

CULLMAN MIDDLE SCHOOL

2023-2024

A Bridge to the Future



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GENERAL INFORMATION

Student Request	Contact	Location
Accident Forms	Secretary	Front Office
Athletics	Athletic Director	Gymnasium
Attendance	Secretary	Front Office
Audio/Visual	Librarian	Library
Check-In/Check-Out	Secretary	Front Office
Discipline	Assistant Principal	Front Office
Laptop Computers	Computer Technician	Lunchroom (M,W,F)
Lost and Found	Secretary	Front Office
Medication Forms	School Nurse	Nurse's Office
Parent Conferences	Guidance Counselor	Guidance Office
Registration	Guidance Counselor	Guidance Office

CLUB AND ORGANIZATION SPONSORS

Band	Ms. Bean
Beta Club	Ms. Carlin
Chorus	Ms. Skinner
FCCLA	Ms. Gleaton
Future Farmers of America (FFA)	Mr. McCollum
Humbolt Society	Mr. Quattlebaum
Math Team	Mr. Crocker & Ms. Crenshaw
Scholar's Bowl	Ms. Turner
Yearbook	Ms. Meyer
Pioneer Presenter Staff	Ms. Meyer
Student Government Association	Ms. Carlin

Cullman Middle School Vision Statement

Empowering Students to Reach Their Full Potential Through Hard Work and Accountability

CMS Policies

Attendance Guidelines

Academic progress and success greatly depend on both regular and punctual attendance at school. In order to benefit fully from the course of study at Cullman Middle School, students are expected to be punctual and to attend all classes regularly throughout the school year. A student's parents/guardians will be informed if the student develops patterns of inconsistent attendance and punctuality according to the CCSBOE Code of Conduct.

According to CCSBOE policy, a school day absence is defined as non-attendance for more than fifty percent (50%) of the regularly scheduled school day (11:30 am). To be counted present, a student must be present more than fifty (50%) percent of the scheduled school day. A class absence is defined as non-attendance for more than fifty percent (50%) of a regularly scheduled class. To be counted present, a student must be present more than fifty (50%) percent of the scheduled class time. To be considered for "Perfect Attendance" recognition, a student must be present 100% of each school day.

Excuse for Absences

1. Parent Excuse Notes: each student has 8 parent notes a year; no more than 5 parent notes can be used in one semester. Parent notes are not allowed during exam weeks.

2. Parent notes may be used to excuse check-in, check-out, or all-day absences.

3. Parent notes may be used for the first five unexcused all-day absences until documentation is provided excusing the absence.

4. Parents/Guardians can provide attendance documentation by printed copy, fax (256) 737-9621, or email Secretary, Cynthia Parker, cparker@cullmancats.net

Check-In Procedures

1. Students/Guardians should check-in through the CMS main office, sign the check-in/check-out register and receive a check-in notice.

2. Parents/Guardians can provide attendance documentation by printed copy, fax (256) 737-9621, or email Secretary, Cynthia Parker, cparker@cullmancats.net

Check-Out Procedures

1. Parents/Guardians should check-out through the CMS main office and be prepared to show identification before signing the check-in/check-out register.

2. Students will only be allowed to check-out with persons who appear on the student's *Guardian or Emergency Contact List*. To make changes to this list, a written request must be submitted to the school office by the parent/guardian with the new contact's name, telephone number, and relationship to the student. **If there is a need for students to check-out for an appointment, the time of check-in or check-out will need to be in between class periods. Students who are sick will need to report to the nurse before checking out and the nurse will verify the need for check-out with parents. Students**

entering or leaving the classroom during the instructional period create distractions and interfere with the teaching and learning process.

3. Parents/Guardians can provide attendance documentation by printed copy, fax (256) 737-9621, or email Secretary, Cynthia Parker, cparker@cullmancats.net

Excuses for absences are due within three (3) days of the student's return to school, after which the absence will be deemed unexcused, except for good cause shown. 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.

Attendance & Truancy Process

Cullman City School Board Policy:

Compulsory Attendance and Entrance Age – All persons between the age of six (6) and seventeen (17) years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law. *Citing Alabama Administrative Code 290-3-1 (truancy)*

Absences and Excuses – 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
- Death in the immediate family
- Court subpoena
- Religious holidays
- Special circumstance – administrative approval only

Documentation supporting an excused absence must be **(no later than three school days following return to school)** or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a referral to the juvenile probation office or other appropriate legal authorities for investigation. **Course credit shall be denied for excessive absences (5 unexcused per semester) at CMS and CHS. At the end of each semester, applicable students will be provided an opportunity to recover the denied credit.**

Truancy – Parents or guardians are required to ensure that students under their care, custody or control attend school regularly. Habitual or excessive absence from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings.

Attendance Accountability Process:

- **Parent Excuse Notes: each student has 8 parent notes a year; no more than 5 parent notes can be used in one semester. Parent notes are not allowed during exam weeks.**
 - Check-in, check-out, excused absence
- After the 1st unexcused absence:
 - An automated phone call and email goes out to parents notifying them of the unexcused absence and truancy laws.
- After the 3rd unexcused absence:
 - A second automated phone call and email goes out to parent notifying them of the unexcused absence and truancy laws.
- After 5th unexcused absences:
 - Kevin Wilson (Truancy Officer) will send the student's name to Early Warning Court and a letter will be sent to the guardian from JPO “Official Notice of Excessive Unexcused Absences”
 - The school adds the student to the school truancy accountability spreadsheet (google doc) shared with Truancy Officer (denote whether the student is resident or non-resident status)
 - A documented Phone call to the parent by Truancy Officer (if not turned in to early warning court)
 - Report to JPO (Juvenile Probation Office)
- After 10 unexcused absences, the school can (optional) send a letter by mail or email to the guardian warning of pending possible arrest for truancy.
- Chronic unexcused absences K-8th grades:
 - Follow all steps above AND referral to Helping Families Initiative with the DA office
 - Helping Families Initiative (32nd Judicial Circuit) Tim Loveless, Director
 - tloveless@cullmanda.com 256-590-1132 (305 10th St. NE Cullman, AL

Tardies

Excessive tardiness is detrimental to both the individual and the entire class of which he/she is a member; therefore, tardiness will not be condoned or tolerated. A class tardy, for attendance and marking purposes, is defined as a student’s arrival to class after the time set for the beginning of class or after the tardy bell. A school tardy, for attendance marking purposes, is defined as a student’s arrival after the official time set for the beginning of the regular school day. When a student leaves a class of their own accord, the teacher may count the student as tardy.

The following is a discipline ladder that will be followed per nine-week grading period:

4 th Tardy:	Detention (1 day)
6 th Tardy:	Detention (2 days)
7 th Tardy:	In-School Learning Center (1 day)
9 th Tardy:	In-School Learning Center (2 days)
10 th or more Tardies:	In-School Suspension (ISS)

Non-Resident Student CCSBOE 6.1.2

1. Non-resident enrollment is based on grade level and program capacity.
2. Residency verifications will be conducted periodically.
3. It is imperative that address changes and any contact changes are submitted to the school as soon as possible.
4. Students must abide by School System policies, rules, and regulations. **School/System administration reserves the right to withdraw non-resident students who do not maintain adequate attendance, behavior, or academic performance.**

Residency Verification

Proof of Legal Residence: Ongoing Requirement – Updating the verification of residency for currently enrolled students within the city limits will take place when transitions are made between Cullman City Schools by submission of a current utility bill (cable, power, water, telephone, or gas) showing student's parent(s) or guardian(s) by name and address. If a student is age nineteen (19) or above and/or a mature student living independently of his/her parent(s) or guardian(s) the utility bill must show the student's name and address. Failure to provide this ongoing verification of legal residence will result in the student(s) being withdrawn until the verification is received by the school. Verification of residence will be accepted during the following time: April 1 up to one week prior to the beginning of school. Verification must be provided to the school prior to the student receiving his/her teacher assignment or schedule. If Families have children attending multiple Cullman City Schools, verification of residence must be provided to each school. This policy applies to students enrolled under the McKinney-Vento Act who are homeless, but insofar as allowed by that legislation and its regulations. Generally, students qualifying under the Act shall demonstrate their residence, even though such is not necessarily their legal residence.

CMS Academics

Uniform Grading Plan

Numerical grades are mandatory in grades 1-12 based on the following scale:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- 0-59 = F

Homework/Assignment Policy

Incomplete or poorly attempted assignments are not acceptable. If a completed assignment is not submitted on time or earns a failing grade, students will be assigned detention to complete the assignment. **It is the responsibility of the student to communicate detention placements with their parent/guardian once they have signed the academic detention form.** The credit will be 50% of the earned grade. In the event that work is not submitted after the detention, the student will be referred to In-School Learning Center (ILC). While at the In-School Learning Center (ILC), the student will complete the assignment for no credit. Disciplinary action will not conclude until the assignment has been completed. Long-term projects may be based on each teacher's rubric for the project, which will include penalties for late work. Core academic

classes will follow this procedure while Physical Education and elective courses may have exceptions based on their course content. It is the student's responsibility to ensure all assignments are turned in to the appropriate teacher.

Make-up Work

Teachers shall provide make-up work or examinations for students absent for any reason. Students will have additional time to make up assignments or examinations **equal to the number of days the student was absent**. Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to absences. The student shall be responsible for contacting the teacher(s) to arrange makeup work. **If a student has a planned absence, such as a school or family trip, he/she must contact the teachers prior to the absence to get assignments that will be missed and/or due upon their return. In such cases, students are responsible for any missed work, tests, or other assignments upon the day of their return to school. Student work on unexcused absence days will earn a maximum of 70%**

Term Average

For students in grades 7-12, the term average shall be arrived at by counting each grading period within the semester equally. In addition, a term exam counting not more than 10% of the final term grade will be averaged along with the grades from the individual grading periods.

Exam Exemptions

Students will be allowed **two exam exemptions per semester** if they meet the following criteria:

1st Exemption

1. A total combination of four or fewer: all-day absences (unexcused), detentions for failure to complete homework, and/or disciplinary referrals.
2. A minimum semester average of 70 or higher.
3. No more than four class-period tardies.
4. No more than four class period absences (unexcused).

2nd Exemption

1. **All A's and no more than 4 absences**
2. **A's and B's and no more than 3 absences**

Academic Advancement

At or near the end of the school year the teacher(s) and principal will meet jointly to decide as to whether a student will be promoted. In grades seven and eight the student must pass six out of eight academic semesters (math, English, science, and social studies) to be promoted.

If a student becomes a candidate for retention, the parents will be notified as soon as possible. In every instance, the individual student will be evaluated and a decision made which is in the best interest of the student. Although skill mastery will be the primary

criterion, teachers may consider multiple criteria in making a final determination on promotion or retention.

Cheating

Students shall not cheat on tests, cheat on assignments, plagiarize work, or fraudulently alter report cards. Students who cheat on tests or give the appearance of cheating on tests will be subject to a grade of zero for that test and be subject to disciplinary action. The same rule applies to assignments handed to the teacher for credit. Cheating includes receiving or soliciting aid, or the attempt to receive or solicit aid from another person or other source (i.e. books, notes, study aids, computer, etc.) or giving aid, or the attempt to give aid to any person without the consent of the teacher. Plagiarism includes using someone else's words, ideas, works, computer programs, output, or data derived through experimentation or investigation without giving that person credit.

General Information

Athletic Eligibility

All athletic teams will follow guidelines established by the Alabama High School Athletic Association to include age eligibility, grade eligibility, and resident eligibility. Students must be enrolled in Cullman City School System to try out and to maintain team membership status. All extracurricular participants must meet the same standards established for athletes by the AHSAA. (CCSBOE 6.5) Furthermore, students who have been suspended, in school or out of school, cannot practice or compete in any extracurricular activity during the suspension period or on the date of suspension.

School Opening and Closing Times

The school day begins at 7:45 AM and ends at 3:00 PM. School personnel will not assume responsibility for students more than fifteen minutes before the time set for opening morning classes and fifteen minutes after the time set for closing the regular school day's classes.

However, responsibility shall be accepted and supervision provided for students who arrive early or depart late to participate in programs sponsored by the school (i.e., breakfast program, supplemental curriculum-related programs, athletic events) and those who are transported via school system buses.

Telephone and Messages

Students may be permitted to use the office telephone only in cases of illness or absolute necessity as determined by the principal. Students will not be called to the telephone nor will students be called out of class to talk with a parent or other person unless the situation is deemed necessary by an administrator. **Items delivered throughout the school day may be picked up by students on the table outside of the front office. Entering, leaving, and calling classrooms during instructional time creates distractions and interferes with the teaching and learning process.**

Out-of-District Fees

If a student's status changes from that of a resident student to a non-resident student due to a change of residence of his or her parent(s) or guardian(s), school officials at the school where the student is currently enrolled must be notified within 15 days. Upon a student's change of residence outside of the established school zones, the student's enrollment status will be at the Superintendent's discretion. If the student is allowed to remain enrolled in Cullman City Schools, the prorated amount of the non-resident fees is to be paid, or the student is withdrawn.

Laptop Computers

Cullman City Schools provides laptop computers to seventh and eighth graders. Parents and students must sign the acceptable usage policy before a laptop will be issued. Parents and students not in agreement with this policy will be issued hard copies of textbooks. Failure to comply with the policy will result in the laptop privilege being withdrawn and hard copies of the textbooks being issued.

Drop-Off and Pick-Up Procedures

The following guidelines will be followed for student arrival and pick-up:

1. Students arriving before 7:40 a.m. must wait in designated areas.
2. The lunchroom will be open for students arriving at 7:15 a.m. for breakfast.
3. Once students arrive on campus they must sign out in the office if they leave campus before the afternoon dismissal bell.
4. Students will only be allowed to check out with persons who appear on the student's *Guardian or Emergency Contact List*. To make changes to this list, a written request must be submitted to the school office by the parent/guardian with the new contact's name, telephone number, and relationship to the student.
5. Students must have faculty permission to enter the classroom buildings before 7:40 a.m.
6. **Students arriving by automobiles may only be dropped off or picked up on: 9th Street NE (street behind CMS lunchroom, in front of the Competition Gym)**
7. Students using bicycles must immediately secure the bikes upon arrival on campus. Students may not ride bikes on campus.
8. Students may not bring skateboards on campus.
9. Students may not bring motorcycles or motorbikes on campus.



Class I Minor Offense

Electronic Devices (Cell Phones, AirPods, iPads, Apple Watch)

Electronic devices are not permitted during the school day (7:45 am-3:00 pm) while on school grounds. Students should not have electronic devices on their person during the school day unless instructed by teachers for educational purposes. Electronic devices should be left in backpacks or lockers if they are brought to campus during the school day. Apple watches are allowed, but students are not allowed to talk/text on them during the school day.

Students violating the cell phone policy:

- 1. First Offense:** Detention/Parent must pick up the phone from the office.
- 2. Second Offense:** Detention (2)/Parent must pick up the phone from the office.

- 3. Third Offense: In-School Learning Center (ILC)**
- 4. Fourth Offense: ISS**
- 5. Fifth Offense+: Principal's discretion**

***Accidental ring or notification (1st occurrence)-** Warning and the phone will be held until the end of the day.

Class II Intermediate Offense

2.13 Misuse of Electronic Devices Students are not allowed to take pictures, audio recordings, or videos using an electronic device (cell phone, camera, etc...) which violates the privacy rights of another individual (student, teacher, staff member, or visitor) while on campus or attending school events off campus. If a personal device is discovered and/or used in an unauthorized manner (including but not limited to any use without explicit permission, use that is disruptive to the school environment, or any use that would contribute to virtual harassment/cyberbullying of another student, teacher, staff member, or visitor), disciplinary action may be taken which will include immediate confiscation and necessary parent pick-up of the device from the school's main office.

Alabama State Department of Education Policy on Cell Phone/Digital Device in a Testing Setting

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room.

If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated.

Additional disciplinary action may be taken by the LEA.

Animals and Pets

The public health department and state law prohibit animals or pets from school campuses for health and safety reasons. Any exceptions must have the permission of the school administration. Experimentation or exhibits involving animals or pets must receive prior approval from the administration. Failure to do so will result in disciplinary action.

CMS Student Rules and Policies

Student Conduct

All students will be expected to conduct themselves in a manner appropriate to good citizenship with respect and consideration for the rights of others. It is expected that students come to school to learn; therefore, any conduct which interferes with or disrupts the educational process will not be tolerated.

Student Dress Code

Cullman Middle School recognizes that appropriate student dress and grooming are essential in maintaining a productive educational environment. To maintain a setting conducive to a positive educational environment, Cullman Middle School requires that all students exercise good judgment concerning their appearance and health. Any attire, physical appearance, or personal hygiene of a student that is considered disruptive to the educational process or creates a health and/or safety problem is not appropriate for Cullman Middle School.

1. Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process of Cullman City Schools.
2. Students must be neat and clean at all times. An unkempt or sloppy appearance is not appropriate in the learning environment of a school.
3. Students are to wear clothing in the manner it was designed to be worn. Ex. Clothing worn backward or inside-out is not allowed. Pants worn too low or excessively large, baggy clothing will not be permitted.
4. Revealing or suggestive clothing may not be worn; this includes sheer clothing. Undergarments should be worn in an appropriate manner and not visible.
5. All shorts must have a 6-inch inseam.
6. All clothes should be in good condition. Holes in clothing must not be extreme or revealing. Cut-off clothes are not allowed.
7. Spandex pants/leggings may be worn as long as a top adequately covers the front and back private areas. Pajamas and sleepwear are not to be worn to school.
8. Students are not to wear jewelry, ornaments, or other accessories that distract from the educational process or present a health and/or safety hazard. With the exception of earrings, body piercing is not allowed.
9. Clothing that displays antisocial, immoral, illegal, or gang-related slogans or names is not allowed. Any article of clothing, jewelry, or haircut depicting gangs, satanic, occult, violence, sex, drugs, alcohol, tobacco, mutilation, or language that could be considered obscene or vulgar will not be allowed.
10. Except for religious, medical, or class-related activities, caps, hats, and coverings may not be worn on campus.
11. Sunglasses may not be worn on school grounds.
12. Outerwear (dusters, trench coats, gloves, modified gloves) is not to be worn to school or at school functions.
13. All students are required to wear their hair in such a manner that is not considered unkempt, unclean, impairing vision, or disruptive to the educational environment. Students are not to wear hair dyed in unusual or unnatural colors (including strips and tips).
14. Students are not to wear costumes, metal chains, metal spiked apparel, or other similar accessories.

15. Students are required to wear appropriate shoes to school at all times. No bare feet, house slippers, boots with chains, steel toes, or other metal reinforcement or decorations are allowed.
16. Straps on tank tops and/or jerseys must be a minimum of three fingers wide.
17. Any clothing, personal hygiene, or grooming practice that the school administration determines to be inappropriate for school, will not be permitted.

NOTE:

1. The privileges offered under the dress code may be withdrawn from any student or students who fail to meet the Code of Conduct or dress code in general.
2. Students who violate the rules of the dress code will be subject to disciplinary action as well as having privileges allowed under the dress code withdrawn.
3. If any aspect of the dress code becomes a consistent problem, appropriate adjustments will be made by the administration to address the situation. For example, if students consistently violate a certain aspect of the dress code such as wearing shorts too short, then that privilege may be revoked for all students.
4. The final decision regarding dress will rest with the principal or his/her designee.

The following rules and regulations are mandatory for all students attending Cullman Middle School. Students who fail to comply with these rules and regulations will be subject to disciplinary action.

Classroom Discipline

Classroom teachers will handle minor problems in a routine manner. Each teacher has his/her own instructional style and classroom guidelines for students to follow. It will be the responsibility of the student to understand and follow these guidelines. Teachers may temporarily remove students for disruptive behavior.

Detention

Individual teachers or teacher teams may choose to use detention for classroom/campus minor infractions of rules.

In-School Learning Center (ILC)

The In-School Learning Center (CMS) is an alternative to in-school suspension. All school work will be the responsibility of the student. He/she will receive credit accordingly. Students are counted present in daily attendance and are allowed to make up any missed classroom work upon their return to class. *Students may not participate in any school activity including, practices or competitions, until their ILC placement is completed. Students are expected to exit the campus as soon as school is dismissed.*

In-School Suspension

The In-School Suspension program (Central Office) is an alternative to out-of-school suspension. Students may be assigned In-School Suspension (ISS) from one to ten days based on the seriousness of the infraction. All school work will be the responsibility of the student. He/she will receive credit accordingly. Students are counted present in daily

attendance and are allowed to make up any missed classroom work upon their return to class. *Students may not participate in any school activity including, practices or competitions, until their ISS placement is completed. Students are expected to exit the campus as soon as school is dismissed*

Out-of-school Suspension

The authority to suspend a student from school rests entirely with the Principal or Assistant Principal. The suspension will be for a specific number of days as specified by the Cullman City Board of Education (CCSBOE) and statutory regulations. The number of days will be determined by the seriousness of the offense. Students will receive a grade of zero on any graded work during the suspension time. Any student suspended from school will not be allowed to participate in any extracurricular activities, school functions, practices, enter school property, or attend any school activity on any school campus during the suspension period or on the date of the suspension.

Loss of Privileges

Students who have disciplinary referrals (i.e., two or more suspension days for class I or II offenses, any suspension for a class III offense), poor assignment completion rate (i.e., an average of four or more detentions per nine weeks), or excessive absences (i.e., five or more unexcused absences per semester) will be excluded from taking part in school activities. School activities include field trips, pod competitions, field day, eighth-grade picnic, extracurricular activities, etc.

Positive Behavior Incentive System (PBIS)

PBIS is a school-wide strategy for defining, teaching, and supporting appropriate student behaviors. The purpose of PBIS is to improve the overall school climate, decrease reactive management, and maximize academic achievement for all students. PBIS events will be held each month to reward and recognize students that meet the following criteria:

1. Students must have passing grades in all core classes.
2. No more than one unexcused absence.
3. No more than one detention.
4. No ILC or ISS placements.
5. Students must pass one math and one reading lesson in i-Ready weekly.

Turning Point Program

The Turning Point Program is an alternative education program designed for students who are facing expulsion from a regular education program.

Expulsion

A student may be expelled from school if an offense is serious enough to warrant such action. The authority to expel a student is retained solely by the CCSBOE.

Lunchroom Procedures

1. Enter the lunchroom and proceed to the serving line.
2. Outside food policy: Food and drinks from restaurants may not be delivered to students or eaten in the lunchroom.
3. Meal requirements: Entree, Fruit, and Vegetable. Milk is included with lunch or students may have water from the filling stations.
4. The 2023-2024 lunch price is \$3.25. **Families that may qualify for free and reduced lunches need to complete a Free and Reduced Meal Application online.** [Free and Reduced Meal Application Link](#)
5. Outstanding fees should be addressed in a timely manner.
6. Once seated, remain in your seat until the bell rings to end the lunch period. Discard your trash in the garbage cans as you exit the lunchroom.
7. Discard all items before leaving the lunchroom. Do not take food or drink into the classroom.

Other Public Agencies

Interrogations by Public Officials CCBOE Policy JCAC

When law enforcement officers make it known that they wish to talk to a student while under the supervision of the school, the following procedure will be used:

1. The student will be called to the office of the principal or designee.
2. The principal shall permit the law enforcement officer(s) to talk with the student. Such talk or interrogation shall be in the presence of the principal or designee and in a private setting.

In case an arrest warrant is presented by law enforcement officers, the school principal or designee shall make a reasonable effort to notify the parent or guardian of the student in question prior to the student's removal from the school premises.

Department of Human Resources

The Code of Alabama provides for mandatory and permissive reporting of child abuse/neglect to a "duly constituted authority," primarily the Department of Human Resources and law enforcement when any person suspects children are being abused or neglected.

Unannounced Visits by Law Enforcement Agencies

To provide and maintain a safe and secure environment for students, staff, and visitors, the CCSBOE supports the requirement of the Alabama Administrative code, section 290-030-010-06, to permit law enforcement agencies to make periodic, unannounced visits to any school within Cullman City Schools. Such visits shall be for the purpose of detecting the presence of illegal drugs, alcohol, or weapons and will result in immediate suspension from school and possible criminal charges being brought against the student(s).

Privacy and Property Rights

Searches of Desks and Lockers CCSBOE 6.16

The CCSBOE (6.16) recognizes the implications of constitutional law in the area of student privacy. The board is equally aware that such tangible property items such as student desks, student lockers, and related properties are and remain the property of the school board; therefore, desks, lockers, and other equipment owned by the school system may be searched by school officials at any time or for any reason. There is no expectation of privacy.

Student Records CCSBOE 6.13

Students and parents/guardians shall be provided access to official records directly related to students and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. Students and/or parents/guardians who wish to review records shall contact the school for an appointment.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Cullman City Schools, with certain exceptions, obtain written consent from a parent/guardian before the disclosure of personally identifiable information from a student's records. However, Cullman City Schools may disclose appropriately designated "directory information" without written consent, unless advised by the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Cullman City Schools to include this type of information on a student's education records for certain school publications.

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 (LEAs) receiving assistance under the Elementary and Secondary Educational Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless the 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 Cullman City Schools to disclose directory information from your child's education records without prior written consent, you must notify the school in writing by August 31. Cullman City Schools has designated the following as directory information: (Note: An LEA may, but does not have to include all the information listed below.) Student's name, address, telephone mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received. the most recent educational agency or institution attended.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to amend their child's or their education record should write the school principal, clearly identify the part of the record they want to be 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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 typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an auditor, consultant, or therapist. A school official typically 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 or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Cullman City Schools will forward records on request, including disclosure requests initiated by the parent or eligible student.

4. The right to file a complaint with the Family Policy Compliance Office, which is a component of the U.S. Department of Education, concerning alleged failures by Cullman City Schools to comply with the requirements of FERPA.

Equal Educational Opportunity CCSBOE 6.8

No student shall be denied the benefits of any education program or activity on the basis of race, color, national origin, sex, disability, age, or membership in patriotic youth organizations. All programs offered by Cullman Middle School are open to all students consistent with statutory and judicial requirements. Admission of students to special and advanced programs of activities shall be based on the performance of students.

Asbestos Management Statement

The Cullman City Schools, in compliance with the Environmental Protection Agency (EPA) AHERA Program, have performed an inspection of each school building for asbestos-containing materials. The Asbestos Management Plans and/or updates are on file in each school's administrative offices for review during regular school hours. Inquiries or complaints may be directed to the Superintendent of Cullman City Schools, 301 1st Street NE, Suite 100, Cullman AL 35055. Phone: (256) 734-2233.

Meningococcal Disease

In the 2006 Legislative Session Senate, Joint Resolution 26 (Act No. 2006-54) was passed urging the Alabama State Department of Education to inform parents and students in grades six, ten, and twelve of meningococcal disease. Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children two to eighteen (2-18) years old in the United States.

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 systems. College freshmen living in dormitories also have an increased risk of getting the disease. The disease is spread through the exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, sharing drinking glasses, and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the bloodstream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord. Symptoms of the disease include fever, headache, stiff neck, red rash, drowsiness, nausea, and vomiting.

MCV4, or meningococcal vaccine, is recommended for all children eleven to twelve (11 to 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. More information on this and other vaccine recommendations can be found at www.adph.org/immunization

CCS Code of Conduct

Code of Conduct for Cullman City Schools

For students to succeed to their fullest potential, a high degree of self-discipline must be developed. Employees of the Cullman City School Board are encouraged to help students strive toward this goal. The Cullman City School Board, recognizing the importance of discipline in the learning process, hereby accepts the following Code of Conduct for the Cullman City Schools.

[CCS Code of Conduct](#)

CCS Acceptable Technology Usage Policy

Technology Usage Policy

It is the practice of the Board of Education to supply equitable, quality, instructional resources. The Board offers students and appropriate personnel access to a variety of technological resources including, but not limited to, technology hardware, software, and online resources. Technology use provided by the Board must be in accordance with the vision, missions, and goals of the Board and must be legal, ethical, and safe.

[CCS Acceptable Usage Policy](#)

Student Discrimination Grievance Complaint Form

The complaint should be in writing and contain information about the alleged discrimination including the name, address, phone number of the complaining party and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. Forms must be submitted to the local school principal. (*Cullman City School Board Policy 4.63 Student Complaints and Grievances*)

Student Name: _____

Address:

Phone Number:

Location, date, and description of the problem (include additional pages if necessary):

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Cullman City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination/harassment policies:

Title IX

Lindsey Brannon
301 First St. NE
Cullman, AL 35055
(256)734-2211
lbrannon@cullmancats.net

Section 504/IDEA/ADA

Melissa Reynolds
301 First St. NE
Cullman, AL 35055
(256)734-2211
mreynolds@cullmancats.net

Title II

Emily Hines
301 First St. NE
Cullman, AL 35055
(256)734-2211
ehines@cullmancats.net

