

## 2022-23 SCHOOL CALENDAR

08/04/22	First Day of School for Students
09/05/22	Labor Day Holiday (School Closed)
10/07/22	End 1 <sup>st</sup> Nine Weeks
10/10/11/22	Columbus Day Holiday (School Closed)
10/14/22	REPORT CARDS ISSUED
11/11/22	Veteran's Day Holiday (School Closed)
11/21/22 - 11/25/22	Thanksgiving Holidays (School Closed)
12/16/22	End 2 <sup>nd</sup> Nine Weeks
12/19/22 – 01/02/23	Christmas Holidays (School Closed) Schools will reconvene Wed, Jan. 5, 2022
01/03/23	Teacher Work Day
01/06/23	ISSUE REPORT CARDS
01/16/23	Martin Luther King Jr. Day (School Closed)
02/17-20/23	Presidents Day Holiday Mini Break (School Closed)
03/10/23	End 3 <sup>rd</sup> Nine Weeks
03/17/23	ISSUE REPORT CARDS
03/20/23 - 03/24/23	Spring Break
04/07/23	Good Friday (Weather Day No School)
04/28/23	April Holiday (No School)
05/23/23 – 05/25/23	4 <sup>th</sup> 9-weeks EXAMS
05/25/23	Last day of school. Graduation ½ Day for Students
05/26/23	REPORT CARDS ISSUED Teachers work in schools

In the event schools are closed due to weather conditions or for any other reason, days will most probably be made up according to the following schedule: First 3 built into schedule

4<sup>th</sup> – 02/17/23

5<sup>th</sup> – 02/20/23

6<sup>th</sup> – 4/07/23

Any additional days will most probably be made up on Saturday following any days missed or at the end of the school year (at Superintendent's discretion).

***Cleveland High School  
Mission Statement***

Our mission is to provide all Cleveland High School students with an educational experience that will prepare them to meet the challenges of the 21<sup>st</sup> century by using the combined efforts of the staff, community, families, and students themselves.

WE ARE

***C***reating ***H***igher ***S***tandards

***Cleveland High School Alma Mater***

*Our strong band can ne'er be broken,  
Formed at Cleveland High,  
Far surpassing wealth unspoken,  
Sealed by friendship's tie.*

*Cleveland High School, dear old school  
Deep graven on each heart,  
Shall be found, unwavering true,  
When we from school shall part.*

*High school days at best are passing,  
Gliding swiftly by.  
Let us pledge in word and deed  
Our love for Cleveland High.*

*Cleveland High School, dear old school  
Deep graven on each heart,*

*Shall be found, unwavering true,  
When we from school shall part.*

**BELL SCHEDULE**

<b>First Bell</b> .....	7:55	
<b>First Period</b> .....	7:57 – 8:58	(61)
Break 10th – 12th .....	9:00 – 9:10	(10)
Break 7th – 9th .....	9:12--9:22	(10)
<b>Second Period</b> .....	9:02 – 10:10	(58)
<b>Third Period</b> .....	10:14 – 11:04	(50)
<b>Fourth Period</b> .....	11:08 – 11:58	(50)
<b>Fifth Period</b> .....	12:02 – 1:16	(52)
<b>Sixth Period</b> .....	1:20 – 2:11	(51)
<b>Seventh Period</b> .....	2:15 – 3:05	(50)
<b>TOTAL INSTRUCTIONAL MINUTES</b> .....		(370)

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## **RULES AND REGULATIONS**

### **AFTER/BEFORE SCHOOL HOURS**

Cleveland School opens at approximately 7:30 a.m. and closes at 3:10 p.m. All students should be off campus by 3:15 unless they are involved in a school activity that is supervised by a faculty member. Faculty members will be on campus fifteen minutes before school opens and fifteen minutes after school dismisses. Parents should be aware of this when allowing students to arrive early or remain late. Teachers have been assigned duties for supervising students in the mornings and afternoons. Teachers also supervise during class changes. **STUDENTS SHOULD NOT BE IN THE BUILDING UNATTENDED.** On early dismissal days students must leave campus by 12:15. Students cannot stay after school for practices or other events. All staff will be involved in professional development and will not be available to supervise students.

### **ADMISSION FOR FOSTER CARE, HOMELESS, MIGRATORY, IMMIGRANT <sup>(5)</sup>, AND LIMITED ENGLISH PROFICIENT STUDENTS**

Pursuant to the requirement of Every Student Succeeds Act and the McKinney-Vento Homeless Education Act of 2001, all foster care, homeless, migratory, immigrant <sup>(5)</sup>, and limited English proficient children in the district will have access to the education and services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

The enrollment of foster care, homeless, migrant, immigrant <sup>(5)</sup>, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

The district will ensure that foster care, homeless, migratory, immigrant <sup>(5)</sup>, limited English proficient students are not stigmatized nor segregated on the basis of their individual status. The student will be admitted to the district school in the attendance area in which

the student is actually living or to the student's school of origin as requested by the parent, guardian, education decision maker or homeless liaison in the case of an unaccompanied youth, and in accordance with the student's best interest.

In the event of a dispute regarding eligibility or placement of a student as a homeless child, the parent or guardian shall be given notice and provided an opportunity for review of the dispute as prescribed by the State Board of Education's administrative regulations.

In the event of a dispute regarding placement of a student living in foster care, the student will be immediately enrolled in the school requested by the student, guardian, or education decision maker while the appeal is being considered.

Transportation will be provided to and from the student's school of origin at the request of the parent, guardian, or in the case of an unaccompanied student, the district's liaison for homeless students. In the event circumstances are not in the best interest of the student to attend the school of origin based on determination by the parent, guardian, or liaison, the student will attend the school in the attendance area of current residence. (4)

#### **ALCOHOL, TOBACCO AND DRUGS**

Use or possession of tobacco in any form (including vapor and/or electronic cigarettes), drugs, alcohol or any facsimile, representing a substance as a drug or alcohol, is expressly prohibited on school premises, at any school activity whether on or off campus and in any public vehicle used to transport students to a school sponsored activity (see Violations 3.04 and 3.11).

#### **ARTICLES PROHIBITED IN SCHOOL**

Students should only bring to school the items necessary for learning. See the BYOD policy for information on electronic devices.

Any item considered hazardous to the safety of others, or interfere in some way with school procedures is prohibited. Knives, sharp objects, fireworks, guns or weapons of any kind are included. Any item that the student represents as a prohibited item is not allowed.

**Any prohibited item brought to school will be impounded and may not be returned. The school will not be responsible for any confiscated items.**

### **ASSEMBLIES**

All students are expected to go to the designated area for all general assemblies. Students are expected to enter and leave the area in a quiet and orderly manner. Students are expected to be courteous and act appropriately during the assembly. Skipping an assembly is the same as skipping class and will be dealt with as such.

### **ATTENDANCE**

Alabama law requires that all children between the ages of (6) six and (17) seventeen be enrolled in and attend school. In addition, new state law amendments (Ala. code s. 16-28-16, as amended by

Act 1999-705) provide that all children who choose to enroll in school even if not of compulsory school age, are subject to the school attendance and truancy laws of the state. All students should attend school regularly and be punctual for all classes in order to receive the greatest benefit from the instructional program and develop habits of punctuality, self-discipline, and individual responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and enjoy school more. Students who miss more than 15 total days in a school year are considered “chronically absent” by the state and are at a higher risk of negative school outcomes. Students who miss as little as two days each month miss an entire year of instruction over their K-12 school span. This can have a detrimental effect on achievement and future success. Attendance at school shall be one of the factors considered in determining the promotion of a student from one grade to another or in any given course.

Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the Board. Parents failing to enroll students and ensuring their attendance and proper behavior are subject to fines and imprisonment under state law. State law also requires that all student suspensions from school must be reported to the local district attorney. Principals must report to the local superintendent any parent, guardian, or other person having control or custody of a child who fails to require the child to attend school or receive instruction by a private tutor, or fails to properly conduct him/herself at school. The Superintendent or designee is required to report the violators to the district attorney within 10 days.

A. Compulsory Attendance – Every child between the ages of six (6) and seventeen (17) must attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term except that every child attending a church

school is exempt from the requirements of the Code of Alabama (1975) 16-28-3;16-28-5, provided such child complies with the enrollment and reporting procedure specified in the Code of Alabama (1975) 16-28-7 of the code. It is the policy of the Blount County Board of Education that children enrolled in a private school, church school, or instructed by a private tutor must provide appropriate documentation to the Superintendent within 10 days after the beginning of school or upon withdrawal from school or upon residency in Blount County.

B. Absences and Excuses – Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher. Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child. Code of Alabama (1975) 16-28-15

A good cause or valid excuse, as used in this section, exists when on account of sickness or other condition attendance was impossible or entirely inadvisable or impracticable or when, by virtue of the extraordinary circumstances, the absence is generally recognized as excusable. Code of Alabama (1975) 16-28-13

Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

- Personal illness
- Hospitalization
- Emergency conditions as determined by the principal
- Death in immediate family
- Court subpoena
- Legal quarantine
- Absences approved by the principal prior approval (including military leave of parent or guardian)

Documentation supporting an excused absence must be submitted within three

(3) days after the student returns to school or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

Only seven (7) days or partial days can be excused by parent/doctor notes each semester as a valid excused absence.

Any absence over seven in a semester will be marked unexcused in the attendance register. If a student has significant medical diagnosis,



parents can submit a Medical Condition Release Form and a physician's letter to the school documenting the medical condition and the necessity of additional absence days. Letters and release forms must be resubmitted each school year. Homebound services may be provided for qualified students as determined by the Board of Education. Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

#### C. Make-up Work – Excused Absences

If a student is absent for any excused reason as defined above, the student shall be allowed to make up school work missed during said absence or absences. The student shall be responsible for contacting the teacher or teachers to arrange for make-up work. Said student shall contact the teacher or teachers to make up work within three (3) days after returning from said absence.

#### D. Make-up Work – Unexcused Absences

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons.

#### E. Academic Incentives – for exceptional attendance

Students may be exempt from semester exams if they have (a) an 85+ average and one absence or less, or (b) a 90+ average in the class with three absences or less.

#### F. Academic Sanctions – for excessive unexcused class absences

Students that exceed eight (8) absences in a semester or sixteen (16) total absences in a school year will lose course credit and/or be retained.

#### G. Truancy Reporting

##### Truancy Definition

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. All children enrolled in Blount County Schools, whether compulsory school age or not, are subject to school attendance and truancy laws of the State of Alabama. All cases of non-enrollment or non-attendance will be investigated by the Blount County Board of Education Attendance Officer. In cases where there is no valid reason for absence, the attendance officer will give written notice to the parent, guardian, or other person having control of the child to require attendance of the child within three days of the date of the notice. If the absence is found to be without valid excuse or reason and intentional, the attendance officer shall be required to bring criminal

prosecution against the parent, guardian, or other person having control of the child.

(16-28-16 Code of Alabama Effective July 1, 2000.)

1) 1 st Truancy/Unexcused Absence (warning)

Parent/guardian shall be notified (by memo or phone notification) that the student was absent.

2) 2 nd Truancy/Unexcused Absence (Principal's Letter)

Parent/guardian will be notified by letter that the student was truant and provided a copy of the student's attendance.

3) 3 rd Truancy/Unexcused Absence (Attendance Officer Letter)

Parent/guardian shall be notified by letter that the student is not in compliance with school attendance laws and policies and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

4) 5 th Unexcused Absence (Early Warning)

The parent, guardian, or person having control of the child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile court.

Attendance at the Early Warning Truancy Prevention Program shall be mandatory except where prior arrangements have been made or an emergency exists.

Failure to appear at the Early Warning Truancy Prevention program can result in the filing of a complaint/petition against the parent under Code of Alabama.

(1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

5) 7 th Unexcused Absence

The Attendance Officer will file a complaint/petition against the child and/or parent/guardian, if appropriate.

6) Child under probation

The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute.

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

7) Suspensions are unexcused absences, but do not constitute unexcused absence total for truancy purposes.

## **BUSES**

Riding a school bus is a privilege, not a right. Students should exhibit good behavior at all times. Those who create problems on the bus may have their riding privilege taken away. The bus driver has the authority to seat students on the bus in the manner he or she thinks best. Students may ride only one bus on a regular basis.

To ride a different bus, a student must have a note from home and which has been signed by the administration. Cans, bottles, or other dangerous objects may not be carried onto the bus. Students are expected to: a) obey the driver promptly, b) stay seated, c) face the front of the bus, d) keep hands, feet, objects to self and inside the bus, and, e) speak quietly using appropriate language. Once a student arrives on campus he/she may not leave school grounds without permission of the administration.

## **Bring Your Own Device Policy (BYOD)**

**See Technology Responsible Use Policy for more information related to this policy.**

## **CHEATING**

Students are expected to practice academic honesty and integrity in all situations. Cheating refers to any illegal or improper act intended to help a student improve a test score or grade of himself **or** others. Students suspected of cheating will have the paper confiscated and the administration will be notified. The teacher and administration will determine action to be taken. A student who feels he/she has been unjustly accused may appeal to the administration. Students caught cheating in an ACCESS class may be dismissed from the class.

## **CHECK-OUT/CHECK-IN PROCEDURE**

Students will come to the school office to check out of school. Students must have permission from their teacher before going to the office. **NOTES WILL NOT BE ACCEPTED** as authorization for a student to check out. A phone call may be made to the school office by a parent or guardian to verify the check-out or a parent or guardian may pick up a student at school. Check-outs should be limited to doctor's appointments, illness, etc. If a student is checked out by a parent or guardian during the day, the student should do the following:

- The student will be called to the office and the parent will sign the check-out sheet.
- On the day that the student returns to school, he or she should follow the same procedure as an absence.

If a student is checked out per a telephone call from the parent or guardian, the student should do the following:

- Sign the check-out list.
- On the day that the student returns to school, he or she should follow the same procedure as an absence.

All check-outs will be coded unexcused until written documentation for that absence is received. Students who check-out to go to the doctor or dentist must bring a medical note to verify absence.

Otherwise, the absence will be unexcused. ***Students who check-out will not be allowed to check back in to school without a doctor's excuse or prior approval of an administrator. Office personnel do not have the authority to grant permission to check back in to school.***

When a student checks in to school at a time later than the beginning of the school day, the student should either let his or her parent come in and sign him or her in to school or bring a note to the office giving the reason for the check in. On the next day, the same procedure as an absence should be followed. All check-ins will be coded unexcused until written documentation is on file in the office.

#### **COMPLAINTS AND GRIEVANCES PROCEDURES**

Level One- The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

Level Two- In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file an appeal in writing with the Superintendent or his designee. Within ten (10) days from receipt of the grievance, he shall request a conference with the aggrieved or render a written decision.

Level Three- In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he may request the Superintendent or his designee to schedule a brief hearing before the Board of Education at its next regular meeting.

The aggrieved person may select a representative to accompany him at each level, may ask such representative to state the facts in written form, and may request a written decision at each level outlined above.

The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified must be observed by students and school officials.

For the discussion and consideration of a grievance, time and place will be selected which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision

**Confidentiality**

- A. To the greatest extent possible, all complaints and/or grievances will be treated as confidential.
- B. Limited disclosure may be necessary to complete a thorough investigation. The school's and district's obligation to investigate and take corrective action may supersede an individual's right to privacy.
- C. The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed. The identity of the victim of a reported act shall be protected to the extent possible.

**Retaliation Prohibited**

- A. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation.
- B. Retaliatory or intimidating conduct against any individual who has made a complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this policy shall be treated as an incidence of bullying or harassment.
- C. During the investigation, the principal/designee may take any action necessary to protect the complainant, other students or employees consistent with the requirements of applicable regulations and statutes.

**CONDUCT AT AFTER-SCHOOL ACTIVITIES**

Students attending after-school activities such as athletic events, dances, or any other function are still under the authority of the school when at these activities. All school rules apply. It is expected that students at CHS will conduct themselves at these after-school activities in such a manner as to reflect respect upon themselves, their parents, and their school.

**CLASSIFICATIONS OF VIOLATIONS AND SANCTIONS**

The Blount County Board of Education has defined behaviors to which students must conform. Nonconformity to these behaviors becomes violations of the code of student conduct. Violations are grouped into four classes (Class I, Class II, Class III, and Class IV) which range from the least to the most serious. Appropriate school personnel shall investigate, verify and determine classification of student conduct on

a school campus, at school-related events, or while being transported to or from school-related events.

**\*Consult the Blount County Board of Education Handbook for more detailed information concerning violations and sanctions.**

### **DISCIPLINE**

Parents are an important part of the discipline program at Cleveland School. Attempts are made to keep parents informed concerning the behavior of their children. Parents are encouraged to contact the school to discuss any potential or ongoing disciplinary problems.

Instruction should occur in an environment that is conducive to learning. Teachers will discuss this management plan with their students. In the event these methods fail to promote positive behavior, the student will receive an office referral.

The following methods may be used to remediate inappropriate behavior at Cleveland School:

#### **Corporal Punishment**

Both the State of Alabama and the Blount County Board of Education endorse this as a method of discipline. Certified teachers at Cleveland School are authorized to administer corporal punishment.

#### **In-School Suspension.**

Students assigned to ISS will be given classwork by their teacher. Students must complete these assignments and have them approved by the teacher before they are allowed to return to class. Any student who fails to complete the required assignments or fail to follow other ISS rules may be given additional days of ISS. Students are not to leave the ISS area without permission. Lunch will be eaten in a designated area in the lunchroom or in the ISS room. .

#### **Before School Detention**

Students assigned to before school detention will be given a letter notifying the parent of the date, location and time. Parents should ensure that students arrive at the designated location on time. Students tardy to before school detention will be assigned an additional day. Students will be assigned work to complete during detention. Failure to complete assignments will result in additional punishment.

#### **After-School Detention**

Parents (or their designee) of students assigned to after-school detention will be notified of the date, location and time. Parents should pick-up students at the designated time and location. Students will be given a work packet to complete during detention. Failure to complete this packet will result in additional punishment. Students who do not attend after-school detention will be assigned Saturday School at CHS for their first offense. On the second offense they will be assigned Blount County Saturday School in Allgood. On the third offense the student will be suspended.

### **Saturday School**

Students assigned to Saturday School will be given a letter notifying the parent of the date, time and location of Saturday School. Parents are responsible for transportation to and from Saturday School. Students will be given written assignments by Saturday School personnel. Students should bring paper and pencils with them. Failure to attend Saturday School will result in a three day placement at Alternative School.

### **Suspension**

Students suspended from school will not be allowed on campus during the period of suspension. Class work, tests, and other assignments cannot be made-up. Students may not participate in extracurricular activities or practices during the suspension.

### **Alternative School**

The Alternative School program is designed for students as an alternative to expulsion. Students assigned to the Alternative School have committed serious rules violations that could have resulted in being expelled from the Blount County School system. Students who fail to comply with the rules and regulations of the Alternative School program are subject to expulsion and cannot attend any school in the Blount County School system. Transportation to and from Alternative School is the responsibility of the parent.

### **Other**

Other methods deemed appropriate and necessary by school administrators.

### **DRESS CODE**

**The principal has the authority to determine inappropriate dress and can specify dress code for specific events such as graduation, prom, etc.**

Students are expected to dress in neat, clean clothing which is suited for school activities. Students will be prohibited from wearing any apparel which is inappropriate or disruptive to the learning environment as determined by the administration.

Students are prohibited from wearing any symbol of gangs, gang activity or gang membership on school premises or while participating in any school activity, including field trips.

Students are prohibited from wearing short shorts, short culottes, sheer mesh or net clothing, backless clothing, extremely tight pants, tank tops (a tank top is a shirt or dress that has shoulder straps smaller than 2 inches wide or that is contoured into the shoulder in the front or back), muscle shirts, or shirts with sleeves cut off at the shoulder, or clothing that exposes a bare midriff, cleavage or underclothes. Clothing which exceeds four inches above the knee is prohibited. Clothes may not contain holes that expose undergarments or skin. Extremely tight clothing is prohibited. Leggings and other tightly fitting pants must be covered with clothing that meets the four inch standard stated above.

Students are prohibited from wearing excessively loose or baggy clothing including shirts, coats, trench coats, tops, and pants. Pants are to be worn to fit the person's body and are not to hang or sag on the body. Pants are to be of the appropriate size in the waist and inseam and are to fit the body in the waist and not sag down off the waist or hips. Pants are to fit the person's legs without being extremely loose or "baggy". Pants are not to have oversized pockets.

Clothing, or any item attached to or worn on a person's body, with pictures, symbols, or writing conveying a message about alcoholic beverages, illegal drugs, having a sexual connotation, containing any obscenity, containing any foul or abusive language or causing a disruption to the learning environment is prohibited. Students must wear shoes. Students are not permitted to bring or wear caps or hats to school.

**Hair must also be consistent with natural hair color.** Students' hair should be kept clean, neat and well-groomed and of a length not dangerous around equipment (hair must be secured around equipment). Spiked hair, Mohawks, designs cut in hair, or hair that disrupts the educational process will not be allowed. Hair, including highlights, that is not a natural shade of hair color is unacceptable, i.e. pink, blue, green, purple, etc. The principal will evaluate any hairstyle or color deemed distracting to the learning process.

Boys are prohibited from wearing earrings to school. Girls are permitted to wear earrings in the ear to school. Students are prohibited from wearing any other body-piercing jewelry to school. Sunglasses are also prohibited during the school day. Any unacceptable items may be confiscated. The school will not be held responsible for returning any confiscated items.

### **EXTRACURRICULAR ACTIVITIES**

Students who are absent from school for more than one-half of a day will not be allowed to perform, play, or practice with his or her particular extracurricular activity on the day of the absence. This will involve all students and all extracurricular activities. If a student has to be absent from school, the student must seek approval of the principal in advance for permission to participate in the extracurricular activity. The principal will consult with the coach, sponsor, or director and determine if the student will be eligible to participate in the activity.

Pictures taken at any athletic event or extra-curricular activity may be posted on the school website, appear in school videos, or appear in the yearbook.



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

### Notification of Rights under FERPA For Parents and Students of Blount County Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. 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 a written request that identifies the record(s) they wish to inspect. The School principal 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 are inaccurate, 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, clearly identify the 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 notified of the right to a hearing.

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

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 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.

The school may disclose directory information for public consumption without requesting parental consent. Directory information is defined as student information not generally considered harmful or an invasion of privacy if disclosed. This information includes, but is not limited to: student names, addresses, telephone listings, photographs, grade level, participation in activities and sports, weight and height of athletic team members, and honors and awards received. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include: programs, yearbooks, honor rolls, graduation recognition, and sports publications. Similar informational data may also be released to local newspapers, or included in school related video presentations, etc.

Directory information can also be disclosed to outside organizations that provide student-based products and services without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks, provide photographs, graduation products, sporting goods, etc. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without prior written consent.

If the parent/guardian does not want the school to disclose directory information without prior written consent, you must notify the school in writing.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office - U.S. Department of Education

### **FLOWERS**

Board policy prohibits the delivery of flowers, balloons, candy, and/or other gifts to students during the school day.

### **FUND RAISING**

All fund raising events will be scheduled through the school office. All fund raising events must have the approval of the principal.

## **FOOD**

Students are not permitted to bring drinks into the building upon arriving at school. These must be discarded.

## **GAMBLING**

Gambling in any form is prohibited at school.

## **GRADUATION HONORS**

Beginning with the entering ninth grade class of 2013-2014 (graduating class of 2017) schools will recognize students who graduate with a 3.5 or higher GPA as graduating "With Honors." The honors should follow these guidelines:

- 1) Overall GPA for credit-bearing courses should be used in the calculation.
- 2) 3.500 – 3.7999 = "With Honors," 3.800 – 3.999 = "With High Honors," 4.000 and above = "With Highest Honors"
- 3) An Honor Seal may be affixed to the Alabama High School Diploma
- 4) Students graduating with any level of "honors" should be recognized accordingly during the graduation ceremony.

Beginning with the entering ninth grade class of 2013-2014 (graduating class of 2017) all students will be considered for Valedictorian, Salutatorian, and Historian Awards based on semester grade point averages calculated from grades nine through eleven and the first semester of grade twelve. All subjects taken (including those taken at the Blount County Career Technical Center) will be counted in calculating grade averages. Numerical grades will be based on a maximum of 100 points possible. Honor students will be chosen according to the highest grade point average carried out to the 100<sup>th</sup> place if necessary to distinguish placement. In the event that two or more students have the same numerical average for any of the top three honors, provided the average has been taken out to the 100<sup>th</sup> place, then the two (or more) students shall share the honor. (a) Grades that are given for being an office, library or teacher's aide/audit will not be counted when calculating grade averages.

For more information on calculating graduation honors please refer to the Blount County Parent-Student Handbook.

## **GYM**

Students are not to go into the gym unless they have a class, assembly or other event there. Never use gym equipment unless under the direct supervision of a teacher. The gyms are closed after school and on weekends. To enter at these times, without supervision, is trespassing.

## **HALLS**

Students must be in possession of a hall pass to be in the hall. It reflects badly on this school when students are seen walking hand in hand or

arm in arm in the halls. Students are expected to conduct themselves in a proper manner in this school and to refrain from physical contact.

**HARASSMENT/ BULLYING**

The Blount County Board of Education is committed to protecting its students and employees from bullying, harassment, or discrimination of any type. The school board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment or discrimination, as defined herein, occurring on school property during the school day or at school-sponsored events is prohibited. The use of school equipment for the purpose of these actions is also prohibited.

Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited. No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

Section 2: Definitions

In this policy, these terms shall have the following meanings:

(a) "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.

□ Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

(b) “Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

(c) “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

(d) “Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

(e) “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

(f) “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

(g) “Student” as used in this policy means a person who is enrolled in Blount County Schools public school system.

### Section 3: Description of Behavior Expected of Students

(a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated

by any personal characteristic of the student that is identified in this policy.

(b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin
- Disability

#### Section 4: Consequences for Violations

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

#### Section 5: Reporting, Investigation, and Complaint Resolution Procedures

(a) Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

(b) Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence

of the violations(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy.

Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

#### Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

#### **Technology Responsible Use Policy (RUP)**

Blount County Schools relies on its computer network to enhance education outcomes. To ensure that BCS' computer resources are used properly by its employees, students, independent contractors, agents, vendors, and other computer users, the Blount County Board of Education has drafted and approved the following Responsible Use Policy.

The rules and obligations described in this policy apply to all users of BCS' computer network or computer resources, wherever they may be located in BCS' policies. Specific policies against discrimination and harassment (sexual or otherwise) apply fully to BCS' computer resources, and any violation of these policies serves as grounds for discipline up to and including termination. Students who violate these policies are subject to disciplinary action consistent with Board policy and the Student Handbook. Vendors, consultants, and all other third party guest users must adhere to these policies and are subject to losing their right to access BCS' computer resources for violations of these policies.

By complying with the provisions in this Responsible Use Policy, users consent to monitoring as a condition of access under the Electronic Communications Privacy Act (1986). All users should be aware that BCS' computer resource uses including all its components are subject to monitoring in order to comply with the Alabama Supercomputer Authority and Family Educational Rights and Privacy

Act (FERPA), as well as the Children’s Internet Protection Act (CIPA). Employees, students, and other users should not have any expectation of privacy in anything they create, store, send or receive using the BCS’ computer resources. The main goal of this aspect of the Responsible Use Policy is to ensure our children’s safety and protection while using technology for educational purposes.

This Responsible Use Policy is crafted in the spirit of the Purpose and Direction for Blount County Schools, which includes our Mission “to create life-long learners by providing quality education and meeting the needs of all students” and our Vision to collaborate with all “stakeholders to prepare responsible citizens ready to succeed in an ever-changing global society.” This policy also fully represents our Beliefs as a school system and is undergirded by the three tenets framing the Purpose and Direction: College and Career Readiness for Every Student; Commitment to Continuous Improvement; and a Positive, Collaborative, and Safe Learning Environment.

All technology resource use will be governed by the requirement that it must add to the standards-based educational experience and growth of the user and not disrupt the educational process in any way.

#### Definitions

The term “computer resources” as used herein refers to BCS’ entire computer, electronic and communications network. Specifically, the term “computer resources” includes, but is not limited to computers, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, tablets such as IPADs, telephones, facsimile machines, scanners, software, data files, peripherals such as printers, and all internal and external computer and communications networks (for example, Internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly via remote access (including access by students, vendors, consultants and all other third party guests using personally owned computer hardware as authorized by BCS) from our computer network or that are owned or have been purchased by BCS.

Bring your own device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student’s family), staff, or guests.

- Laptop computers are portable computers that can be used with or without the Internet.
- Netbook computers are portable computers that gain most of their functionality through the Internet.



- Smartphones/handhelds, some of which blur the lines between the Internet and cellular networks (e.g., Blackberry, Android, iPhone, personal digital assistants, iPod Touch).
- Tablet computers fall along a continuum from laptop-like to large size smartphones (e.g., iPad, Android tablet, etc.).
- E-book readers (e.g., Kindle, Nook, Kobo)
- Audio MP3 Players (iPod, etc.)
- Smart Watches

“Users” include employees, substitutes, students, and guests, using technology, including, but not limited to computers, networks, Internet, email, chat rooms, and other forms of technology services and products.

Network is wired and wireless technology networks, including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students.

Equipment includes cellular phones, smart phones, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, Nooks, Chromebooks, desktops, tablets and netbooks, as well as portable storage devices.

Policy Statements

### **Protection of Users**

The Children’s Internet Protection Act (CIPA) is a federal law that addresses concerns about access in schools and libraries to the Internet and other information. Under CIPA, schools and libraries are required to certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that: (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors. Schools subject to CIPA are required to adopt a policy to monitor online activities of minors i.e. (a) access by minors to inappropriate matter on the Internet and the Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, including but not limited to social networking sites; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them.

Schools will annually provide for the educating of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.

### **Bring Your Own Device**

Effective at the beginning of 2015-2016 school year, the Blount County Board of Education will implement a Bring Your Own Device Policy (BYOD). Students may have electronic communication devices and other digital devices in their possession such as iOS devices (MacBooks, iPhones/smart phones, iPads, iWatches/smart watches, iPods), Kindles, Nooks, tablets, Androids, Blackberrys, MP3 players, and laptops to be used for instructional purposes. They must be turned off, charged, and only in use with permission. Students will not be allowed to bring chargers to charge devices. The principal, teacher, or supervising employee may approve the use of personal electronic devices for instructional purposes, after regular school hours, during medical emergencies, natural disasters, or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. The principal, teacher, or supervising employee will also have the authority to further restrict the use of personal electronic devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. Electronic communication devices and other digital devices will not be allowed to be present in standardized testing situations based on State Department of Education Policy.

Students and parents must sign a technology contract that outlines the terms of the policy prior to bringing any device. Neither the Blount County Board of Education nor local schools are responsible for lost, stolen, or damaged items as this is a *voluntary* program. If students and parents do not agree to the terms, those students will not be allowed to participate in BYOD. Students will have basic technology available at school necessary to complete lessons and assignments as directed by the teacher.

The purpose of the BYOD initiative is to enhance instruction and assist students in developing communication, problem-solving, and critical thinking skills necessary to meet the College and Career Readiness Standards. All devices must use the Blount County Schools' guest network through Wi-Fi enabled airplane mode rather than a cellular data plan in order to meet Child Internet Protection Act (CIPA) compliance. Appropriate authorized use may include the following: research, organization of information into tables and graphs, organization of tasks using calendars, sharing information documents, and making calculations. Examples of unauthorized use or misuse, for the purpose of this policy, may include (but are not limited to) any of the following: having the device out in class, hallways, restrooms, or lunchrooms, texting, playing games, using apps, visiting websites, taking, posting, and/or sharing photographs and/or video on school campus or on the bus, without the supervising adult's permission. The consequences for unauthorized use or misuse are outlined below:

**First Offense**

Take the phone or other electronic device, hold until the parent/guardian comes to the school and meets with an administrator to discuss the policy and the consequences of further violations of the policy. The parent/guardian will be asked to sign a verification/documentation form of the meeting.

### **Second Offense**

Take the phone or other electronic device, hold for seven (7) school days. A parent/guardian must pick up the cell phone or other electronic device from an administrator and again sign the verification/documentation form. The administration may assign detention, in-school suspension or Saturday school to the student.

### **Third Offense**

Take the phone or other electronic device, hold for nine (9) weeks of school. The student will also be placed in alternative school for three days.

\* A disciplinary hearing will be held for any student that continues to violate this policy after the third offense.

\*\*A disciplinary hearing will be held for any student who violates the policy and refuses to give the phone or electronic device to school personnel.

### **Social Media**

Blount County Schools recognizes the value of social media, both for personal and professional use. However, there are some guidelines that should be addressed when educators use social media. The guidelines and reminders below have been developed to better protect (and inform) BCS employees from charges of inappropriate use. Teachers should not “friend” students on personal social media. Teachers should also be judicious about “friending” students’ parents on social media.

Many teachers utilize learning management platforms such as Edmodo to engage and assess 21st Century learners.

### **Unacceptable Social Media Use Includes:**

- Updating social media or posting non-instructional content during school hours. Stakeholders expect BCS’ employees to be working during the school day; posting on social media during this time gives the impression that teachers are not fulfilling their responsibilities to students.
- Posting pictures with students in them without permission of parents or guardians.
- Using social media as the sole means of classroom communication.

- Posting disruptive content which harms the goodwill and reputation of the students, teachers, school, and system.

Communication between teachers, parents, and students should be of an educational/extra-curricular nature and support the vision, mission, and beliefs of BCS. Other types of personal communication between teachers and students must be avoided.

#### **Technology Acceptable Use**

Adult-supervised, technology-enhanced activities which are standards-based and educationally driven and which follow all Blount County Board of Education policies should be deemed as acceptable use by students and adults. Some examples of acceptable and/or responsible use may include, but are not limited to the following: visiting approved educational websites; research; online practice quizzes; educational games; reading/writing website programs; student-learning platforms such as Edmodo, Blackboard, or Moodle; using video-enhanced learning, such as Khan Academy, Ted, or YouTube for educational purposes; educational surveys or student response websites; achievement or performance tracking websites; as well as other educational uses.

#### **Technology Unacceptable Use**

**Prohibited Activities** --The following activities, items, or materials are prohibited: fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate material may not be viewed, sent, posted, or shared through any form of electronic communication (such as bulletin board systems, newsgroups, chat groups), downloaded from the Internet or displayed or stored on BCS' resources. This includes "Spam" and other non-educational/business related matter. Any user encountering or receiving materials that violate the Blount County Schools' Responsible Use Policy should immediately report the incident to their teacher or supervisor.

Computer resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, political material, promotions, religious material, or any other unauthorized significant personal use. Additionally, users should not attempt to circumvent network security or internet access restrictions, torrent/P2P, or use destructive programs, such as viruses/self-replicating codes. Users should not intentionally damage computers, peripherals, or the network in any way.

**Violation of a license agreement or copyright, any state, federal or international law, or waste of computer resources**--Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to sending mass mailings or chain letters, non-

educational use of computer resources, playing games, engaging in online chat groups, or otherwise creating unnecessary network traffic.  
**Violation Consequences**

Any user who violates this policy may have computer/Internet privileges revoked at any time and without prior notice. Employee violations of this policy may also result in administrative leave, suspension, and possible termination. Student users are also subject to discipline according to the Blount County Student Code of Conduct. Any illegal use will also result in civil and/or criminal liability.

### **LANGUAGE**

The use of profanity or obscenity will not be tolerated. The use of vulgarity or the possession of obscene pornographic material will result in disciplinary action. Students are not allowed to pass or receive notes at school.

### **LOCKERS**

Lockers should be kept neat and clean. Food items should be removed daily. All lockers are furnished with combination locks and should be kept locked at all times. It is the student's responsibility to secure his/her locker. Students are not permitted to share or swap lockers and are encouraged not to share their locker combination with others. No one will be allowed to go to his locker after class begins. Students are expected to get needed materials from lockers between classes. The school administration has the legal authority to inspect contents of lockers. Any item found in the locker will be considered the property of the person to whom the locker was issued. Do not mark on or put stickers or details of any kind on the outside of lockers. Students are responsible for damage to his/her locker. Locker rental is \$10.00 per year. Items left in lockers after the last day of school will be discarded.

### **LUNCHROOM**

For security purposes, only parents eating lunch with their child will be allowed to bring outside food into the building. Please abide by the following food regulations:

No outside food or drink can be brought into the building except:

1. Students may bring food for lunch when they first enter the building. Food products must be in a plain bag that does not advertise a restaurant (no pizza boxes, fast food bags, etc.).
2. A parent or guardian may bring food for his/her child if he/she will be joining them for lunch (the above rules apply). The parent must stop by the office and obtain a visitors pass for the lunchroom. They will then proceed to the lunchroom and wait for their child's class to come to lunch. Parents are not allowed to bring food items for other students.

**It is a violation of health regulations for the office to hold food items for students. Please do not drop food off or ask to place food items in the cooler.**

All students must report to the lunchroom during their assigned times whether they bring their lunch, buy their lunch, or choose not to eat. They must remain in the lunchroom until their teacher instructs the class to leave. By federal law, carbonated drinks in cans or bottles may not be brought into the lunchroom. Students are expected to abide by the following lunchroom rules:

- Have your money in your hand and ready to pay at the end of the line.
- Use both sides of the serving line.
- Select only one main dish.
- Each plate must contain at least three items.
- Place food on the plate and not on the tray.
- A price list is posted for the purchase of extra food.
- Do not waste food. Students who do so may be charged extra.
- All students must eat in the lunchroom.
- Carry tray and utensils to the dishwashing area.
- Leave the table and floor around your seat neat and clean.
- No food or drink may be taken from the lunchroom.
- Students are not to go to their lockers on the way to or from lunch.
- Students are not to leave the lunchroom without permission from their teacher. Any one that does so will be considered skipping.

### **MEDICATION**

A Parent/Prescriber Authorization form must be completed and signed by the physician (prescriber) and the parent/guardian for prescription medication to be dispensed at school. The parent/legal guardian is responsible for having the medication forms completed and delivered to the school.

The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle/container. The parent/guardian or the parent designated responsible adult shall deliver ALL medications to the designated school personnel. The school personnel will count and document all controlled substances in the presence of a parent/guardian or parent designated responsible adult.

#### **Non-prescription Medication:**

The parent must complete and sign the Parent/Prescriber Authorization form. This medication must be in the original unopened container. Dosage will not exceed package directions for weight and/or age. Non-prescription medication may not be kept "on person" during the school day.

A Parent/Guardian Authorization for non-prescription medications is valid for nine weeks only. Parent/guardian has the option of submitting a new form after nine weeks, if warranted. After the nine-week period is over, the parent/guardian must pick up the medication. In order for the non-prescription medication to be valid for the entire school year, a physician/prescriber must sign the medication authorization form. If the medication is not picked up within two weeks after the parent/prescriber authorization expires, the medication will be discarded per federal guidelines.

The registered nurse will determine if non-prescription medications are appropriate and whether a provider order is also necessary.

On the last day of school, parents are responsible for picking up any remaining prescription or non-prescription medication. Designated school personnel will discard remaining medications in a manner consistent with federal guidelines.

School personnel will refuse to administer medication when there is any discrepancy, i.e. label is different from instructions, label is unclear, or label is torn. This medication will not be given until clarification is obtained.

All medications administered by school personnel shall be kept in a securely locked cabinet.

#### **OFFICE**

The school office is a place of business and should be treated as such. Students should not come to the office during the school day without an office pass. Students should wait at the office window for assistance. Do not come into the office until you have checked at the window and been instructed to do so.

#### **PERSONAL VEHICLES**

Driving a personal vehicle onto the school campus is a privilege. Any person abusing this privilege may have their driving privileges suspended. Student driving privileges may be revoked as a matter of discipline infractions committed during the school day. (Tardies to school and class are included in discipline infractions.) Only students in grades 10-12 are permitted to drive on campus. Students in any other grade must obtain special permission from the principal to drive on campus. All students must park in the area designated for students and must have a valid parking permit. Drivers are expected to follow the following rules:

- Each driver must have a valid Alabama driver's license.
- Speed limit on campus is 5 mph (AL State Law).
- Drivers and passengers must enter the building as soon as they arrive on campus.

- Students should not be in the parking lot during the school day without permission from a school administrator.
- Vehicles are subject to search by school officials and/or law enforcement officers if there is a question of safety or the possibility of harmful or illegal materials or substances being in the vehicles.
- Federal law prohibits firearms from being brought into a public school zone. This could mean a \$5,000 fine and/or 5 years in federal prison. A firearm found in a student's vehicle may also result in the student's expulsion.
- No reckless driving will be tolerated.
- Students must park in the area designated for student parking.
- Vehicles may leave the parking lot ONLY before buses begin moving. Once buses begin to move, ALL other parking lot traffic must stop until all buses have cleared the grounds.
- CHS assumes no liability for the safety of vehicles or their contents.
- Students must have permission to leave the campus once they arrive, regardless of the time of arrival or whether or not they have entered the building.
- All vehicles must be registered with the school and carry liability insurance.
- Student drivers will be charged a \$20.00 parking fee.

### **PROMOTION, RETENTION, AND STUDENT CLASSIFICATION**

Decisions made concerning the promotion and retention of students will be made jointly by the principal and teachers.

Eighth grade students must pass 4 of 5 major subjects before being promoted to the ninth grade. The major subjects include English, math, history, science, and reading. Other factors to be considered are as follows: assessments, chronological age, previous retention, attendance, and special services.

Student classification requirements for placement of students in the sophomore, junior, and senior classes are as follows:

·Sophomore Class – A student shall have passed at least four major subjects in the ninth grade and shall have earned six units of credit.

·Junior Class – A student shall have passed at least eight major subjects since completion of the eighth grade and shall have earned twelve units of credit.

·Senior Class – A student shall have passed at least twelve major subjects, shall have earned eighteen units of credit, and must be scheduled for sufficient subjects to meet graduation requirements.

*Note: Major subjects are English, math, history, science, and all subjects required for graduation.*



### **REPORT CARDS**

Report cards will be issued in accordance with Board policy. Refer to the school calendar at the front of this manual for issue dates. Tampering with grades on a report card is a serious offense and may result in suspension.

### **RESTROOMS**

Students must obtain a pass to go to the restroom during class.

### **SAFETY AND SUPERVISION**

Any event that causes a disruption to the school day will be dealt with according Blount County Board of Education Policy and the State Code of Alabama. Law enforcement will be notified in the case of disruption of the school day. Such events include but are not limited to noxious substances (stink bombs), and threats to the student body. Student safety is a major concern of the principal and faculty at Cleveland High School. We will do everything possible to ensure the safety and supervision of our students. Teachers are trained in the school's crisis plan and procedures. Drills are conducted on a regular basis with students and faculty. Fire and tornado drill procedures are posted throughout the building.

### **TARDINESS**

Students are expected to arrive to class on time. Excessive tardies will result in an office referral.

### **TEACHER AUTHORITY**

Any teacher can and should correct any student at any time or place on campus, whether that student is assigned to that teacher or not.

### **TEACHER WORKROOM**

Students are not allowed in the teacher workroom. Students are not allowed to use any equipment in the workroom.

### **TELEPHONES**

Students, with a legitimate reason, will be allowed to use the office phone with permission (a pass from their classroom teacher). Students are not to use any phone located in any other part of the building including the gym, lunchroom or band hall.

### **TEXTBOOKS**

Textbooks are issued to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay for lost and/or damaged books.

### **TRANSFERS**

Students living in Blount County must enroll in the assigned school that serves the designated district where the student and parent or legal guardian resides. Students may transfer to another Blount County School only if there is a change in residence into another designated district by the parent or legal guardian or by approval of the receiving principal.

Students living outside Blount County will not be admitted to Blount County schools. Students whose parent or legal guardian does not reside in Blount County are not eligible to attend a Blount County school. A student must reside with his/her legal guardian for admission to Blount County schools. New and transfer students must show proof of residency before being enrolled.

Should a student's legal guardian move outside the Blount County School District, the student is no longer eligible to attend school in Blount County. An exception may be granted with principal approval.

Students who live inside Blount County but outside the Blount County school district may be admitted by the school principal after review of the applicant's record of academic achievement, attendance, and discipline. These students will be charged a non-refundable fee set by the Blount County Board of Education. These students will be reviewed yearly.

Children of employees of the Blount County Board who live out of district may attend Blount County schools without a fee with principal approval.

#### **VANDALISM**

Students are responsible for damages to school property or the property of others caused by their negligence. Students will be expected to pay for these damages. Willful destruction of property could result in arrest or expulsion from school for the remainder of the school year.

#### **VISITORS**

Visitors should report to the front office to obtain a visitors pass. Parents are always welcome, but should check in at the office and receive a pass. An appointment should be made if the parent needs to talk with a teacher. Students are not allowed to bring visitors to school or to have visitors during the school day. Visitors in a classroom create a distraction for both students and teachers.

Items left at home by the student should be brought by parents in emergency situations only. Items brought by the parent will be left with the front office and the student must come pick the item(s) up on their own accord. Interruption of class will not be permitted to deliver such items.

**Cleveland High School**

**Parent-Student Handbook and Student Code of Conduct  
Family Educational Rights and Privacy Act (FERPA)  
Internet Use Policy**

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This is to certify that I have received my copy of the *Cleveland High School Handbook*, which includes the *Internet Acceptable Use Policy, Student Code of Conduct, and Family Educational Rights and Privacy Act (FERPA)* I understand that it is my responsibility to be knowledgeable of the contents and to ensure that my child is knowledgeable of the contents.

The use of the Internet is incorporated into classroom assignments. If you **decline permission** for your child to use this resource you must notify the school principal in writing.

The faculty and staff of CHS are proud of our students and enjoy displaying their pictures and names on our school web page and in other publications. If you **decline permission** for your child's picture and/or name to appear on our school web page, yearbook and other publications you must notify the school principal in writing.

I understand that if the parent/guardian does not want the school to disclose directory information prior to written consent, the parent/guardian must notify the school in writing. This notification should be directed to the attention of the school principal.

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Parent Signature

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Student Signature

***Please sign and return this form to the school.***