the school environment, activities and/or educational objectives;
- Create an atmosphere in which the well-being of a student, staff members, or other person is hindered by undue pressure, physical or mental intimidation, overt gesture, or threat of violence; imply, stimulate or exhibit any reference which is judged to be related to or associated

with gang affiliation or gang activity.

This includes any on-campus activities, fraternities, sororities, secret organizations, or non-affiliated school clubs. This includes hazing on or off school grounds.

3.25 Any material and/or conduct that contributes to antisocial or terroristic acts or threats, and/or any materials that depict the same, and/or failure to report any prior knowledge of potentially dangerous situations to proper authorities

3.26 Use or possession of tobacco products/ vaping products (2nd & Subsequent Violations)

Holding of a cigarette/cigar, etc., inhaling the smoke of tobacco, the using of any other tobacco products, or possession/use of matches and lighter. This includes Vapor and E-cigarette products, Chemical Pods, etc.

3.26 Abuse of Medication Policy

3.27 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances (Must refer to Administrative Review Team before referring to 180° Program)

DISCIPLINARY ACTIONS/SERIOUS OFFENSES – CLASS III ADMINISTRATIVE OPTIONS

1. In-school Suspension, or Suspension, and/or recommendation for 180° placement after parent contact
2. Following a Class III violation, a student can be suspended to the Central Office where the Superintendent or his/her designee and administrators will conduct a due process hearing for the purpose of assigning students to 180° or other measures deemed appropriate. If the decision to expel the student is made, the expulsion shall be for any length of time up to the end of the current school year or one (1) calendar year. The Superintendent shall, by letter, notify the parent/guardian of the Walker County Board of Education's decision within ten days after it is made.
3. Recommendation for expulsion

ADMISSION TO AND CONDUCT AT SCHOOL EVENTS

The Walker County Board of Education recognizes that there is a certain minimum standard of conduct and behavior required of all persons, including students, who attend athletic events and other events sponsored by or conducted as part of the educational program of the Walker County Board of Education.

The school Administrator reserves the right to restrict admission or attendance at

any school activity.

Unless otherwise announced and subject to such admission charges as may be imposed, all athletic contests, concerts, graduation exercises, and other similar activities conducted by the Walker County Board of Education shall be open to the general public, except that **no person who has been expelled from school or who is currently suspended from any Walker County School shall be permitted to attend any such events.**

STUDENT CONDUCT OFF SCHOOL GROUNDS

Students are subject to discipline, up to and including suspension and expulsion, for misconduct even if misconduct occurs off school property and during non-school time. Such discipline may result:

- If the incident was directed to a Board employee, Board employee's family or personal property of Board employee; or
- If the incident was initiated in the school building or on school grounds; or
- If the incident occurred or was initiated off school grounds and on non-school time and if, after the occurrence, there is a reasonable likelihood that return of the student would contribute to a disruptive effect on the school's educational program or threaten the health, safety, or welfare of students and of school property.

Student misconduct that may result in such discipline includes, but is not limited to:

- Use, possession, sale or distribution of dangerous weapons, including knives or guns; or
- Use of physical force; or
- Violation of child pornography laws

The Board may impose discipline up to and including suspension and/or expulsion if it is determined that a student's:

- Use, possession, or sale of controlled substances in the community has a reasonable likelihood of endangering the safety of students or employees because of the possibility of sales in the school; or
- Use of weapons (guns, etc.), or violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment or causing disruption to the school environment; or
- Similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in the school or of bringing retaliation or revenge onto the school scene for such misconduct off school grounds; or
- Behavior displayed exhibits conduct not acceptable to the norms of the community and is likely to cause disruption to the school environment.

STUDENT DRESS CODE

The Board and Administration recognize the importance of the rights and privileges of each individual in the School District. The Board is also aware that schools are for the purpose of providing educational opportunities for all students in an atmosphere that is conducive to learning and as free as possible from disruption. Any student-worn article of clothing determined to be disruptive to the learning environment or hazardous to the health and safety of students will not be allowed. Therefore, in an effort to provide the best educational opportunities in the schools, the Board subscribes to and approves the following dress code.

All students are expected to practice good hygiene habits daily. Clothing shall not be so tight or loose as to be overly revealing. Articles of clothing must be appropriate and worn as designated for school wear. All articles of clothing should be clean and odorless. Students are required to be lice free. Any dispute concerning a dress code issue will be at the discretion of school administrators, superintendent or designee.

HEAD COVERINGS

Head coverings must be removed when entering the building and/or school buses (examples: hats, caps, sweat bands, bandannas, visors, sunglasses, etc.).

JEWELRY

1. Any body piercing jewelry other than ear jewelry for girls is not allowed.All other jewelry should not be excessive. Earrings are not permitted on boys; body piercings are not allowed and any other jewelry deemed by the administration to be distracting, excessive or a hazard is not to be worn by boys or girls.
2. Bracelets, belts, gloves, necklaces and other accessories with spikes, studs, metal balls or chains are not allowed. No hemp jewelry is allowed.

HAIR

Hair must be clean, well-groomed and should not impair vision. Male students with facial hair must keep it neat and well groomed**.** No stripes cut into the eyebrows will be allowed. No hair style, hair color, makeup, clothing or other article which is disruptive to the learning environment or which identifies astudent as being a member of a gang and/or subversive or unlawful organization will be allowed.

UNDERGARMENTS

Proper undergarments must be worn AT ALL TIMES with all clothing with no substitutes or NO exceptions. At no time may underwear be exposed.

SHIRTS (Grades 5-12)

1. Shirts must have sleeves that cover the shoulders, upper arms, and arm pits. The shoulders, chest, or back should not be able to be seen at any time. Note: "Cold Shoulders" may be allowed at the discretion of the administrator.
2. Shirts and tops should be long enough to cover the midriff when sitting or standing.
3. All shirts must fit properly and not be oversized or excessively long as determined by the school administrator.

DRESSES AND SKIRTS (Grades 5-12)

1. Dresses must cover the top of the shoulders and arm pits. They also must have sleeves or be worn with a top that does have sleeves.
2. Dresses must be buttoned high enough to cover the chest, and the back of the body cannot be exposed.
3. All dresses and skirts must be worn at the top of the knee.
4. All leggings and jeggings must be worn with tops that reach the end of the fingertips.

PANTS

- All pants and other items of clothing must be clean with no holes "above the knee" showing skin. No shredded or split pants are permitted. All pants must be properly hemmed or with cuffs.
- All pants must fit properly–no sagging/dragging pants.
- No exposed underwear is allowed
- Pants with belt loops must be worn with a size-appropriate belt for students in grades 5 – 12.
- No sweat pants allowed for grades 5 – 12; however, students in grades 5 – 12 may wear sweat pants during Physical Education or athletic practice.
- No pants of lycra, spandex, jogging suits, sweat suits, wind suits or similar types of clothing are allowed to be worn as outerwear. (Grades 5-12)

SHORTS

Grades 5-12: Shorts shall be permitted provided that the shorts are neatly hemmed, conservative, and modest in appearance. Length of shorts should touch the knee.

Specifically prohibited are cutoffs, frayed-hem shorts, bicycle shorts, gym shorts, and form fitting and skin-tight shorts of lycra, spandex or other similar materials.

Grades K-4: Administrative Discretion may be used accordingly.

SHOES

Shoes shall be worn at school at all times. Prohibited footwear includes any footwear not intended for outdoor wear and shoes with roller devices.

COATS/JACKETS/OUTERWEAR

Any jackets or coats not approved for classroom wear must be removed upon entering the building and placed in a locker or designated area. Also, no outerwear may be taken off and tied around the waist and worn to class. Sweaters and sweatshirts are permitted provided they do not cover the pants pockets. NO OVERSIZED OUTERWEAR. Students who are cold-natured should wear only approved outerwear to class.

BACKPACKS/ BACKPACT ACT

1. **All book bags/backpacks must be of the see-through variety** (mesh or clear plastic) for students in grades 5-12. During the regular school hours, all bags used for extracurricular activities must be checked in with the sponsor/ director/coach immediately upon arrival at school. **A book bag/backpack is any container large enough to carry an average size textbook, including sacks, purses, bags, etc.** See-through mesh laundry bags may be used as a book bag. All book bags, backpacks, etc., that have rollers are prohibited without a reasonable medical excuse or by school administrator's discretion with extenuating circumstances.

2. **Backpack Act**- "Urging all school administrators, teachers, parents, and students to be educated about the potential health impact of heavy backpacks and to take proactive measures to avoid injury. Whereas, overloaded school backpacks are causing an increasing problem of back pain and spinal strain for students across the nation…"

You may read the Backpack Act in its entirety on the Walker County Schools Webpage under "Services", then "Health Services", then "Student-Parent Forms And Resources".

OTHER AREAS

1. Tattoos, clothing and accessories displaying obscene, distracting, or suggestive language, unacceptable graphics or advertisements for illegal substances (to include alcohol and tobacco) may **not** be worn or displayed. This will include anything that is derogatory to any race or religion.
2. Fingernails that are considered to be distractive or dangerous are not allowed.

3. The school Administration may judge the appropriateness of any "fad" or questionable article of apparel or item.
4. All students are expected to comply with the Dress Code. The school Administrator, Superintendent and Board may review an individual situation to decide if any modifications in the Dress Code are needed for the health and safety of a particular student. Administrators may make certain modifications for certain groups during performances or special activities. The approval of the modification must be made within Board accepted standards prior to the date of the modification.

DISCIPLINARY ACTION FOR DRESS CODE VIOLATIONS

(for documented office visits per semester)

1st offense – Administrative Discretion
2nd offense – Administrative Discretion
3rd offense – Administrative Discretion
4th offense – Out of School Suspension (1 Day)
5th offense – Referral to 180 Program (Grades 5-12)

Note: Continued violations of the Dress Code may be handled at the Discretion of the Principal.

STUDENT TRANSPORTATION

AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. The privilege to operate a private vehicle on school property may be revoked if safety and/or local school rules are violated, including sitting in automobiles parked on school property during school hours.

Students will be required to present evidence of an Alabama driver's license and proof of current liability insurance before they are authorized to bring a vehicle onto school premises.

The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of students' automobiles on school property.

Additionally, all students who operate a vehicle on school premises are subject to random drug testing.

The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

Students who are unauthorized to use or operate privately or personally

owned vehicles to the Walker County Center of Technology are guilty of a Class II violation.

DROP-OUT/DRIVER'S LICENSE

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who are: enrolled in a GED program, enrolled in a secondary school, participating in an approved job training program, gainfully employed, a parent of a minor or unborn child, or thesole source of transportation for the parent.

TECHNOLOGY

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulation environment, it is thepolicy of the Walker County School District to provide all students and employees with access to a variety of technology resources. All Walker County students and staff must acknowledge and adhere to the Walker County Schools Technology Usage Policy. The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge.

Thus, it is the intention of the Walker County Schools that all technology resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and / or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of Walker County Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies. The administrators of each school are responsible for establishing specific practices to enforce this policy at individual schools.

Aspects of this policy may specifically address technology equipment personally owned by school system employees and/ or students and brought into school facilities or on to school campuses to access school resources and/ or personal resources. All personal technologies used on any Walker County campus are subject to this policy and may be used only if such usage is in compliance with all school system policies, procedures, and guidelines as well aslocal, state, and federal laws. No technologies may be purchased, brought on campus, or used to access school system resources that interfere with or adversely affect functions or operations of school system technology resources/ infrastructure.

All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a Walker County School campus is subject to all school system policies and guidelines, as well as local,

state, and federal laws. Employees are prohibited from emailing outside the school system or storing/ saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/ or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen or if the security of this data is believed to have been breached in any way,the Technology Director should be notified immediately.

Students and staff are expected to be aware of and follow the guidelines in the Walker County Schools Technology Usage Policy which are updated annually and posted on the Walker County Schools website. If you do not have access to a computer at home you can view these guidelines in the local school's office.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Technology Director before proceeding. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/ or legal action.

CHILD NUTRITION PROGRAM

Well-nourished students have higher test scores, increased school attendance, improved concentration, and improved classroom behavior. The goal of Walker County Schools Child Nutrition Program is to provide student access to nutritious meals at no or low-cost each school day.

The Walker County Board of Education uses the Offer versus Serve (OVS) option in providing reimbursable meals to students in compliance with USDA regulations and the Healthy Hungry Free Kids Act of 2010. OVS allows schools to minimize food waste and encourage more food choices.

Meals are priced as a unit. This means that paying students will pay the full meal price and students eligible for reduced price will pay the current reduced price charge whether they take the minimum number of menu items or the complete planned meal.

National School Lunch Program (NSLP) In the NSLP, schools must offer five food components. Students may decline two of the five components but must select at least ½ cup of fruit or ½ cup of vegetable. Students must select the other food components in the planned quantities. The five food components are: Meat/meat alternate, Vegetable, Grain, Fruit, and Milk.

National School Breakfast Program (SBP) In the SBP, schools must offer three food components that consist of a minimum of four food items. Students may decline one food item. Students must select the other food components in the planned quantities. A large grain may count as two items. The three food components are: Grain (with optional meat/meat alternate allowed), Fruit/Vegetable, and Milk.

Free and Reduced Applications: Students may be eligible for free or reduced

priced meals in accordance with state and federal guidelines. In addition to the paper Free and Reduced Meals Application the CNP department provides an online Free and Reduced Meals Application. The application may be accessed through the Walker County Board of Education website at https://www.walkercountyschools.com/or is available at the home school. Parents are encouraged to use the online application because the information is secure and the turn-around time is quicker than the paper application. Paper applications are available at your child's school. A student qualifying for a freeor reduced lunch will also qualify for a free or reduced breakfast. Applications for free and reduced meals can be completed at any time during the school year.

PayPAMS: Parents/guardians are encouraged to take advantage of PayPAMS. Parents may sign up at https://paypams.com/or by using the PayPAMS Mobile App. Through this secure website parents/guardians can view meal account balances, meal and a la carte purchases, schedule payments, and receive low balance reminders. There is no cost to register or to check balances or to view the child's purchases. PayPAMS provides a convenient and safe place to make school meal payments using a credit/debit card. A service fee of $1.95 will be charged every time money is deposited into your account through PayPams.

The Competitive Food Rule: The United States Department of Agriculture and the State Department of Education prohibit the sale of competitive foods during the time that meals subsidized by the National School Lunch and School Breakfast Programs are being served to children. Competitive foods are any foods sold in competition with the National School Lunch and School Breakfast Programs. Lunches brought from home should be in a plain bag or a lunch box (No Logo). Students violating this policy may be subject to disciplinary action by school officials.

Breakfast and Lunch Prices

Breakfast Prices	**Lunch Prices**
Reduced Price……...$.30	Reduced Price… $0.40
Paying Student Price…. $1.25	Paying Student Price… $2.70
Employee……...$1.85	Employee $3.45
Visitor-Adult……...$2.25	Visitor-Adult… $4.10
Visitor- Child……$2.25	Visitor-Child $3.35

Education: *Nutrition Nuggets and Teen Food & Fitness* are newsletters posted to our website each month. The newsletters are packed with creative and practical ideas on how families can improve nutritional choices. The Walker County Child Nutrition Program is in compliance with USDA and Alabama State Department of Education guidelines.

HEALTH SERVICES

A program of student health services in the areas of health assessment and care, emergency care, communicable disease prevention and control, and health education and screening is available to students in the Walker County Schools. Various health education programs are provided annually. .

Individual health care plans and/or emergency action health care plans are developed for all students with chronic health care conditions.

The **parent/guardian and physician MUST sign** the Alabama State Department's School Medication Parent/Prescriber Authorization form giving permission for a child to receive prescription or over-the-counter medication at school. Refer to the next section for specifics. Should you have any questions or concerns regarding this information, please call Margaret Guthrie RN, Supervisor of Health Services, at 387-0555 ext. 1111.

STUDENT MEDICATION POLICY

Goal of the Medication Policy:

- Assisting the student with medication at school so an optimal state of wellness can be maintained in order to enhance his or her ability to learn
- Protect the health, safety, and welfare of the student

REQUIREMENTS FOR ALL (prescriptions and over-the-counter) MEDICATIONS AT SCHOOL

School Medication Prescriber/Parent Authorization Form

- Parent/Guardian: *Complete Student Information Section*. Each medication will have an authorization form specific to that medication. Parent/guardian will complete the section naming the medication, sign it, and date the form.
- Licensed Healthcare Provider: *Complete Prescriber Authorization Section.* Verify the medication, dosage, route, and times to be given at school. Sign and date form.

Self-Medication:

Students that are asthmatic, diabetic, or allergic who require an epi pen can self-medicate only with parental and the doctor's authorization. Self-medicate means the student is capable to consume or inject prescribed medication in the manner directed by the licensed prescriber without additional assistance or direction. Medication must have a pharmacy label.

Medication at School:

- ALL medication must be delivered to the school by the parent or parental designated adult. UNDER NO CIRCUMSTANCES SHOULD MEDICATION BE TRANSPORTED ON THE SCHOOL BUS BY A STUDENT.
- Parent/guardian and Licensed Prescriber must complete the appropriate

Medication Consent Form and submit a new Medication Consent Form if any changes occur in dosage or time the medication is given.

ALL Prescription Medication Requirements:

- Specific "School Medication Prescriber/Parent Authorization Form"
- Parent/guardian and Licensed Prescriber signature authorization
- Medication delivered to nurse or trained medication assistant by parents or parent designated adult
- Medication in pharmacy bottle with that student's name, name of medication, medication dosage, directions from MD when medication is to be taken, MD name, no more than a 30 day supply; Date when medication was filled should not exceed 6 months.
- Discrepancies from the above information-medication will not be given until clarification is made.
- Expired medication and medication not picked up by the end of the school year will be disposed of by following state and federal guidelines.

ALL Over-the-Counter Requirements:

Food supplements, natural substances and herbs are not without potential harm, including life-threatening conditions. Herbal products and dietary supplements have not been subject to the scrutiny of the Food and Drug administration (FDA) and in the United States, as in most countries, dosage and purity have not been regulated for these products. School personnel should not give any substance that could be construed as a drug or medication, including natural remedies, herbs, and nutritional supplements, without the explicit orderof an authorized prescriber, parent authorization, verification that the product is safe to administer to children in the prescribed dosage, and reasonable information regarding therapeutic and untoward effects. (Schwab & Gelfman, 2001) More information may be found at alsde.edu.

- Specific "School Medication Prescriber/Parent Authorization Form"
- Parent/guardian and licensed Prescriber signature authorization
- Medication should be delivered to the nurse or trained medication assistantby the parents or parent/designated adult. Upon medication delivery to the school, the parent and school personnel will count the medication and both parties will sign off on medication.
- Medication in factory/original unopened container
- Student's name will be placed on container–siblings cannot share medication
- No more than a 30-day supply will be kept at school
- Expired medication and medication not picked up at the end of the school year will be disposed of by following state and federal guidelines.

Pharmacy computer printout of side effects/contraindications/adverse reaction form:

- Parent/guardian should provide information to the school regarding specific

medication the student takes at school.

MEDICATION WILL NOT BE GIVEN TO YOUR CHILD UNLESS THESE GUIDELINES ARE FOLLOWED. A VIOLATION OF THE WALKER COUNTY BOARD OF EDUCATION MEDICATION POLICY WILL BE CODED AS THE ADMINISTRATOR DEEMS NECESSARY.

INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease? It is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the U.S. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord. Symptoms of this disease are fever, headache, stiff neck, red rash, drowsiness, nausea and vomiting.

How do you catch the disease? The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. 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.

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

FLU ACT

"Relating to influenza vaccines…to require local school systems to provide information on influenza disease and its vaccine to parents and guardians of students whenever other health information is provided…"

You may read the Flu Act in its entirety on the Walker County Schools Webpage under "Services", then "Health Services", then "Student-Parent Forms And Resources".

HEAD LICE GUIDELINES

The administration of each school will designate a teacher or employee to do the initial screening for head lice. One or more persons in each school will be trained to screen children as the children return to school from a lice-related problem. This person/persons may be a teacher, aide, school nurse, or someone designated by the school administration. The guidelines to follow are:

- Each school will send form letters to parents with instructions for treatment.
- The child must be accompanied by a parent/guardian upon return to school.
- Students must be lice free before they are allowed to return to school.

Students will be allowed two (2) days excused absences per semester for lice-related problems. After the two (2) days absences, each additional absence will be coded as unexcused lice infestation. If the number of unexcused absences are more than three (3) per school year, the absences should be reported to the Attendance Officer.

STUDENT PREGNANCIES

A pregnant student will be required to attend school and to participate in regular school programs until such time that the student's school attendance and participation in school programs endanger the health and safety of the student, as determined by the student's physician. It is recommended that a pregnant student who remains in school during the pregnancy be under the direct care of alicensed physician and a written statement be issued from the physician notifyingthe school administrator of any modifications that are needed for that student.

MENTAL HEALTH / SUICIDE PREVENTION (JASON FLATT ACT)

The Walker County Board of Education cares about the health and well-being of all students. The Board of Education has taken the following steps:

1. Students are taught about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. The School Counselor at each school is available to serve as a point of contact for students in crisis and may refer students to School-Based Mental Health Program for additional resources/services.
3. A student at risk may be assessed by our School-Based Mental Health staff who can work with the student and help connect them to appropriate resources/ services.
4. Students may access national resources for additional support, such as:
   - The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), www.suicidepreventionlifeline.org
   - The Trevor Lifeline – 1.866.488.7386, www.thetrevorproject.org
5. All students should help create a culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students should tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Because of the life or death nature of these matters, students should consider confidentiality or privacy concerns secondary to seeking help for students in crisis.

Procedures of the Walker County Board of Education Regarding Homebound Instruction

I. OVERVIEW/PURPOSE

Homebound instruction is provided by the Walker County Board of Education for eligible students in grades K-12 whose non-contagious temporary medical disability prevents attendance in regular day class and prevents the student from performing similar non-school activities for a limited period oftime. The intent is to maintain continuity of the student's instructional program during the interim period of disability.

Homebound instruction is provided in subjects/courses that correlate with the student's school program to the maximum extent possible. Homebound instruction is not intended to replace the full school day K-12 educational program.

Decisions regarding homebound instruction and placement for a student eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 will be made by the student's Individual Education Plan (IEP) or Section 504 team. Such IEP or Section 504 team decisions as to homebound services will be made on an individualized student basis and will not be limited by the provisions of this procedure. A request for homebound instruction regarding a student eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 mustbe made directly to the student's team. In the event that a student's team approves the request for homebound instruction, the student's IEP or Section 504 plan will be appropriately revised. Decisions as to an eligible disabled student's participation in extra-curricular or other activities of his or her home school during the period of a homebound placement will be made by the team on an individualized basis.

II. ELIGIBILITY

Homebound instruction will be commenced upon the Board's receipt of an executed "Medical Authorization for Homebound Instruction" and the subsequent approval for homebound instruction by the Board. The physician must have determined that the student is unable to attend school for a period of four (4) weeks or longer. On a case by case basis, the Board may require additional or supplemental documentation from the physician as to the student's need or continued need for homebound instruction.

Homebound instruction is limited to a maximum of eighteen (18) weeks in a school year. If additional time is required beyond eighteen (18) weeks, a new authorization form is required from the physician.

III. CRITERIA FOR HOMEBOUND INSTRUCTION

A. Homebound instruction cannot expose the homebound teacher to any contagious disease (i.e., measles, chicken pox, mononucleosis, tuberculosis, etc.).
B. Homebound instruction will not be denied to students with conditions not considered as contagious as long as the home observes current preventive protocol as determined by the U.S. Centers for Disease Control and a copy of that protocol is provided to the homebound teacher. The Parent must supply preventive protocol information for the specific disease as provided by the physician.
C. A change of location for the homebound instruction may be necessary should it be determined that safety or health conditions exist preventing instruction to take place in the home.
D. Homebound instruction will not be assigned when there is four (4) weeks or less remaining in the school year.

IV. COURSE OF STUDY

A. Every effort will be made to maintain continuity in the course of study for each class or subject area taught.
B. In determining a student's homebound instruction services, consideration is given to the following:

    1. The student's IEP or Section 504 plan for a student with a disability.
    2. Input from of the student's physician, teachers, and parent or legal guardian.
    3. The nature of the impairment.
    4. The ability to replicate a course in the home environment (some courses cannot be replicated in the home environment).
    5. Whether a course is necessary for the student to maintain his or her academic status.

V. PARENT OR LEGAL GUARDIAN RESPONSIBILITIES

It is the desire of the Walker Board of Education to provide a positive and meaningful educational experience for a Student receiving homebound instruction. Accordingly, the Board will provide a certified teacher for a minimum of three (3) hours per normal school week. The teacher will work closely with the student's relevant regular classroom teacher(s) in an attempt to provide an appropriate curriculum when possible. The Board reserves the rightto cancel homebound instruction if the student is not benefiting from the

program, the conditions in which instruction is provided is not conducive to

learning, or if the number of student absences is excessive. In order to provide an appropriate instructional program during this time, the parent or legal guardian must participate in the following ways:

A. It is required that the parent or legal guardian be in the home during the instructional time. No instruction can take place without the parent or legal guardian present.
B. Provide an environment for study that is quiet, well lit, and free from interruptions. Pets should be secured in an area away from the student/teacher study area.
C. No siblings should be present in the room during instruction.
D. Supplies left for the student by the instructor should be on the table ready to use when the home teacher arrives to begin instruction.
E. The student should be rested and ready for instruction.
F. The homebound teacher shall be in charge when instruction begins.
G. Inform the homebound teacher of any academic or health-related problem the student may be experiencing that may affect the home instruction.
H. If the student is unable to take instruction at the scheduled time, please contact the homebound teacher as soon as possible. Make-up hours will be contingent upon the availability of the homebound teacher. Homebound sessions which the teacher is not notified in a timely manner shall not be rescheduled.
I. Meet and confer regularly with the homebound teacher to discuss your child's progress.
J. Students who are assigned to homebound instruction shall not be in or on any school property or at any school event without the expressed permission of the administrator in charge of the building or property. Such students are not permitted to attend or participate in extra-curricular or other activities of their home school or any other school under the supervision of the Walker County Board of Education. For a student placed on homebound by his or her IEP or Section 504 team,the student's IEP or Section 504 team will make an individualized determination as to the applicability of this paragraph.
K. Homebound teaching shall not be provided for those students who are frequently truant or non-attendees.

VI. CONCLUDING HOMEBOUND INSTRUCTION

A. Each student must have a specific date of conclusion for his or her homebound instruction designated on the initial request for homebound instruction.

B. The student's home school will make every effort to return the student to the same classroom/class schedule upon student's return to the student's home school.
C. At the conclusion of the homebound instruction period, parents should contact the school's principal to make arrangements for the student's re-enrollment at the student's home school.
D. All homebound instruction placements automatically terminate at the end of the student's instructional school year. Should the need forhomebound instruction still exist for the next school year, the parent must reapply for the services.
E. The Board may terminate homebound instruction upon a student's demonstration of physical abilities inconsistent with the basis for the physician's recommendation of homebound instruction.

VII. RETURNING TO SCHOOL

A. If a student is returning to school on the date designated for the conclusion of his or her homebound instruction, no additional documentation is required.
B. If a student is returning to school prior to the date designated for the conclusion for his or her homebound instruction, a physician's release note is required.

SAFETY AND EMERGENCY PROCEDURES

STUDENT TRANSPORTATION

All transportation programs shall be operated in accordance with provisions of the *Code of Alabama* and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of the students.

The policies listed below shall be followed by students when being transported via Board-owned vehicles, including the activity bus:

1. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus and shall be subject to all school rules and regulations applicable during regular school hours.
2. Students will board and leave the bus only at an approved stop.
3. Students should not attempt to talk to the bus driver while the bus is in motion.
4. Students will not throw objects on the bus or from the bus at any time.
5. Students are not to get off the bus at any time from the point of departure until they reach their destination except in cases of emergency and upon

6. notification of the bus driver by written note signed by the student's parent(s)/ guardian(s) and school principal.
7. Students should not have their arms or any parts of their bodies out of the windows at any time.
8. Students should remain seated until the bus comes to a full stop; no moving around while the bus is in motion.
9. The bus driver has full authority over the students while they are riding the bus; he/she will be firm but fair with each student. Failure to obey a driver can result in suspension from riding the bus by the school administrator. Violations will be reported promptly to the local administrator by the driver.
10. Profane, indecent, or abusive language will not be permitted.
11. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student or his/her parent/guardian.
12. All bus students will be assigned to one (1) particular bus and any changes must be made by the administrator.
13. The Superintendent of Schools or designee is authorized to suspend a student's transportation privilege due to misconduct or misbehavior while in route to and from school. Such suspension shall be temporary. If the school administrator recommends that the student be permanently removed from the bus, the student will be temporarily suspended pending a hearing before the Board at its next regular meeting at which time the
14. Board will review the action of the Superintendent of Schools or designee and determine if such suspension shall be terminated, extended, or made permanent.

Student transportation for selected activities is provided by the Board as a service to the students of the School District. The Board reserves the right to deny a student or students the privilege of being transported at public expense, provided the policies and school rules and regulations outlined above are not followed.

VISITORS / PARENTS ON SCHOOL PROPERTY

For the security of the school and the safety of students, the following guidelines must be followed:

1. Visitors/Parents, including parents who are coming for scheduled conferences, must check in through the office and state their reason for being on campus. Teachers are instructed to alert the office whenever thereis an unauthorized visitor in the building.
2. Visitors/Parents are not allowed in the classrooms or in the commons area without permission from the office.
3. Visitors/Parents are not allowed on the school grounds anywhere before or after school without permission from the office.

4. Students who do not have permission and are outside talking to visitors will be subject to disciplinary action.
5. Students are not allowed to bring guest(s), including younger brothers and sisters, to class with them during the school day.
6. Parents should not interfere with emergency procedures implemented by the individual schools. The State Department of Education recommends that students remain under the crisis management plan of the individual school during the duration of the procedure (tornado, fire, lockdown, etc.)

SCHOOL CLOSING OR DELAYED OPENING

It is the responsibility of the parent/guardian to make arrangements for the supervision of their children in the event of an early dismissal, late start, or cancellation due to inclement weather. It is important that students and parents listen to the local radio and television stations and not call the school. The Walker County Board of Education has an emergency response system in place that notifies parents in the event of an emergency. **School telephone lines must be kept open for emergency instructions and/or communications. Driveways should not be blocked.**

Mass Notification System

Walker County School System uses a Mass Notification rapid response system to make important announcements**. Parents need to keep all contact information current with the school.**

ALL CALLS/ PARENT-GUARDIAN NOTIFICATION

I consent to receive emergency and outreach automated phone calls from my child's school and from Walker County Schools. I understand that these calls will help me stay informed about events, deadlines, and safety information among other things. I also understand that I can enable SMS (text) messages to my phone if I wish to receive school messages in this format, but that I will be responsible for any charges from my service provider for text messaging. I understand that I may opt out of receiving outreach calls by notifying my child's school in writing; however, I cannot opt out of receiving emergency phone calls. Outreach calls include advance notification of school closures. Emergency calls include those calls made to notify the parent that their child is absent. By signingthe Code of Conduct and School Rules Acknowledgement form, I hereby give my consent. [FCC Telephone Consumer Protection Act]

ATHLETICS

The goal of the athletic program is to provide our student-athletes quality opportunities to enhance and promote teamwork, sportsmanship, competitiveness,

self-discipline and moral character. In doing so, we will strive to provide each participant with experiences that will help each child to reach his/her fullest potential while developing an environment of school spirit and commitment to excellence. All students, grades 7-12, who participate in any extracurricular activities, are subject to random drug testing. For a complete, more detailed list of all sports offered, please refer to our Athletic Handbook.

EXTRACURRICULAR ACTIVITY RESIDENCE ELIGIBILITY PARTICIPATION – ACADEMICS FIRST/ CHEERLEADERS – SELECTION AND MANAGEMENT

The Walker County Board of Education and the AHSAA determine the requirements for eligibility and participation of all extracurricular activities including band, cheerleading, and sports. For complete information, you may refer to the *Walker County Board of Education Policy* manual or the Coaches' Handbook.

OTHER SCHOOL INFORMATION

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged by the school. **Suchconferences, however, must be scheduled during the teacher's planningtime**. Parents may schedule conferences with teachers by calling the office (at least one day's notice is encouraged). If a parent needs to talk to a teacher on thephone, the parent should call during the teacher's planning time.

COUNSELING PROGRAM

The school counselor will keep information related to counseling services confidential unless disclosure is in the best interest of the student, is required for the welfare of others, or is required by law. When disclosure is required, only information that is essential will be revealed.

COUNSELING SERVICES/LEGAL PRIVILEGE

The ethical promise of confidentiality by a school counselor to a student-client does not necessarily mean the counselor has a legal privilege not to repeat what the student said in counseling session, if the counselor has been asked to do so under oath in court or other legal proceeding.

SURVEY

The Walker County School System, in an effort to implement ongoing drug education efforts conducts an anonymous student survey about alcohol use, drug use, and violence. The survey information will assist in assessing the school

system's success or failure to educate students regarding the health and safety value of not using alcohol and drugs. This survey will be conducted in the fourth through twelfth grades during the month of April each school year.

The survey will be used to gather this information. It is an anonymous survey that is strictly voluntary. Students are not required to participate. There is no section on the survey where the student must write his/her name. All surveys are turned in to the administrator in such a way that the student's identity cannot be determined. Any parent who prefers that their child not participate in the survey must notify the home school principal in writing before April of the current school year. Parents may view a copy of the survey in the principal's office during the week before it is administered if they would like to review its content. A summary of the gathered information can be shared with parents when results are obtained. The Walker County School System appreciates all parental support of the efforts to help students understand that alcohol and drug use can be harmful to their health and safety.

CHECKS / RETURNED CHECKS

Any check that is submitted to a school of the Walker County Board of Education must include proper identification consisting of the check writer's driver's license number, social security number or the date of birth. Unsigned, post-dated or counter checks will not be accepted. Once a bad check is received from an individual, that person will no longer be allowed to submit checks to the school or the Board, but must use cash, a cashier's check, or a money order, whichever is applicable.

An NSF fee of $30.00 will be charged for all bad checks. A certified or registered letter will be sent to the check signer to notify him/her that the check is bad. All bad checks and NSF fees that are not paid within 10 days from receiving notification of the bad check will be forwarded to a collection agency.

FIELD TRIPS AND EXCURSIONS

1. Students shall be expected to exhibit good behavior and shall be subject to the same dress code and conduct applicable to regular classroom activities.
2. Students must have written permission signed by their parents/guardians on file with school officials prior to departing on a school-sponsored field trip, either by school bus or approved private transportation.
3. Students must use transportation approved by the school administrator.
4. At the administrator's discretion, students who have displayed inappropriate or disruptive behavior may not be allowed to participate.
5. Teachers sponsoring field trips will be expected to accompany students on the bus and will be primarily responsible for discipline on the bus.

STUDENT PUBLICATIONS

The Superintendent is authorized to develop rules and regulations regarding student publications. Student publications are subject to and will be expected to meet standards associated with responsible journalism. The principal and student publication sponsor are responsible for the content of such publications.

DISTRIBUTION OF MATERIALS

The sale or distribution of any goods or materials on any school property by an individual or group of individuals is prohibited unless prior authorization has been obtained from the Administrator.

COMMUNITY RESOURCE DIRECTORY

Child Birth	
Walker Baptist Medical Center	387-2229
Child Care/Headstart (HS)	
Walker County Headstart	387-0555
Early Headstart / ARC of Walker County	387-0564
Jefferson Co. Child Development Corp. @ Walker Co. DHR	387-5400
Community Parenting Programs	
Alabama Cooperative Extension System (Today's Mom)	221-3392
Alabama Public Television	451-0129
Baby Talk	387-0051 ext. 5832
Walker County Children's Policy Council (Parent Project Sr./Teen/Jr.) (Responsible Parenting)	302-0801
Northwest Alabama Mental Health Center (Transparenting—A class for parent going through divorce)	302-9000
Walker Co. Bd. of Education / Parent Involvement Coordinator	387-0555
Counseling	
Adam Bishop Center / NWALMHC	302-9066
Northwest AL Mental Health Center	302-9000
Alabama Abuse Counseling	221-2220
Walker Recovery	221-1799

Family and Children's Services

Beacon House	384-4539
Child Find of America	1-800-426-5678
Daybreak Family Violence Program	387-1157
Free Will Baptist Children's Home	924-9751
Kid One Transport	1-800-543-7143
ARC of Walker County / Early Intervention (for children ages birth to three years)	387-0564
Adam Bishop Center (for children ages three to seventeen)	302-9066
Walker County Department of Human Resources	387-5400
Children's Rehabilitation Services	290-4550
Juvenile Diabetes Research Foundation	871-0333
Pregnancy Test and Resource Center	221-5860
Boys and Girls Club of Walker County	221-1807
Big Brothers / Big Sisters of Greater Birmingham	387-8032
	221-3392

Community Services Alabama Cooperative Extension Services

Alabama State Department of Veterans Affairs	384-7277
Jasper Area Ministerial Emergency Service	221-7434
Jasper City Police Department	221-2121
Jasper Area Family Service Center	387-0511 ext. 5831
United Way	251-5131

En Español	384-9231
Intake Social Worker	384-6014
Jasper Park & Recreation	
Walker County Department of Public Health	221-9775
Social Security Office	221-6463
Walker County Department of Public Health	221-9775
	221-6463
Social Security Office	
Walker County Office – American Red Cross	387-1478
Walker County Juvenile Court / Probation	384-7243
Walker County Sheriff's Department	384-7218
United Methodist Children's Home	384-6383
	387-0442

Local Public School Systems

Jasper City Board of Education	384-6880
Walker County Board of Education	387-0555

Resources

Literacy Council of Walker County	
Bevill State Community College	387-0511
Alabama State Vocational Rehabilitation Center	221-9270
Homeless Student Assistance Program	387-0555
Hope Clinic	302-0011
Second Opportunity System	295-0599

Hotline Numbers	1-800-362-1504
Alabama Medicaid Patient Information	
ALL Kids (Health Insurance)	1-888-373-5437
Children's Hospital Poison Control	393-3201
Crisis Line (Northwest AL MHC)	387-0541
Crisis Center hotline (Birmingham)	323-7777
Crisis Center Teen Link	328-5465
Kid's Help Line	328-5437
Prevent Child Abuse Alabama	1-800-Children

Latino Resources	824-2360
En Español	
HICA	595-5545
Multicultural Resource Center	824-5046
	559-2560
Project Aprende	
	302-0801

Walker County Children's Policy, Inc.
Online Resources:
(www.FirstSigns.org) (www.WalkerArc.com) (www.NWAMHC.org)

Alabama State Department of Education **Revised 2019**

SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

STUDENT INFORMATION

Student's Name:_____ **School:**_____

Date of Birth:____/____/_____ Age:_____ Grade:_____ Teacher:_____

ϒ **No known drug allergies---if drug allergies list:**_____ Weight:_____pounds_

PRESCRIBER AUTHORIZATION (To be completed by licensed healthcare provider)

Medication Name:_____ **Dosage:**_____ **Route:**_____

Frequency/Time(s) to be given:_____ **Start Date:** /_____/____

Stop Date: / /___

Reason for taking medication:_____

Potential side effects/contraindications/adverse reactions:_____

Treatment order in the event of anadverse reaction:_____

SPECIAL INSTRUCTIONS:

Is the medication a controlled substance? Yes ϒ No ϒ

Is self- medication permitted and recommended? Yes ϒ No ϒ

If "yes" I hereby affirm this student has been iinstructed on proper self-administration of the prescribe medication.

Do you recommend this medication be kept "on person"by student? Yes ϒ No ϒ

Emergency Drug required during Bus Transportation Yes ϒ No ϒ

Cake Icing Gel ONLY for Diabetic Student during Bus Transportation Yes ϒ No ϒ

Printed Name of Licensed Healthcare Provider: _____

Phone: ( )_____ **Fax:**_____

Signature of Licensed Healthcare Provider **Date**

PARENT AUTHORIZATION

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. **Prescription Medication** must be registered with School Nurse or trained Medication Assistants. Prescription medication must be properly labeled with student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate. **Over the Counter Medication** must be registered with the School Nurse or Trained Medication Assistant, OTC's in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:

Parent's/Guardian's Signature:_____ **Date:** /___/___ **Phone:**_____

SELF-ADMINISTRATION AUTHORIZATION

(To be completed ONLY if student is authorized to complete self-care by licensed healthcare provider.)

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the school, the agents of the school, and the local board of education against any claims that may arise relating to my child's self- administration of prescribedmedication(s).

Signature of Parent:_____ **Date:**___/___/___ **Phone:**____-_____

WALKER COUNTY SCHOOLS
STUDENT HANDBOOK

- Parental Notification of Civil Liabilities and Criminal Penalties
- Dress Code
- Student Surveys
- Attendance Requirements
- Parental Permission for School Personnel to Verify All Medical Excuses (as required by the Health Information Privacy Act)
- Picture Release
- Field Trips
- Technology Usage Policy for Internet Access
- Health Services
- Cell Phone Policy

ACKNOWLEDGMENT FORM

I grant permission for my child's full name, work/projects, statements, photographs, audio, and video taken during the 2021-22 academic school year to be used in publicizing, advertising, or promoting Walker County Schools on the internet, print, or via televised broadcasts. Please refer to the directory on page 4. *Yes*___*No*_____

I grant permission for my child to participate in health related screenings. *Yes*__ *No* ___

I acknowledge that I have read, understand, and agree to all terms as outlined in the Technology Usage Policy. I shall not hold the District or its representatives responsible for materials/information acquired via the Internet by my child, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by my child. I further understand that this agreement will be kept on file at the school.

I,_____, enrolled in
NAME OF STUDENT

_____ School, and my parents or guardian have received and read the foregoing Student Handbook.

SIGNED_____(Student)

SIGNED_____(Parent/Guardian)

Date_____

NOTE: The student and his/her parent(s) or legal guardian(s) **must sign** the statement above and **return this form to school.** It will be filed in the Principal's office for future reference.

Parents should contact the administrator of your child's school if you have any questions about any of the releases listed above.

STUDENT CHROMEBOOK CHECKOUT & USER AGREEMENT
Walker County Schools

PLEASE PRINT ALL INFORMATION

Student Name_____School:_____

Parent Name:_____Parent Email:_____

Home Phone:_____Work Phone:_____

In this agreement, "we", "us", or "our" means Walker County Schools or "the District". "You" or "your" means the parent/guardian of the student enrolled in the District. The "property" is a laptop owned by the District with the following serial/asset tag number.

Serial and Inventory Numbers to be filled in by WCS Office Staff:
Serial # _____

Inventory # _____

Policy Compliance: You will comply at all times with the District's Student Conduct Policy and Internet Safety and Use Policy incorporated herein by reference and made a part hereof for all purposes. Any failure to comply with these policies may terminate your rights of possession effective immediately and the District may repossess the property.

Title: Legal title to the property is vested in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement.

Loss or Damage: If the property is deliberately damaged, lost, or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. You must report loss or theft of the property to the District by the next school day after the occurrence.

Repossession: If you do not fully comply with all terms of this Agreement in a timely manner, including the timely return of the property, the District shall be entitled to declare you in default and take any and all measures reasonably necessary to take possession of the property.

Terms of Agreement: You have the right to use and possess the property from August 10, 2020 through May 22, 2020 (the "Possession Period"). At the end of the Possession Period, you are required to return the property to the District by the date and time designated by the District at the location designated by the District.

Appropriation: Your failure to return the property in a timely manner and/or the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

I, the undersigned parent/guardian, acknowledge that I have reviewed and understand the terms and conditions of this Student Chromebook Checkout Agreement and agree to the terms and conditions contained in the agreement.

Parent Signature:_____ Date:_____

BULLYING INCIDENT REPORT FORM

Date of Incident: _____ Time of Incident:_____ Repeat Infraction YES NO

Location of Incident (circle all that apply)
Hallway Restroom Classroom Gym Lunch Room Playground
Locker Room Bus Stop On Bus Parking Lot To/From
School After School Program
School Sponsored Event Text/Phone/Internet/Social Media Other:_____

Name of victim(s) Name of student(s)bullying: Name(s) of witnesses/bystanders:
___ _____ _____ _____
_____ _____ _____
_____ _____ _____

Type of Bullying:
❑ Verbal
❑ Physical: Result in injury?YES NO Reported to School Nurse? YES NO Reported to Police? YES NO
❑ Relational

Bullying Behaviors (circle all that apply):
Shoved/Pushed Hit/Kicked, Punched Threatened Stole/Damaged Possessions
Excluded Taunting/ridiculing Writing/Graffiti Told Lies or False Rumors
Staring/Leering Intimidation/Extortion Demeaning Comments Inappropriate Touching
Cyber-bullying using: Text messages Website Email
Other:_____
Racial, Sexual, Religious, or Disability Circle one and describe:
_____
Suicidal Thoughts or Threats YES NO If yes explain:
_____
Reported to school by (circle all that apply):
Teacher Student Bystander Victim/Target Parent Bus Driver Anonymous
Other:_____
Describe the incident:
_____
_____
_____
_____
Physical Evidence? Notes Email Graffiti Video/audio Website
Other:_____
Actions Taken (see Protocol for Guidelines):
Consequences:
_____
_____
Remediation:_____
_____R
Referral for additional support services:
_____

Parent Contact: Date_____Time_____Person Making Contact_____
Result:_____
Today's Date:_____ Reported by:_____

Signature:_____

DIRECTORY
WALKER COUNTY BOARD OF EDUCATION
1710 Alabama Av. • P. O. Box 311 • Jasper, AL 35502-0311
Superintendent's Office 387-0555 • Transportation 387-2155
2021-2022

SCHOOL	PRINCIPAL	PHONE
Bankhead Middle	Amber Freeman	483-7245
Carbon Hill Elem./Jr. High	Dr. Jami Rainey	924-4101
Carbon Hill High School	Kyle Dutton	924-8821
Cordova Elementary	Dianne Williams	483-7666
Cordova High	Alisa Brown	483-7404
Curry Elementary	Haley Moore	387-7845
Curry High	Eric Woodley	384-3887
Curry Middle	Dr. Barry Wilson	384-3441
Dora High	Paige Abner	648-6863
Lupton Jr. High	Corey Shubert	384-5838
Oakman Elem./Middle	Chris Walton	622-3611
Oakman High	Dr. Lethan Waid	622-3381
Parrish Elem./Middle	Dr. Thomas Kyzer	686-5061
Sumiton Elementary	Dr. Kristy Wheeler	648-5656
Sumiton Middle	Chris Stephenson	648-2390
Valley Jr. High	Jody Harrison	483-9381
Walker Co. Center of Tech.	Chris McCullar, Director	387-0561
Walker Co.180°/Twilight/Hope	Roy Martin, Director	387-9984

Central Office Key Contacts

Superintendent..... Dr. Dennis Willingham
Human Resources, Secondary & Virtual Schools, & Athletic Director… Steve Rowe
Assessment & Accountability/Counseling Director..... Mary Slaughter
Special Education Director..... Michelle Howell
Special Education/ 504 Coordinator ..... Ginger Atkins
Child Nutrition Program Director… ..... Janell Aultman
Technology Director/School Safety..... Patrick Gann
Transportation Director… .....Mike Scott
Health Services Coordinator…..... Margaret Guthrie
Federal Programs/ Pre-K Director & Elem. Director….....Dr. Tanya Guin
Truancy..... 180° Program
Custodian of Funds & Human Resources .....
Maintenance Supervisor… .....Darrell Waid



Alabama State Department of
EducationDr. Eric Mackey
State Superintendent of Education

Help Child Find Locate Children with Disabilities

What Is Child Find?

Child Find is a statewide effort by the Alabama State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21.

How Does Child Find Work?

Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities. A toll-free number is provided for parents or other persons interested in information about referring a child from birth to age 21.

Why Is Child Find Important?

It helps the child, the family, and the provider to plan appropriate services and link families to services for students meeting eligibility requirements in the following disability areas:

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

For more information about Child Find, contact your local school system, local coordinating council, or call

Ages 3-21

1-800-543-3098
Birth through 2