GORDO ELEMENTARY SCHOOL

GORDO, ALABAMA

1. Parents and students should read this handbook. When you have read it, sign this page and return it to your teacher. It will be placed in the student's folder.
2. Your signature will mean that you have read the information and rules in this handbook and understand them.

_____
Parent or Guardian Signature

_____
Student Signature

Gordo Elementary School

Parent-Student Handbook

2024-2025

Welcome to Gordo Elementary School! The 2024-2025 school year is going to be great. We've been busy preparing for an exciting year. We hope this handbook is helpful and answers questions that may arise throughout the year.

Gordo Elementary
535 4th Street Northwest
Gordo, AL 35466

Office: (205) 364-8480
Fax: (205) 364-0350

THIS STUDENT PLANNER

BELONGS TO:

Name: _____

Address: _____

Phone: _____

Grade: _____ **Teacher:** _____

ATTENDANCE

All students are expected to attend each school day. If a student is absent, the student must bring a written excuse from home within 2 days following the absence signed by the student's parent/guardian. After a total of 9 Parent excused absences in a school year, the parent/guardian of the student will be required to provide medical or legal documentation for absences to be excused. Upon the 5th unexcused absence parents will attend Early Warning through the Pickens County Court System.

Tardies/Check-ins:

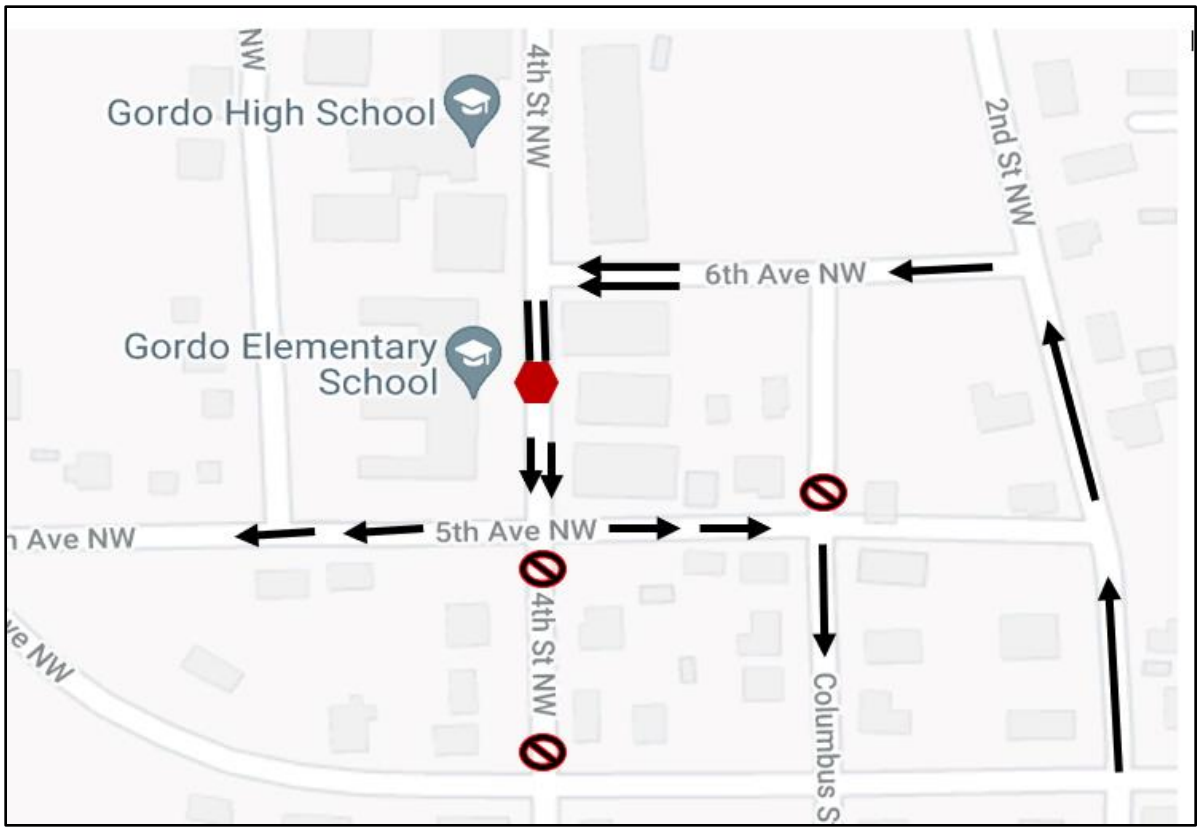
The school day begins at 7:45 a.m. All students are expected to be in their classrooms, ready to begin a new school day by 7:45 a.m. All students arriving after 7:45 a.m. must check in at the office and be accompanied by an adult. Any student check-ins after 8:15 will require an excuse.

Check-outs:

Check-outs are not allowed after 2:45 pm The only people allowed to check-out students are those listed on the check-out list. You may be asked to present a picture ID. This procedure is to ensure the safety of your child. If you have any questions about who is identified to check-out your child, we'll be happy to help.

CAR RIDER LINE DISMISSAL

If you are picking your child up in the car rider line, we ask that you please post a sign with your child's name(s) so we can read from a distance. We will have two car rider lines for loading during dismissal unless the weather is not permitting, then we will have one car line. Please place your car in park and do not pull forward until instructed. We ask that you remain in your car while cars are being loaded. If you need to buckle your child in, we ask that you pull forward and park to help with the flow of traffic. Also, if your child does not respond to the first called attempt during dismissal, we will ask you to pull forward and park to pick up your child. Parking will be available on 5th Ave by the library building if you are in the left lane and on the side of the main building if you are in the right lane. We will bring your child to you in the designated parking area. This will ensure all traffic continues to flow smoothly and safely. When exiting the car line turn right on 5th ave if you are in the right lane and turn left down 5th ave if you are in the left lane. No one will be allowed to go straight due to traffic congestion.



CHECK-OUTS

There will be **no check-outs allowed after 2:30** due to the start of after school dismissal. Anyone that comes in after 2:30 will have to wait until the 1st bell to pick up a student.

DISCIPLINE

Our focus at GES is promoting student safety, developing self-discipline and appropriate social skills, and creating an environment for learning. We have high expectations for our students' behavior, and we will do all we can to help them meet the expectations. Please read the *Code of Conduct for Students* section in your *PCSS Parent –Student Handbook.*

ENROLLMENT
Enrollment is now completed online. Please visit the GES school website to view, complete, and submit registration forms. Please bring a copy of the following documents to the school:

- 2 proofs of residence (one bill statement and one lease/mortgage agreement)
- immunization record
- birth certificate
- Social Security Card

FEES
A $45 registration fee is required for each student in grades 2nd-6th. A $95 fee is required for all kindergarten/1st grade students. Different fees may be requested throughout the school year. These fees are usually collected in the classroom. Please place fees in a labeled envelope/bag with the student's name and reason for the fee. Following this routine will help us to make sure the fee gets to the appropriate location.

FIELD TRIPS
Field trips are a great opportunity to extend learning beyond the classroom. Our teachers work hard to prepare engaging, organized, and fun field trips for our students. We strive to have this information to you at least a month in advance of the scheduled trip. A few reminders regarding field trips: students are expected to maintain and exhibit appropriate behaviors, students must have a field trip parental permission form signed by their parent/guardian prior to departing for the field trip, and students must travel to and from the field trip destinations with the school unless the parent/guardian have made prior arrangements. Should you have questions regarding field trips, please contact your child's teacher.

FUNDRAISING ACTIVITIES
School fund raising activities during the school year are necessary for providing the equipment and supplies needed to carry on with the high standards of our school program. All proceeds of fund raising remain at Gordo Elementary School. Outside organizations are not allowed to solicit on the school Campus.

LUNCHROOM INFORMATION

- Children need healthy meals to learn. Pickens County School System offers healthy meals every school day.
- If your child plans to eat breakfast, they will need to be in the lunchroom by 7:25 to allow time to eat and get to class.
- **Breakfast and Lunch will be free for all students**

MAKE-UP WORK

- Teachers will provide students who have been absent for EXCUSED reasons, an opportunity to make up assignments. At the elementary level students and parents/legal guardians will be responsible for arranging necessary make-up work. Arrangements for make-up work must be made within three (3) days of returning to school. Teachers are under no obligation to permit students who are absent for unexcused reasons to make up missed assignments.
- Students under suspension may not have an opportunity to make up missed work during the period of suspension.

NURSE INFORMATION
It is our priority to keep all our students healthy and in school. The Pickens County School system requires all students have a Health Assessment Record form on file in the school health office. If you have not filled out this form, please contact the school nurse. Specific health information can be found in the PCSS Parent-Student Information Guide. A few important reminders include, children should not be sent to school until they have been fever-free for at least 24 hours without taking a fever reducing medication, children should not be sent to school if they have vomited in the last 24 hours, and in order to administer medication at school a completed School Medication Prescriber/Parent Authorization form is required. For further information, please see the school health information in the PCSS information guide. A current record of immunizations must be on file to attend school.

PARENT STUDENT ORGANIZATION
At Gordo Elementary, we are privileged to have such a dedicated Parent Student Organization. We have several opportunities for you to get involved and volunteer your time. We encourage each family to join PSO. If you would like to volunteer, please contact the school.

PARENTS RIGHTS (CUSTODIAL, NONCUSTODIAL)
All parents and guardians have full access to students and their information, unless the school has been provided with evidence that there is a court order, State Statute, or legally binding document that specifically revokes these rights.

PARKING
Parents and visitors may park in the marked parking areas to the south of the campus (near the main building and the media center).
PARKING IN THE REAR OF THE MAIN BUILDING IS RESERVED FOR FACULTY AND STAFF ONLY.

PARTIES
All parties must be approved by the principal. Christmas and Valentine's Day are the only approved dates for class parties for the primary grades (K-3). A Christmas party and an end-of-the-year party are the only approved parties for the upper grades (4-6). Classes are responsible for their own parties. Refreshments may be served only during snack time to observe different holidays.

Birthday parties for students during school hours are not allowed. However, a parent may make arrangements with the classroom teacher to serve refreshments during snack time on the child's birthday. Parents need to remember that GES, like all public schools, is mandated by the state to follow nutritional guidelines. Therefore, parents need to send healthy refreshments.

PHYSICAL EDUCATION

Every student in Grades K-8 must have a minimum of thirty minutes of physical education daily. This is required by the Alabama State Department of Education to follow The Code of Alabama, 1975, S16-40-1. Students will receive a grade in physical education class. **Students must present a doctor's excuse to be excused from P.E. for more than a day**. The excuse must indicate the days that the excuse is effective (**erased, over-written, photo-copied, and white outs will not be accepted**). Parent notes are recognized daily only.

SCHOOL BUS

The County Board recognizes that the school bus is an extension of the classroom and requires students to conduct themselves in a responsible manner on the bus. The Board further recognizes that riding a school bus is a privilege that will be revoked if appropriate conduct by the students is not observed.

SCHOOL SCHEDULE

Gordo Elementary school day begins at 7:45 a.m. All students are expected to be in their classrooms and ready to begin each school day by 8:00 a.m. Our school doors open at 7:15 a.m. Students arriving prior to 7:15 a.m. will be reported to The Pickens County DHR. Bus riders dismiss at 3:00 p.m. Car riders will begin dismissal at 3:07 p.m.

SCHOOL VISITORS

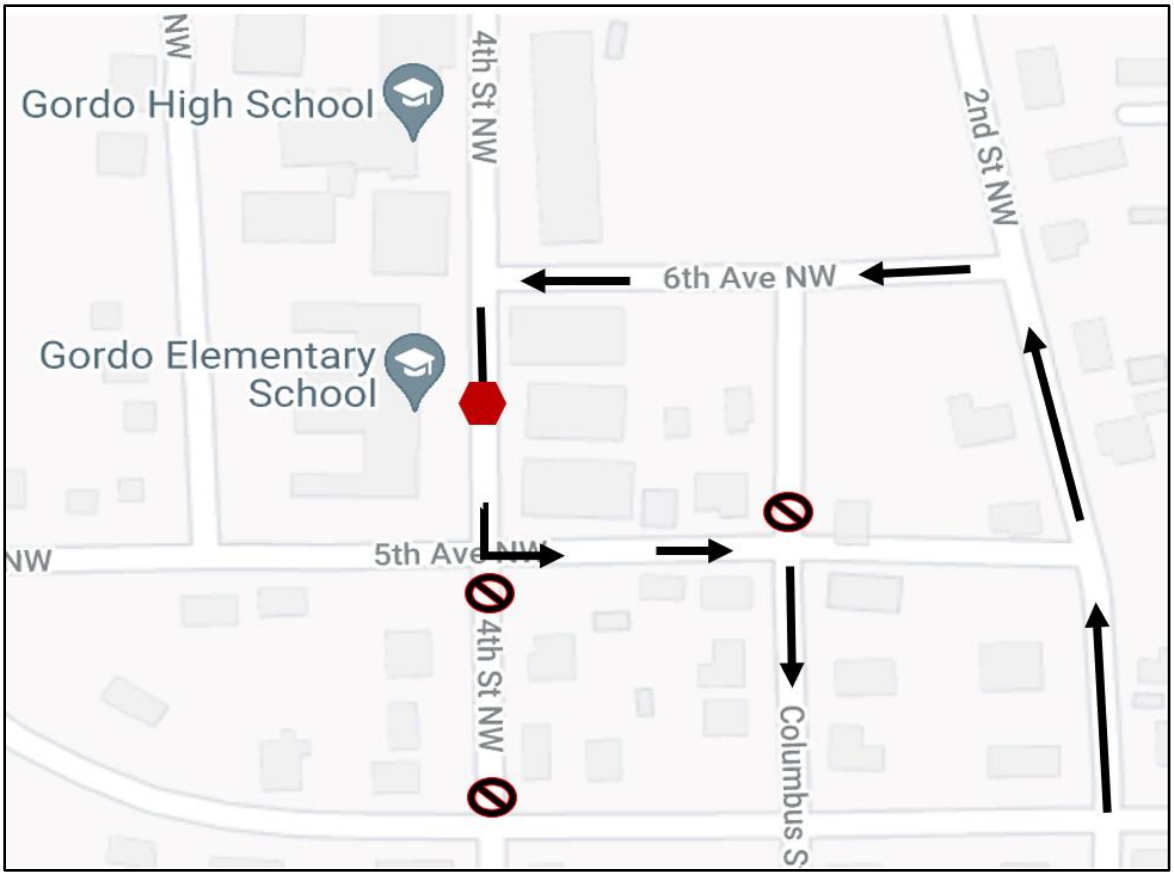
All school visitors are required to report to the school office upon arrival at Gordo Elementary. All visitors must use the side door on the South Side of the building. Please press the green bell on the keypad and we will be glad to assist you. Please note parents and visitors are not allowed down to classrooms unannounced. We encourage you to set up an appointment.

SNACKS

All snacks sold at GES meet the state and local nutritional guidelines. Snacks are sold to be eaten at snack time. Profits from the snack sales go for upkeep and enriching academic areas at Gordo Elementary School. All profits stay at Gordo Elementary School. Students may not purchase snacks from the teacher's lounge.

STUDENT ARRIVAL

All parents dropping students off in the morning will use our car rider line. This will allow for faster drop off times and is also safer than parking and walking students to the door. 5th and 6th grade students will exit the vehicle from the passenger side and enter through the front doors of the main building. K-4 students will exit from the drives side and enter their building through the front doors. Students will walk directly to their classroom each morning. Parents will not be allowed to walk students in the building after the second day of school due to safety concerns.



TEACHER CONFERENCES

Our teachers are dedicated to maintaining clear and concise communication between students and parents. We encourage parent-teacher conferences to improve and maintain communication among parents, teachers, and students. If at any time, you would like to schedule a conference please notify the teacher in writing or call the school at 364-8480 to make an appointment. They will be glad to set up an appointment time for you to meet. If you are requesting a conference with our administrator, please call to request a conference time. Everyone will work diligently to communicate and follow up within 24 hours.

TRANSPORTATION CHANGES

If you need to change your child's method of transportation throughout the school day or prior to, those changes must be in writing. Changes must be received in the office no later than 2:20 p.m. We encourage you to know how your child is going home each day and avoid making daily changes.

SPECIAL DATES

October 10th	Fall Pictures
October 24th	Fall Festival
November 8th	Veterans Day Program
November 17th-21st	American Education Week
February 6th-7th	Beauty Walk
March 20th	Spring/Class Pictures
May 5th-9th	Teacher Appreciation Week
May 15th-16th	Honors Day

PICKENS COUNTY SCHOOLS

377 LaDow Center Circle
Carrollton, Alabama 35447
Telephone: (205) 367-2080
Fax: (205) 367-8404
Website Address: www.pickenscountyschools.net

MISSION STATEMENT

Inspiring Ethical Leaders…One Child At A Time

VISION STATEMENT

To provide a positive, safe environment that produces
respectful, resourceful, responsible
leaders with strong moral values

Superintendent: Jamie Chapman
Associate Superintendent: Vanessa D. Anthony

Board Members:

Annie Jackson, Chairperson
Sam Wiggins, Co-Chairperson
John Brandon
Gene Dawkins
Frankie Spencer

PICKENS COUNTY SCHOOLS

AREAS OF SUPERVISION

AREA OF SUPERVISION	PERSON RESPONSIBLE	JOB TITLE	PHONE NUMBER
504s	Vanessa Anthony	Associate Superintendent	205.367.2086
Accounting/Capital Assets	Za'Narrious Graham	Accounting Specialist	205.367.2083 ext. 500
Assessment/Accountability	Anissa Ball	Administrator of Student Services	205.367.8195 ext. 203
Behavioral Services	Phyllis Portwood	Behavioral Counselor	205.367.2080 ext. 703
Certification	Vanessa Anthony	Associate Superintendent	205.367.2086
Child Nutrition Program (CNP)	Carmen Burton	Child Nutrition Program Director	205.367.2080 ext. 601
Child Nutrition Program (CNP)	Windle Walker	CNP District Manager	205.367.2080 ext. 602
Chromebooks	Chan Mullenix	Administrator of ESSER/ Instructional Technology	205.367.2082 ext. 205
CNP Bookkeeping	Lynn Potts	CNP Secretary/Bookkeeper	205.367.2080 ext. 600
Early Childhood/Pre-K	Alesia Gill	Administrator of Special Education	205.367.2064 ext. 1
Elementary Curriculum	Tammy Brown	Elementary Curriculum Specialist	205.367.2080 ext. 709
ESSER	Chan Mullenix	Administrator of ESSER/ Instructional Technology	205.367.2082 ext. 205
Federal Programs	Vanessa Anthony	Associate Superintendent	205.367.2086
Fee Replacement/Purchase Orders	Shatoria Atmore	Accounts Payable Specialist	205.367.2080 ext. 500
Finances	LaTasha Straughter-Campbell	Chief School Financial Officer	205.367.2083 ext. 500
Health Services	Alesia Gill	Administrator of Special Education	205.367.2064 ext. 1
ID Badges	Chan Mullenix	Administrator of ESSER/ Instructional Technology	205.367.2082 ext. 205
Individualized Education Plans (IEPs)	Kim Clark	IEP Coordinator	205.367.2080 ext. 701
Maintenance	Ken Holder	Administrator of Facilities	205.367.2080 ext. 710
Mental Health Services	Geleisa Henderson	Mental Health Service Coordinator	205.367.2080 ext. 711
MTSS/RTI	Vanessa Anthony	Associate Superintendent	205.367.2086
Payroll	Collin Herring	Payroll Accountant	205.367.2083 ext. 500
Personnel (Human Resources)	Vanessa Anthony	Associate Superintendent	205.367.2086 ext. 208
PowerSchool	Ken Ryals	Technology Coordinator	205.367.2062 ext. 400
Professional Development	Vanessa Anthony	Associate Superintendent	205.367.2086
School Safety	Ken Holder	Administrator of Facilities	205.367.2080 ext. 710
Secondary Curriculum	Haley McGee	Secondary Curriculum Specialist	205.367.2080 ext. 704
Special Education	Alesia Gill	Administrator of Special Education	205.367.2064 ext. 1
Student Attendance	Anissa Ball	Administrator of Student Services	205.367.8195 ext. 203
Student Discipline	Anissa Ball	Administrator of Student Services	205.367.8195 ext. 203
Technology	Ken Ryals	Technology Coordinator	205.367.2062 ext. 400
Technology	Ruthie Cousette	Technology Assistant	205.399.1563
Textbooks	Anissa Ball	Administrator of Student Services	205.367.8195 ext. 203
Transportation	Jackie Morrow	Transportation Supervisor	205.367.8244
Travel Forms	Margaret Seymer	Secretary	205.367.2080 ext. 207
Websites	Anissa Ball	Administrator of Student Services	205.367.8195 ext. 203

PICKENS COUNTY COLLEGE AND CAREER CENTER
TELEPHONE LISTING
205-367-1620 or 205-367-1230

ADMINISTRATION		
Name	**Extension**	**Title**
Shawn McDaniel	1129	Principal/Director
Cailyx Ladson	1234	Assistant Principal
Debra Wiggins	1125	Counselor
Jerry Robbins	1130	Administrative Assistant/Bookkeeper
INSTRUCTORS		
Name	**Extension**	**Title**
Nyssa Haley	1112	Agri-Science Instructor
Daphne Patterson	1220/1221	BioMedical Instructor
Leslie Lowe	1218	BioMedical Instructor
Thomas Langdon	1135	Career Coach
Jeramy Smith	1114	Computer Science Instructor
Jimmy Wilder	1109	Distance Learning Lab Instructor/Spanish
Haley Chapman	1210	Health Science Instructor
Lee Holley	1209	Health Science Instructor
A. C. Hollis	1104	Industrial Maintenance Instructor
Dana Holifield	1118	Teacher Cadet Instructor
Kendall Galloway	1144	Welding/Pipe Fitting Instructor
Cailyx Ladson	1234	Work Based Learning Coordinator
PARA-PROFESSIONALS		
Name	**Extension**	**Title**
Glenda Barnes	1130	Custodian
Jimmy Wilder	1109	Distance Learning Lab Facilitator
Tywan Taylor	1144	Welding Instructional Assistant

ELEMENTARY SCHOOL BELL SCHEDULE

7:45 a.m. – 3:55 p.m.

TIME	EXPLANATION
7:40 a.m.	Bell rings to go to class
7:45 a.m.	Class starts
~6 minutes~	Transitions for 4th, 5th, and 6th grades
~10 minutes~	Break at the discretion of the school
2:55 p.m.	Classes end/School dismissal

HIGH SCHOOL BELL SCHEDULE

Period	Beginning Transition	Class Starts	Class Ends	Exchange Time	Instructional Time	Explanation
1st	7:40	7:45	8:43	4 mins.	58 mins.	Class
2nd	8:43	8:47	9:40	4 mins.	53 mins.	Class
Break 9:40-9:50						
3rd	9:50	9:54	10:47	4 mins.	53 mins.	Class
4th	10:47	10:51	12:14	4 mins.	83 mins.	Class and 30 mins lunch
5th	12:14	12:18	1:11	4 mins.	53 mins.	Class
6th	1:11	1:15	2:08	4 mins.	53 mins.	Class
Break 2:08-2:18						
7th	2:18	2:22	3:15	4 mins.	53 mins.	Class

PICKENS COUNTY COLLEGE AND CAREER CENTER BELL SCHEDULE

Description	Start Time	End Time	Minutes
1st Period	8:00	8:42	42
2nd Period	8:45	9:30	45
Break 9:30-9:40			
3rd Period	9:40	10:20	40
Dual Enrollment	10:00	11:15	75
Dual Enrollment	11:20	12:35	75
Dual Enrollment	12:40	1:50	70
4th, 5th, and 6th Periods	11:20	1:50	150
5th and 6th Periods	12:35	1:50	75
Planning 1:50-3:15			

PICKENS COUNTY SCHOOLS

2024 VARSITY FOOTBALL SCHEDULES

Date	Aliceville High School vs.	Gordo High School vs.	Pickens County High School vs.
August 22-23, 2024	Pickens County Home (Friday)	Fayette Home (Thursday)	Aliceville Away (Friday)
August 30, 2024	OPEN	Bibb County Home	OPEN
September 6, 2024	Tuscaloosa Academy Away	Hanceville Home	Sumter Christian Home
September 13, 2024	Sipsey Valley Away	Winfield Away	Lynn Away
September 20, 2024	Isabell Home	Midfield Home	Brilliant Away
September 27, 2024	Demopolis Away	Reform Away	Gordo Home
October 4, 2024	Greene County Away	Oakman Home*	Hubbertville Away
October 11, 2024	Vincent Home*	Vinemont Away	South Lamar Home*
October 18, 2024	Lamar County Away	Phil Campbell Home	Berry Away
October 25, 2024	Sulligent Home	Carbon Hill Away	Marion County Home
November 1, 2024	Greensboro Home	OPEN	OPEN

*Denotes Homecoming

All games will begin at 7:00 p.m.

PICKENS COUNTY SCHOOLS

2024-2025 School Calendar

Date	Day	Event
July 9, 2024	Tuesday	222 Day Employees Return
July 16-17, 2024	Tuesday-Wednesday	Beginning Teachers Assistance Program (BTAP)
July 22, 2024	Monday	202 Day Employees Return
July 25, 2024	Thursday	197 Day Employees Return
August 1, 2024	Thursday	187 Day Employees Return
August 1-7, 2024	Thursday-Wednesday	Professional Development Days (No Students)
August 5, 2024	Monday	Institute Day/182 Day Employees Return
August 8, 2024	Thursday	Students Return to School
September 2, 2024	Monday	Labor Day Holiday-Schools Closed
September 18, 2024	Wednesday	Early Dismissal for Students---1:00 p.m. (PD for Staff)
October 14, 2024	Monday	Professional Development Day/Parenting Day
October 23, 2024	Wednesday	Early Dismissal for Students---1:00 p.m. (PD for Staff)
November 11, 2024	Monday	Veterans Day Holiday---Schools Closed
November 25-29, 2024	Monday-Friday	Thanksgiving Holiday – Schools Closed
December 19-20, 2024	Thursday-Friday	Early Dismissal for Students---1:00 p.m. (PD for Staff)
December 23, 2024-January 3, 2025	Monday-Friday	Christmas Holiday – Schools Closed
January 6, 2025	Monday	Professional Development Days (No Students)
January 7, 2025	Tuesday	Students Return to School/182 Day Employees Return
January 20, 2025	Monday	Martin Luther King, Jr. Holiday – Schools Closed
February 12, 2025	Wednesday	Early Dismissal for Students---1:00 p.m. (PD for Staff)
February 17, 2025	Monday	Professional Development Days (No Students)
March 24-28, 2025	Monday-Friday	Spring Break Holiday – Schools Closed
April 2, 2025	Wednesday	Early Dismissal for Students---1:00 p.m. (PD for Staff)
April 18, 2025	Friday	Good Friday Holiday – Schools Closed
April 21, 2025	Monday	Easter Monday Holiday – Schools Closed
May 22, 2025	Thursday	Students Last Day/182 Day Employees Last Day
May 23, 2025	Friday	Professional Development Days (No Students) 187 Day Employees Last Day
May 26, 2025	Monday	Memorial Day Holiday – Schools Closed
June 2, 2025	Monday	197 Day Employees Last Day
June 4, 2025	Wednesday	202 Day Employees Last Day
June 20, 2025	Friday	222 Day Employees Last Day

Progress Report and Report Card Dates

NINE WEEKS	NINE WEEK PERIODS	TOTAL DAYS	PROGRESS REPORT DATES		REPORT CARD DATES
1st	August 8, 2024 – October 11, 2024	46	September 5, 2024	September 26, 2024	October 17, 2024
2nd	October 15, 2024 – December 20, 2024	43	November 7, 2024	December 5, 2024	January 9, 2025
3rd	January 7, 2025 – March 14, 2025	48	January 30, 2025	February 27, 2025	March 20, 2025
4th	March 17, 2025 - May 22, 2025	41	April 17, 2025	May 8, 2025	May 29, 2025
Total Student Days		**178**			

ACADEMICS FIRST (NO PASS NO PLAY)
Pickens County Schools recognize the value of athletics and other extracurricular activities as they relate to the total education of students. We also recognize and support high academic standards and the necessity of developing a framework to annually assess each athletic and extracurricular student's progress toward graduating from high school on schedule with his/her class.

Pickens County Schools prescribe the following regulations for eligibility by students in this school system to participate in athletics and/or extracurricular activities:

1. Students entering Grades 10-12 must, from the previous school year, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.
2. Physical Education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the high numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) days after the beginning of the succeeding semester. An ineligible student may not become eligible after the fifth day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by each local board of education as they pertain to other extracurricular activities.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular schoolwork repeated in computing the 70 average.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess on the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

Students entering grades 8 and 9 must, for the immediately preceding school year, have a passing grade in (5) subjects with a composite numerical average of 70 with all rules applying the same as students in Grades 9-12. Students promoted to the seventh grade for the first time are eligible.

ATTENDANCE LAWS

STATE ATTENDANCE REQUIREMENT
Every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to attaining his or her 16th birthday every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7.

A child who is six years of age on or before September 1 (2)* or the date on which school begins in the enrolling district shall be entitled to admission to the public elementary schools at the opening of such schools for that school year or as soon as practicable thereafter.

SECTION 16-28-12 OF THE CODE OF ALABAMA
Any parent or guardian who fails to require his/her child to regularly attend school or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior, which may result in the suspension of the pupil, shall be guilty of a misdemeanor and upon conviction, shall be fined not more than one hundred dollars. The parent or guardian may also be sentenced to hard labor for the county for not more than ninety days. Any violation in attendance or conduct, which may result in a suspension, shall be reported by the principal to the superintendent of education. The superintendent or his designee shall report violations to the district attorney within ten days.

ABSENCES
An absence is the missing of any class during the school day. Students who have been absent should present a parent's note explaining the absence. Students will have five days to present this written explanation or the absence will be marked unexcused. Credit will not be given for any make-up work until an excused admission slip is issued. Provisions shall be made by teachers for students to make-up work missed during excused absences. At the secondary level, it shall be the responsibility of the student to contact the teacher to arrange make-up work. Arrangements for make-up work shall be made within five (5) days of returning to school. If make-up work is not completed, a zero (0) shall be entered into the grade book for the missed assignment.

Students in grades 7-12 shall be present for thirty minutes of instruction in a class to be counted present for that class.

Students in grades K-12, who have accumulated a total of eighteen (18) or more absences per year shall be candidates for retention. Students in grades 9-12 shall be candidates for retention in high school courses in which 18 or more absences have been accumulated.

EXCUSED ABSENCES

- Students will be allowed only nine excused absences by parent's note. After nine parent notes all other excuses must be by doctor's note only.
- All parent notes above nine will be marked unexcused and dealt with according to district policy.
- Absences for the purpose of a funeral will be counted as parent notes unless excused by the principal.
- In accordance with district policy, students in grades K-12 who have accumulated a total of 18 absences (excused and/or unexcused) per year will be candidates for retention.

EXCUSABLE ABSENCES - According to our policy, the following are excusable reasons:

1. Illness
2. Serious illness or death in the immediate family
3. Emergency medical or dental attention
4. Absences approved in advance by the principal
5. Authorized religious holiday
6. Court appearances (verified by court officials)

UNEXCUSED ABSENCES

- Students in grades K-8 who have more than 9 unexcused absences per year shall be candidates for retention.
- Students in grades 9-12 who have more than 9 unexcused absences per year shall be candidates for retention.

UNEXCUSABLE ABSENCES - According to our policy, the following are some of the unexcusable reasons most often encountered:

1. Truancy (absence from school or class without parental or school permission and/or without excusable reason)
2. Missing bus or ride
3. Trips not approved in advance by the principal
4. Shopping
5. Hunting, fishing, attendance at sporting events
6. Birthdays, vacations, or other celebrations
7. Gainful employment

Excessive absences, due to extenuating circumstances, shall be evaluated by a committee consisting of the student, (if applicable), parent, legal guardian, teacher(s), counselor, principal, and other appropriate persons. An absence is the missing of any class during the school day.

TARDY POLICY

Students are required to attend school and classes on time each day of school. All schools start at 7:45 a.m. and end at 3:11 p.m. Students will be given a tardy if checked in before 8:15 a.m. Any check in after that time will be an unexcused or excused absence. The school personnel recognizes that some situations may occur which may force a student to arrive after the start of school. When a student is tardy, the parent or guardian must check the student in school through the main office.

UNEXCUSED CHECKOUTS/TARDIES

- 1st – 3rd tardy Administrative Discretion (Letter from school)
- 4th - 5th tardy Early Warning: Letter from Juvenile Resource Officer
- 6th tardy Early Warning with Juvenile Resource Officer, BOE Attendance Officer, Department of Human Resources, and the Assistant District Attorney
- 7th tardy---on Refer to Juvenile Probation Office

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. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. **Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court**. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First Truancy/Unexcused Absence (Warning)
   a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
   b. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No Earlier Than the Fifth Unexcused Absence (Conference)
   a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
   b. Attendance at one of the conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
   c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition **against the parent under *Code of Alabama (1975)*, § 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.**

3. No Earlier Than Seventh Unexcused Absence, But Within Ten (10) School Days (Court)
   File complaint/petition against the child and/or parent/guardian, if appropriate.
4. Child under probation
   a. 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, Code of Alabama (1975).
   b. where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
5. Any local education agency may adopt a policy more rigorous than the State policy.

BEAUTY WALK PARTICIPATION

Any girl who signs up must meet *all* requirements to be eligible. Candidates should have **NO** Class III discipline referrals or **NO** Class II discipline referrals with Out of School Suspensions from the previous semester.

BULLYING, VIOLENCE, AND THREATS OF VIOLENCE PROHIBITED

It is the policy of the Board that no student shall engage in or be subjected to bullying, intimidation, violence, and threats of violence, by any other student or group of students on or off of school property, on a school bus, or at any school-sponsored function that is based on any of the specific characteristics that have been identified by the Board in this policy. The Board is committed to providing an environment that is free of any kind of bullying. No person shall engage in reprisal, retaliation, or false accusation against a victim, witness, or other person who has reliable information about an act of bullying, violence, or threat of violence. Students who violate this policy will be subject to disciplinary sanctions.

Any student, or parent or guardian of the student, who is the object of bullying may file a complaint outlining the details of the bullying, on a form authorized by the local board, and submit the form to the local school principal.

Each school has developed plans or programs, including, but not limited to, peer mediation teams, in an effort to encourage students to report and address incidents of bullying, violence, or threats of violence.

DEFINITIONS

A. The term "**bullying**" as used in this policy means a continuous pattern of intentional behavior that takes place 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 acts 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 the model policy adopted by the department or by a local board, and implemented at each school. 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, whether the conduct occurs on or off school property, online, or electronically.
   - 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. The term "**violence**" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

C. The term "**threat of violence**" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

D. The term "**intimidation**" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

E. The term "**student**" as used in this policy means a student who is enrolled in the Pickens County School System.

F. The term "**hostile environment**" as used in this policy means the perception by an affected student or victim 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

G. The term "**threat**" as used in this policy means 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.

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 (a) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (b) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (c) 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. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and 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 victim of such conduct:
   - The student's race,
   - The student's sex,
   - The student's sexual orientation,
   - The student's religion,
   - The student's national origin, or
   - The student's disability.

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.

REPORTING, INVESTIGATION, AND COMPLAINT RESOLUTION PROCEDURES

A. Complaints alleging violations of this policy should be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. In the sole discretion of the principal or the principal's designee, or at the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
B. Upon receipt of a complaint which has not been resolved informally in accordance with the above, the principal or the principal's designee will, in his/her sole discretion, 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 an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the 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 will 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 will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
D. 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 will inform the student's parent or guardian of the report.

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, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication in the Pickens County School System's Student Handbook/Planner.

Pickens County Schools
Bullying Complaint Form

Name of Complainant: _____

Name of Charged Aggressor(s): _____

INFRACTION REPORTED BY: _____ STUDENT ____ PARENT			
Date		*Time*	
District/School			
DESCRIPTION			
OTHER RELATED INFORMATION			

BULLYING. A continuous pattern of intentional behavior that takes place 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 acts 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 the model policy adopted by the department or by a local board, and implemented at each school. To constitute bullying, a pattern of behavior may do any of the following:

a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.

b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.

c. Have the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occur on or off school property, online, or electronically.

d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.

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

My signature below is verification that the information on this Anti-Harassment form is correct.

Student _____ ***Date*** _____

Parent/Guardian _____ ***Date*** _____

Original Principal
Duplicate- Parent/Guardian
Triplicate Administrator of Student Services

CAFETERIA (CHILD NUTRITION PROGRAM) PRICE LIST Community Eligibility Provision (CEP)

Breakfast

- Reduced Students: Free
- Paid Students: Free
- Board of Education Employees: $3.11
- All Others: $3.11

Lunch

- Reduced Students: Free
- Paid Students: Free
- Board of Education Employees: $4.65
- All Others: $5.65

CAFETERIA (CHILD NUTRITION PROGRAM) UNPAID MEAL POLICY

The Pickens County Child Nutrition Program (CNP) does not recognize bad debt. No students will be able to charge "a la carte" items. All Pre-K through 3rd grade must receive a reimbursable meal regardless of their ability to pay. All students will be able to charge a meal if money is not available during the time of service. If student's charges are not paid by the parent(s), then the monies for these charged meals will be charged back to the school by the Child Nutrition Program. Only school funds from a non-public source may be used for the payment of these charged meals. Records of all charges and repayment must be maintained by CNP officials. Charges must be collected by the end of the school year or must paid up from funds other than CNP funds. Documentation of efforts to collect for charged meals must be maintained.

CAFETERIA (CHILD NUTRITION PROGRAM) WORTHLESS CHECKS POLICY

The Pickens County Board of Education does not recognize bad debt. The face value of a check returned for insufficient funds (NSF) may not be absorbed as a cost by state, federal or public local funds since an uncollected check is considered a bad debt. The principal shall exercise due diligence in the acceptance of checks and in the collection of NSF checks. The district will only allow two NSF checks before requiring cash payments. A list of individuals who have submitted bad checks during the school year is to be maintained in order to prevent the receipt of any further checks from those individuals.

Uncollected NSF checks may not be written off. Necessary actions must be taken to collect the check amount in compliance with and through the Nexcheck Company. Documentation of those actions and procedures are to be maintained. Nexcheck has agreed to pay for the checks up front as long as there is a name and a phone number. Non-public funds must be used to cover any NSF check in state, federal or public funds accounts.

WHAT IS A REIMBURSABLE MEAL?

Breakfast	Lunch	
PreK – 12th Grade	**PreK – 8th Grade**	**9th – 12th Grade**
Fruit - 1 cup	Fruit - 1/2 cup	Fruit - 1 cup
Grains - 1 oz	Vegetables - 3/4 cup	Vegetables - 1 cup
Milk - 1 cup	Meat/Meat Alternate – 1 oz	Grains - 2 oz
	Milk - 1 cup	Meat/Meat Alternate - 2 oz
		Milk - 1 cup

*For lunch, each plate must have at least 3 components and 1 component must be a fruit or vegetable to be counted as reimbursable. If the plate does not contain these items, the student will be charged ala carte pricing.

**For breakfast, each plate must have at least 3 items and 1 item must be a fruit. 4 items must be offered to students each breakfast.

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity* and sexual orientation*), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail**: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue,
SW Washington, D.C. 20250-9410; or
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

This institution is an equal opportunity provider.

*The enclosed "non discrimination" language herein was added pursuant to the May 5, 2022, USDA memorandum. However, although included as currently required for audit compliance by the USDA, the State of Alabama objects to its **inclusion**, **applicability** and the **application** of this language due to currently pending legal challenges in the matter of *The State of Tennessee, et al. v. USDA*, et al., Case No. 3:22-cv-00257, and may be subject to change or removal.

CELL PHONE PROCEDURES

Cell phone usage:

- Students will be allowed to bring cell phones to school.
- Phones may be used during instructional time with the permission of school personnel.
- Phones must be out of sight and powered off unless directed by school personnel to do otherwise.
- Cameras, Videos, and Text Messaging, or any other function available on a cell phone that invades the privacy of another individual is expressly prohibited on school grounds at any time.

Consequences for cell phone usage:

- 1st offense: Phone will be confiscated. Student will be written up and parents will be called and allowed to pick up phone at the end of the school day.
- 2nd offense: Phone will be confiscated. Student will be written up and parents will be called and allowed to pick up phone at the end of the school day.
- 3rd offense: Student may not be allowed to bring a cell phone to school again and be subject to suspension (in and/or out of school). In-person parent conference will be required.

*School personnel will not be responsible for replacing lost or stolen cell phones.

ALABAMA STATE DEPARTMENT OF EDUCATION POLICY
CELL PHONE/DIGITAL DEVICE IN A TESTING SETTING

CELL PHONE/DIGITAL DEVICE IN A TESTING SETTING BY STUDENTS

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 capable of capturing or relaying information) 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 student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

CELL PHONE/DIGITAL DEVICE IN A TESTING SETTING BY SCHOOL PERSONNEL

School personnel involved in administration of state testing may not use digital devices (including but not limited to telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation.

Additional disciplinary action may be taken by the LEA.

CHECK CASHING

Due to auditing restrictions, schools are not allowed to cash student or teacher checks from school funds. If you have more than one (1) child in school, please send separate checks (or cash) in sealed envelopes labeled with your child's name and purpose on the outside.

CHECKS RETURNED FOR INSUFFICIENT FUNDS

1. The local principal or other school administrator shall exercise due diligence in the acceptance of checks and in the collection of non-sufficient funds (NSF) checks. A list of individuals who have submitted bad checks shall be maintained in order to prevent the receipt of any further checks from those individuals.
2. Uncollected NSF checks shall not be written off as cost. Therefore, Pickens County Schools shall contract with a reputable collection agency for the recovery of funds resulting from checks returned for insufficient funds.

CHEERLEADER AND BAND AUXILIARY ELIGIBILITY

A. Cheerleading season officially begins with spring tryouts and ends after basketball season (usually the end of February).

B. All students must have a "C" average based on AHSAA athletic eligibility. (No Pass, No Play)
C. Any student (grades 6-11) with an "F" average in any core subject at the end of the 1st semester or cumulative 6 weeks average at the time of tryouts will be ineligible to tryout.
D. Any student who has failed a core content course at the end of the 1st semester will be ineligible to tryout.
E. All students must be enrolled in the local school and be eligible under AHSAA guidelines. Incoming students and transfers could be judged the previous spring if all AHSAA eligibility has been met.
F. Candidates for varsity cheerleader shall be enrolled in the ninth grade or above. Candidates for junior-high cheerleader shall be enrolled in grades six, seven, or eight.

CLASS OFFICERS
1. Candidates for offices must sign up with the local school sponsor.
2. Candidates must have a "C" semester average in every subject for the previous school year.
3. Classmates will vote on candidates.
4. NO Class III offenses and NO Class II offenses for the previous school year and current semester with Out of School Suspensions.

EXAMINATION EXEMPTION PROCEDURES
½ Credit Courses
- A ½ credit course does not qualify for exemption (i.e. Health, Fine Arts, Economics, US Government, etc.)

End of First Term (December)
- All students in grades 7-12 may exempt one exam in classes with a 90 or above average.

End of Second Term (May)
- All students in grades 7-12 may exempt one exam in classes with a 90 or above average. **This is a cumulative average for the year**.
- All students in grades 7-12 with perfect attendance in all classes may exempt one exam in classes with a 70 or above average.
- No student may exempt more than one exam each term.

EXTRA-CURRICULAR ACTIVITIES
The Pickens County Extra-Curricular Policy applies to all K-12 students enrolled in the school district operating under the policies and procedures of the AHSAA. The policy is intended to govern the behavior of students who represent the school system in on and off campus activities such as: student government association, band, athletic teams, cheerleaders, etc. The policy shall remain in effect year round. Sponsors and/or coaches shall furnish each participating student with a copy of the policy, and shall provide documentation that each member and member's parent/legal guardian acknowledges receipt of the policy by requiring notarized signatures be kept on file. Should a participant or parent/legal guardian fail to comply with this requirement the student will be ineligible to participate in any extra-curricular activity.

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s).

Local schools may have additional fees not listed above.

FIELD TRIPS
Field trips are considered to be an integral part of the overall educational program of Pickens County Schools. They are recognized as a means of providing a valuable and enriching learning experience for students outside the normal school setting. Only those field trips that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. All field trips should be appropriate to grade level and subjects. Other trips such as those involving band and athletic activities should be confined to non-school time except where the school is engaged in an activity, competition, or contest that requires use of school time. School rules and regulations as stated in the Student Code of Conduct will prevail at all time.

Before any trip is taken, a completed and signed Pickens County Schools' Parental Permission Form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed Parental Permission Form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one Parental Permission Form to cover all trips associated with the activity.

All field trip passengers must be enrolled in school and a member of the class making the trip, be an employee of Pickens County Schools, or be designated as a chaperon by the field trip sponsor and approved by the principal.

Students should not be restricted from participating in a field trip as a form of punishment. However, if a student has a history of continual discipline problems the principal may, at his discretion, revoke a student's privilege of taking a field trip.

Students who elect to participate in school-sponsored field trips and excursions are expected to travel to and from the field trip activity as a group and to participate in and remain with the field trip group for the duration of the activity. Students shall be required to travel to and from all field trips activities via the transportation vehicle provided by Pickens County Schools. Parents may personally transport their child(ren) from such activities only if they are travelling to a destination other than Away, special academic reasons or health reasons. Permission must

be requested in writing and approval granted by the principal prior to the anticipated travel date. However, under no circumstances will students be released while on field trips, conventions, etc. to travel with anyone other than the student's parents or legal guardians or designated adult chaperone, 21 years or older. Principals and/or field trip sponsors shall approve no other releases or transportation plans.

GRADE CATEGORIES

Categories for determining nine weeks averages (grades 1-12)

The following weights should be used:

- **Classwork: 35% - 55%**
  - Minimum of twelve grades per nine weeks (2 grades per week)
- **Homework: 5% - 15%**
  - Minimum of six grades per nine weeks (1 grade per week)
- **Tests: 40% - 50%**
  - Minimum of four tests per nine weeks for the 1st nine weeks only
  - Minimum of four tests per nine weeks thereafter (2nd – 4th nine weeks)
  - Mid-term and final exams are weighted the same as regular tests.

* The individual schools will decide the actual weights to be used, but they must stay within these guidelines.

GRADING SCALE

Numerical Grade	Letter Equivalent
90 or above	A
80-89	B
70-79	C
60-69	D
59 or below	F

GRADE LEVEL REQUIREMENTS

Kindergarten Standards-Based Grading

S = Satisfactory	S = 85-100
N = Needs Improvement	N = 84-70
U = Unsatisfactory	U = below 70

Parents will receive a checklist based on the reading and math standards taught and mastered during each six weeks. Parents will know exactly what each child has mastered and what areas are still a working progress in reading and math. Students will be promoted based on their performance in mastering Kindergarten standards in reading and math.

HOMECOMING COURT ELECTIONS

Approximately one month before Homecoming Day, grade levels will select maids from a list of all eligible and interested girls in their class. The grades to be included in the Homecoming Court will be determined by each local school. The Queen's name will not be announced until the Homecoming Assembly.

Candidates must meet Academics First requirements as defined by the Alabama High School Athletic Association (AHSAA) and have **NO CLASS III discipline referrals and NO CLASS II discipline referrals with OSS assignments** for the current and previous semester to be eligible. Any girl not interested in running must see the Student Government sponsor to have her name taken off the ballot.

MEDICATIONS AT SCHOOL

The goal of Pickens County Schools' regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Minor illness should be treated at home by the parent/guardian. For example, a student with a cold severe enough to require medication should remain at home.

Medication prescribed for three times a day should be given at home – just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is medication that must be given before or along with meals.

Pickens County Schools will assist the parents when they delegate administration of medications to the school their child attends. The School Health Services will provide instruction to the person(s) designated by the lead nurse to administer the medications.

Minor cuts and bruises may be treated by the school nurse or school based clinic. If a child becomes, sick the nurse will check the student first, and then if the student has an elevated temperature and needs to go home, the nurse will try to contact parents, then the alternates as listed on the registration form. It is very important that the persons listed on the registration form have working phone numbers. Parents are encouraged to complete all parts of the emergency form and updated if there is a change. Any child with the following will be sent Away: a fever of over 100.5, nausea/vomiting, diarrhea, possible pink eye, lice. If you are aware that your child has any of the above, do not send the child to school in the morning and ensure that he/she is free of the condition for 24 hours before sending him/her to school.

*Children are responsible for reporting injuries that occur at school. We cannot administer aid if we are not aware there is a need.

PARENTS' RESPONSIBILITY FOR MEDICATION

- The parent/guardian must sign Pickens County Schools' request form medication letter and complete permission form for the prescribed medication granting permission for the child to receive medication at school.
- The parent/guardian must provide the school with the medication that is in a correctly labeled prescription bottle/container.
- The parent/guardian shall provide the list of side effects for the medication taken.
- The parent/guardian shall pick up student's medication at the end of the school year or it will be destroyed.
- The parent/guardian shall give the first dose of a new medication at Away in case of possible allergic reaction.
- The parent/guardian is responsible for and must bring all medications to the school.

SCHOOL'S RESPONSIBILITY FOR MEDICATION

- The lead nurse shall designate specific personnel who shall ensure the right student gets the right medication in the right dosage by the right route at the right time and is documented in the right way.
- The designated school personnel that is assigned to administer medication will follow the medication policy, medication protocol, and administer medication in a safe setting.
- The school personnel will only give medication to a student who has a chronic illness. The medication must be prescribed by the physician and provided in a new, sealed original bottle.
- The school personnel will administer a sample medication provided from the health care provider's office according to the written directions from the physician or health care provider.
- The school personnel will refuse to administer medication when there is any discrepancy i.e. label different from instructions, label is unclear, or label is torn. This medication will not be given until clarification is obtained.
- The school personnel will count all controlled drugs when they are received.

STUDENT'S RESPONSIBILITY FOR MEDICATION

- Students may self-medicate only when they have met the criteria for self-administration according to Pickens County Schools' Policy.
- Students who have doctor's orders to have medication on their person, i.e. Asthma inhaler, or EPI pen, will not share their medication with other students.
- Students will notify their teacher/school personnel at the onset of any distress or allergic reaction. The students will know where medication is kept and be familiar with personal action plan.

MILITARY INTERSTATE COMPACT AGREEMENT

All 50 states have signed the Interstate Compact on Educational Opportunity for Military Children. The goal of the compact is to replace the widely varying policies affecting transitioning military students. The compact leverages consistency:

- It uses a comprehensive approach that provides a consistent policy in every school district and in every state that chooses to join.
- The compact addresses key educational transition issues encountered by military families including enrollment, placement, attendance, eligibility, and graduation.
- Children of active duty members of the United States uniformed services, National Guard, and Reserve on active duty orders, and members or veterans who are medically discharged or retired for one year are eligible for assistance under the compact.

For more information regarding the application of the Military Interstate Compact Agreement, contact the Office of Prevention and Support Services.

Act 2022-90 "Children in military families may receive advanced enrollment if their parents are relocating to Alabama for active duty. The act will "[afford] the same opportunities for school assignment, selection of courses and sporting activities as those offered to resident students."

ALABAMA STATE DEPARTMENT OF EDUCATION

SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

School Year: _____-_____

STUDENT INFORMATION

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

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

☐ **No known drug allergies---if drug allergies list:** _____ Weight: _____pounds

PRESCRIBER AUTHORIZATION (To be completed by licensed healthcare provider)

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

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

Reason for taking medication: _____

Potential side effects/contraindications/adverse reactions: _____

Treatment order in the event of an adverse reaction: _____

SPECIAL INSTRUCTIONS:

Is the medication a controlled substance? Yes ☐ No ☐

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

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

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

Emergency Drug required during Bus Transportation Yes ☐ No ☐

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

Printed Name of Licensed Healthcare Provider: _____**Phone: ( )** _____-_____ **Fax:** _____-_____

Signature of Licensed Healthcare Provider: _____ **Date:** _____

PARENT AUTHORIZATION

I authorize the School Nurse, the registered nurse (RN) or licensed practical nurse (LPN) to administer or to delegate to unlicensed school personnel the task of assisting my child in taking the above medication in accordance with the administrative code practice rules. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed.

Prescription Medication must be registered with School Nurse or trained Medication Assistants. Prescription medication must be properly labeled with student's name, prescriber's name, name of medication, dosage, time intervals, route of administration and the date of drug's expiration when appropriate.

Over the Counter Medication must be registered with the School Nurse or Trained Medication Assistant, OTC's in the original, unopened and sealed container. Local Education Agency Policy for OTC medication to be followed:

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

SELF-ADMINISTRATION AUTHORIZATION

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

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

Signature of Parent: _____ **Date:** ____/____/_____ **Phone: ( )** _____-_____

Revised 2019

PROM
Students who attend prom will be juniors and seniors. Dates to the prom will be determined at the local school level. No one 21 years of age or older will be allowed to be a date for the prom. Students are not allowed to have children as escorts in senior lead-out.

PROMOTION/RETENTION PROCEDURES (Grades K-6)
Students in Grades 1-6 shall:

1. Maintain a grade of 70 or above in reading
2. Maintain a passing grade of 60 or above in all other academic areas

If retention of a K-6 student is contemplated, the following steps should be taken:
After the first nine weeks, the teacher shall begin remedial strategies/interventions with any student who is experiencing academic difficulties (failing grades).

Following the second grading period the classroom teacher and the Problem Solving Team shall review the student's overall performance (academic, social, attendance) during the first semester. The placement committee (principal, teacher, and appropriate staff member) shall meet to discuss the reasons for possible retention. Written notification to the parent/guardian will be sent along with the report for the second grading period.

Between February 1 and March 15, if retention is being considered the principal and teacher shall discuss the possibility in a documented conference with the parent/guardian and explain why retention is being considered. A second letter will be sent to the parent/guardian stating the possibility of retention.

Between March 15 and May 1, the teacher will provide follow-up information to the parent/guardian and to the principal as necessary. The teacher may seek input from any other certified faculty member who may work with the student. The teacher shall be receptive to the concerns of the parent/guardian and keep the principal informed of any parental feedback.

During the first week of May, the principal or designee will inform the parent/guardian, in writing, of his/her intentions regarding the retention of a student. The principal may request that the parent/guardian provide any additional information, which may have a bearing on the decision. The placement committee will make every effort to involve the parent/guardian in the decision-making process and have the parent/guardian agree with the decision. However, if no consensus can be reached the principal has the authority to make the decision.

No later than May 15, the principal shall inform the parent/guardian in writing of the final decision. Parental accord is suggested but not required. If the parent/guardian does not concur with the decision, he/she may appeal the decision in writing to the superintendent within five (5) days upon receipt of the final May notification. When a decision is made, a letter will be written to the parent and copied to the appropriate staff.

THE PRINCIPAL WILL FOLLOW BOARD POLICY IN MAKING DECISIONS REGARDING PROMOTION OR RETENTION FOR ALL STUDENTS INCLUDING KINDERGARTEN.

RETENTION/FAILURE PROCEDURES FOR COURSES (Grades 7-12)
If a grade 7-12 student is failing a course, the following steps should be taken:
After the first nine weeks, the teacher shall begin remedial strategies/interventions with any student who is experiencing academic difficulties (failing grades).

Following the second grading period the classroom teacher and the Problem Solving Team shall review the students overall performance (academic, social, attendance) during the first semester. The placement committee (principal, teacher, and appropriate staff member) shall meet to discuss the reasons for failure. Written notification to the parent/guardian will be sent along with the report for the second grading period.

After the third nine weeks grading period, if failure is being considered the principal and teacher shall discuss the possibility in a documented conference with the parent/guardian and explain why failure is being considered. A second letter will be sent to the parent/guardian stating the possibility of failure along with the last progress report in early May.

Students in grades 7-8 shall:
Pass six units that include math, social studies, science and Language Arts. Each semester grade will consist of two nine weeks grades and a semester exam. The final grade will consist of the 1st semester and the 2nd semester grade averaged together.

Summer school may allow students to complete credit recovery for a course that was failed. Students not placed in the next grade shall be expected to successfully complete work, in the subject failed, at a Pickens County Schools' approved summer school or a Board approved credit recovery program.

The following requirements apply to special education students (K-12):

1. Students who have been identified and are receiving services through the Special Education Program shall have an educational program developed through the Individualized Education Program (IEP) process.

2. Each student's IEP committee will determine the appropriate educational program for that student. This determination will include appropriate grade and course level program.
3. Unless determined otherwise, each student receiving services through the Special Education Program will meet the attendance requirements for all students. Any variation from the standard attendance policy will be outlined in the student's individualized education program.

THE PRINCIPAL WILL FOLLOW BOARD POLICY IN MAKING DECISIONS REGARDING PROMOTION OR RETENTION FOR ALL STUDENTS.

STUDENT SEARCHES

In order to ensure student and faculty safety, it may be necessary to conduct searches for illegal weapons or items as stated in Code of Conduct 3.11, and/or controlled substances that may be in violation of the law or the student code of conduct. Pickens County Schools may use metal detectors and/or periodic dog searches for illegal substances or weapons. Any student or property on school grounds (cars, lockers, purses, bags, etc.) may be subject to search by school authorities.

Pickens County School District believes that all children have the right to be in a school environment which promotes, enhances, strives to become, and maintains a drug-free student body and school system.

TEXTBOOKS

All textbooks issued are the property of the State of Alabama and the public school system and shall be retained for normal use only during the period pupils are engaged in the course of study for which the textbooks are selected. Textbooks issued to pupils may be used in the same manner and to the same extent as though such books were owned by the pupil; except that pupils must recognize their responsibility for the proper care of books checked out to them by observing the following practice:

1. Keeping the book clean outside and inside
2. Refraining from marking the book with pen or pencil
3. Keeping the pages free of fingerprints
4. Avoiding turning down, tearing, or otherwise damaging pages
5. Refraining from placing the book where it may become soiled or damaged by the weather

Parents and pupils must accept liability for any loss, abuse, or damage in excess of that which would result from normal use. For such loss or damage, the pupil will be assessed a fee adequate to replace the damaged or lost book. No textbook will be issued to any pupil until all charges for lost or damaged textbooks have been paid. All textbooks must be returned to the issuing school by the pupil when the pupil is promoted, transferred, or withdrawn from attendance.

UNSAFE SCHOOL CHOICE OPTION

1. Definitions: A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words "transfer option school," "TOS", or "TOS school" shall mean a "persistently dangerous school" as those words are used in the No Child Left Behind Act of 2001, **Public Law 107-110, Title IX, §9532**(a) and (b). For the purpose of this definition, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see **§ 13A-6-1, et. seq., Ala. Code 1975**); and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR).
2. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the LEA. The LEA shall notify the student's parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All LEA transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the LEA annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the LEA in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:
   - Step 1 Notify parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the LEA if another school is available.
   - Step 2 Complete the transfer for those students who opt to do so within 20 working days.
   - Step 3 Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the LEA's receipt of status.
   - Step 4 Implement the corrective action plan.

Once a school has been identified as a transfer option school, it can return to safe status by (1) completing Steps One through Four above and (2) completing two consecutive years with less than one percent (1%) of the student population or five (5) students (whichever is greater) expelled for violent criminal offenses as defined in its policy.

SCHOOL BASED MENTAL HEALTH SERVICES AND BEHAVIORAL SUPPORT

Pickens County Schools offers students and families with school based mental health services. Our goal is to provide the necessary supports and interventions in a timely manner to ensure that our students needs are being met and addressed effectively. The School Based Mental Health Coordinator (SBMHC) provides our students and families with adequate mental health services and resources that focuses on the whole child approach. The SBMHC coordinates services to address social/emotional, mental health, and wellness needs of students and families through collaboration with school-based and community mental health professionals. The coordinator also assists schools in the prevention, intervention, and post-vention of grief and/or suicide as needed to ensure the successful transition of all students within the District. Students may be referred to the SBMHC by any school employee as well as parents.

The SBMHC may provide short-term mental health interventions for students. For students/families that may need long-term, more intensive counseling services or additional services, the coordinator connects them with the appropriate community resource(s). The SBMHC works with students, families, teachers, and administrators to identify and address the social/emotional, mental health, and wellness needs of students through collaboration with school-based and community mental health professionals, including school counselors, and social workers. The SBMHC provide assessments to determine the social, emotional, and behavioral needs of students on a referral basis, coordinates effective intervention strategies that will lead to student success, coordinates additional mental health services, brief individual or group counseling, and conduct crisis interventions. The SBMHC works collaboratively with the Smart Clinic, Licensed Clinical Social Workers to identify high-risk students and implement appropriate interventions and follow up strategies. Smart Clinic Clinical Social Workers assist with intake to assess social, emotional, and other health risks, provide individual and family counseling, grief counseling, develop short/long term interventions, and conduct crisis inventions. If an emergency arises.

The Referral Process

Referrals are completed by any school staff or parent/guardian to the SBMHC. Once received the SBMHC makes a determination about who will provide services. This could be the SBMHC, Smart Clinic social workers, or the School Behavioral Support Teacher. The provider of services will have three to five days to make initial contact with the student. After contact is made, the service provider will complete the student follow-up form which must be given to the guidance counselor within thirty days of initial contact. If a treatment plan is necessary, the length of services will be provided on the follow-up document; however, if services are not necessary, it will also be indicated on this document. If medication is necessary, the school nurse will also be notified. If a student misses two scheduled sessions, the guidance counselor will be notified immediately in writing. When services are terminated, the guidance counselor will be notified of the last day of services.

Student Behavior Support

Pickens County Schools offers student behavior support. The goal of student behavior support services is to help students become better able to deal with their roadblocks to success. The student behavior support specialist assists schools in identifying the causes of the behavior, developing behavior plans and working with students and teachers to change behavior to acceptable alternatives. Students receive services that focus on strategies to increase self-control, problem-solving better ways to deal with their situation and appropriate conflict resolution, and coping skills to effectively manage emotions. For more information, parent(s) or guardians may contact their school counselors or use the information provided.

School Based Support Contact Information

Mrs. Geleisa Henderson
School Based Mental Health Coordinator (SBMHC)
Social Worker
Office: 205-367-2080 Ext. 711
Cell: 205-399-8552
Email: gillg@pickens.k12.al.us

Ms. Phyllis Portwood
Student Behavior Support Specialist
Office: 205-367-2080 Ext. 703
Email: portwoodp@pickens.k12.al.us

Pickens County Smart Clinics (Licensed Clinical Social Worker)

Reform Elementary Clinic – 205-375-2438
Pickens County High School Clinic – 205-375-2304
Gordo Clinic – 205-364-0284
Carrollton Clinic – 205-367-1115

Emergency Contact Numbers

Emergency- 911
Suicide Hotline- 1-800-784-2433 or 1-800-448-3000
Crisis Text Line- Text “Connect” to 741741
Indian Rivers Behavioral Health- 205-367-8032
SAMHSA (Substance Abuse and Mental Health Services Administration) National Hotline 1-800-662-HELP (4357)

PICKENS COUNTY SCHOOLS
REFERRAL FOR SCHOOL-BASED MENTAL HEALTH SERVICES

Child's Name: _____ Grade/Age _____

PLEASE PROVIDE YOUR CONTACT INFORMATION

Parent's Name: _____ Date of Referral: _____

Email: _____ Phone Number: _____

Members of the school problem-solving team may contact you to gather more information.

Does your child have an IEP or 504? _____

Does your child currently receive counseling services from a private provider? _____

Areas of Concern: (Please check all that apply)

☐ Academic ☐ Behavioral ☐ Emotional ☐ Family ☐ Social ☐ Other

Please Explain (and include how long this has been occurring):

What are you noticing about your child? (Please check all that apply)

- ☐ Anxious/fearful/Irritable
- ☐ Angry towards others/blames others
- ☐ Argumentative
- ☐ Avoids reminders of trauma
- ☐ Constantly moving/Jumpy
- ☐ Defiant
- ☐ Difficulty concentrating
- ☐ Difficulty sleeping
- ☐ Depressed/sad/irritable mood
- ☐ Disorganized
- ☐ Excessive worry
- ☐ Exposed to violence
- ☐ Grief/Loss
- ☐ Hopelessness/ negative view of future
- ☐ Impulsive
- ☐ Inattentive/distractible
- ☐ Interrupts/blurts out responses
- ☐ Loss of interest in activities/decreased motivation
- ☐ Low Self-esteem
- ☐ Nightmares/intrusive thoughts
- ☐ Physically aggressive
- ☐ Restless/appears to be on edge
- ☐ Sexualized play
- ☐ Specific fears/phobias
- ☐ Verbally aggressive

Other: Please Explain:

Comments: _____

_____

SUBMIT REFERRAL FORM TO YOUR SCHOOL GUIDANCE COUNSELOR OR SEND VIA EMAIL TO GILLG@PICKENS.K12.AL.US

STUDENT DRESS CODE

Pickens County Schools recognize the effect which student dress and grooming have on student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or that could present a health or safety problem is not appropriate.

With this in mind, the following rules concerning dress and grooming are mandatory for all students attending our schools. Students who fail to follow these rules will be subject to disciplinary action.

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 shall not interfere with the educational process of any Pickens County School.
2. Students shall be neat and clean at all times. An unkempt or sloppy appearance is not appropriate in the learning environment of the school.
3. Students shall wear clothing in the manner it was designed to be worn, i.e., clothing worn backward or inside-out, suspenders undone, are not allowed. Specifically, pants, worn too low without belts (low riders), too long, or excessively large clothing are not permitted.
4. Students shall not wear clothing that reveals the body in an inappropriate manner. (Examples: clothing that is too tight, too short, bare at the midriff, bare at the sides, sun dresses, “spaghetti strap” type tops and off-the-shoulder tops, low front or back tops, sheer or see-through clothing, etc.). Undergarments shall be worn in an appropriate manner and should not be visible.
5. All clothes shall be in a state of good repair, i.e., no holes, no cut-off shorts, etc.
6. Any clothing or other personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other suggestive or offensive writing shall not be permitted at school or any school-related activities.
7. Caps, hats, bandanas, sunglasses or other headwear shall not be worn during the regular school day.
8. Students shall not wear heavy metal chains, metal spiked apparel or accessories, etc.
9. Students shall be required to wear appropriate shoes to school at all times—no bare feet. No flip-flops, or house shoes are allowed. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed.
10. Any other unacceptable dress code violations shall be determined by the school administrator.

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

Clarified April 2022

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.

COURSE REQUIREMENTS		
English Language Arts	**Four credits to include:**	**Credits**
	English 9	1
	English 10	1
	English 11	1
	English 12	1
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits	**4**
Mathematics	**Three credits to include:**	**Credits**
	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
	Mathematics-credit eligible options may include: *Career and Technical Education*/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	One credit from:	
	Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	1
	Mathematics Total Credits	**4**
Science	**Two credits to include:**	**Credits**
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	Science-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	Two credits from:	
	Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	2
	Science Total Credits	**4**
Social Studies	**Four credits to include:**	**Credits**
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
	Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Effective with the 2018-2019 school year, students are required to earn a passing score on the *Civics Exam*	
	Social Studies Total Credits	**4**
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	1
Health Education		0.5
Career Preparedness		1
Arts Education and/or Career and Technical Education (CTE) and/or World Languages		3
Electives		2.5
	Total Credits	**24**

** Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.*

*** Effective with the graduating Class of 2022 the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.*

HONOR GRADUATES

In order for a student to be selected as an Honor Graduate she/he must have completed, or be enrolled in, and have earned cumulative grade average of 90 or above (not rounded) in the following courses:

9th – 12th	Advanced level English
9th – 12th	Advanced level Social Studies
9th – 12th	Advanced level Sciences
9th – 12th	Advanced level Mathematics

Candidates for Honor Graduate selection must be on track with an Alabama Diploma with Advanced Endorsement. Grades will be computed at the end of the third nine weeks grading period of the student's senior year and after spring dual enrollment grades have been posted. All credits earned for this computation must be earned in the regular school year programs, Dual Enrollment Courses, or approved On-line coursework.

Selection of the class Salutatorian and Valedictorian shall be made from the list of Honor Students. Candidates must have been enrolled at the high school for one full academic year prior to graduation.

Cords for Pictures, Honor's Day, and Graduation

1. Cords must be awarded by the home school (Aliceville High School, Gordo High School, or Pickens County High School), Pickens County College and Career Center, or colleges that have a program at the school (Bevill State Community College, Stillman College, and the University of Alabama).
2. Students may not decorate their caps, stoles, or any other additions to the cap and gown.
3. Students must have bills paid to participate in the graduation ceremony.
4. Students must attend graduation practice to participate in the graduation ceremony.
5. Students must purchase their cap and gown. They may not use one from a prior year.

Honor Students

- Students will not qualify as an honor student if they drop or fail a dual enrollment class and the credit or half credit must be recovered by Edgenuity.

CAREER TECHNICAL COLLEGE AND CAREER READINESS INDICATORS

1. Career and Technical Education (CTE) Program Completer

To meet the CCR Indicator as a CTE completer, a student must earn three (3.0) credits with the grade of a "C" or higher in CTE courses that are part of an approved CTE program of study, including the following additional requirements:

1. Only credits earned by completing coursework listed in the current CTE Program Guides will be counted.
2. Each credit earned must have a final grade of "C" or higher.
3. Earn a maximum of one (1.0) credit earned by completing an approved CTE Program Foundation course, where appropriate, may be counted (Career Prep can only be counted as a foundation course in Business Management Administration, Marketing, or Finance).
4. Earn a minimum of one (1.0) credit by completing an approved CTE Program Concentrator course.
5. Earn one (1.0) additional credit by completing of an approved CTE Program Concentrator course or earn one (1.0) credit by completing one of the following approved CTE Program Capstone course(s):
   A. Earn one credit through completion of an authentic Work-Based Learning (WBL) experience in the field of study or a closely related field of study that meets Alabama State Department of Education WBL requirements. (e.g., Internship, ANFR Supervised Agricultural Experience [SAE], Cooperative Education In-field Placement or closely related field).
   B. Earn one credit through completion of an approved CTE Cluster Lab Course that meets specific guidelines related to hours and activities.
   C. Earn one credit through completion of an approved CTE Cluster Pathway Project Course that meets specific guidelines related to hours and activities.

2. Career Readiness Indicators (CRI)

Career Readiness Indicators (CRI) are credentials/certifications made available to all students enrolled in a program where career and technical skill proficiencies are aligned with industry recognized standards. CRIs may not be available for all programs. Credentials provide proof that the student possesses the minimum skills required for entry-level employment. Testing occurs at the discretion of the LEA Career and Technical Director depending on student readiness. Pre-assessments are required. The method for determining the readiness of students to attempt certification exams is driven by program data, classroom performance, and skill acquisition within the student's pathway.

DUAL ENROLLMENT

The Board recognizes that certain high school students may be allowed to enroll in postsecondary institutions in order to earn dual credits for a high school diploma and a postsecondary degree. The following provisions shall apply to students seeking admission to dual enrollment/dual credit programs **or Advanced Placement courses** sponsored by the Pickens County Board of Education.

- Students must be in the 10th, 11th, or 12th grade for Dual Enrollment credit.
- Students must take state-approved college placement tests for college level English, Speech, and Math (ACCUPLACER).
- Academic students must have a minimum cumulative (unweighted) grade point average of 2.5 on a 4.0 scale for Dual Enrollment Credit.
- Career technical education students must have a minimum cumulative (unweighted) grade point average of 2.0 on a 4.0 scale for Dual Enrollment Credit for Welding and Pipefitting; however, they must have a minimum cumulative (unweighted) GPA of 2.5 on a 4.0 scale for Dual Enrollment Credit for Computer Science, Electrical Systems Technology, and Urban Forestry. (These are the CTE Dual Enrollment classes taught at P4C.)
- All CTE dual classes require a 2.5 GPA for scholarship eligibility.
- To maintain continuous eligibility, a student must earn a "C" or better in all attempted college courses.
- Students who fail to meet this minimum GPA or withdraw from a course could be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer term.
- The two-year college system has incorporated an appeals process for students who do not meet the continuous eligibility criteria. The appeal must be approved by the instructor and P4C administration.
- Courses taken must be college level; remedial college courses shall not meet the requirements of the dual enrollment program.
- Dual classes are considered to have weighted grades. When calculating the grade point average on a 4- point scale at the high school level, a +.50 is the GPA point addition for the standard calculation. When calculating the grade point average on a 100- point scale at the high school level, a +10 is the GPA point addition for the numerical calculation.

The following postsecondary courses are approved as credit-eligible options that satisfy graduation requirements for the Alabama High School Diploma. These are the postsecondary courses presently taught at P4C.

POSTSECONDARY COURSE	HIGH SCHOOL COURSE
English Composition 1 (Eng 101)	English 11 and/or English 12 (Advanced)
English Composition II (Eng 102)	English 11 and/or English 12 (Advanced)
Intermediate College Algebra (Mth 100)	Senior Math Requirement (Standard)
Precalculus Algebra (Mth 112)	Senior Math Requirement (Advanced)
Mathematical Applications (Mth 116)	Senior Math Requirement (Standard)
Principles of Biology I (Bio 103)	Jr. and/or Sr. Science Requirement (Advanced)
Principles f Biology Ii (Bio 104)	Jr. and/or Sr. Science Requirement (Advanced)
Human Anatomy & Physiology I (Bio 201)	Jr. and/or Sr. Science Requirement (Advanced)
Human Anatomy & Physiology Ii (Bio 202)	Jr. and/or Sr. Science Requirement (Advanced)
United States History I (His 201)	US History I (10th History) (Advanced)
United States History Ii (His 202)	US History II (11th History) (Advanced)
Music Appreciation (Mus 101)	Arts Elective (Advanced)
General Psychology (Psy 200)	Psychology Elective (Advanced)
Human Growth & Development (Psy 210)	Psychology Elective (Advanced)
Fundamentals Of Public Speaking (Sph 107)	Speech Elective (Advanced)

Costs
All costs associated with attendance of such programs and exams shall be borne by the student.

CREDIT RECOVERY

In accordance with the new guidelines released by the Alabama State Department of Education, the Pickens County School District will offer students who have failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target **specific knowledge and skill deficits** instead of requiring students to repeat the entire course. Students who qualify may contact their school's counselor to enroll in the Pickens County Schools Credit Recovery Program. If accepted into the program, students will complete Credit Recovery courses aligned to the Alabama Course of Study standards using district approved computer software and ACCESS.

Student Failure Reports
Teachers that have students with failing grades in courses that are necessary for graduation will be required to submit a student-specific report which identifies course standards that were not met in the applicable grading term. (See Attachment B). These reports may be used in combination with course and skill-specific diagnostic tools provided through software vendors and/or school or school-system assessments, **all of which must be aligned with the Alabama Course of Study content standards for the course being pursued through Credit Recovery**.

Student Eligibility, Admission, and Removal
In order to be accepted into the Credit Recovery Program, students shall:

- Have an overall average of 40 or higher in the course they seek to recover credit.
- Not have lost credit due to violation of the non-compliance policy (excessive unexcused absences).
- Have completed at least one calendar year of academic work at the 9TH grade level.
- Completed an application signed by both students and parents/guardians. (See Attachment A)
- Provide their own transportation to Credit Recovery classes when attending the after school sessions.
- Complete a registration form after being accepted in the Credit Recovery Program (See Attachment C)

Students may be removed from a Credit Recovery Program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements.

Credit Recovery Program Authorization and Operation

- Classes will take place at Pickens County School District high schools.
- Classes at each location will be conducted by contracted personnel.
- Credit Recovery programs will be held during and after school
- Credit Recovery program offerings may be limited by the availability of space, teachers, or appropriate computer-based content for specific courses. There is no guarantee that all courses required for graduation may be served by a credit recovery program.
- Credit recovery may be offered during the summer at a fee to be determined.
- Students who are pursuing NCAA eligibility must meet course semester requirements, i.e., hours of instruction and time on task.

Teachers working with students in Credit Recovery programs must be certified in the content area they are teaching or in one content area if they are facilitating a software-based program. In situations where online courses are being utilized, an approved adult employee of the school system may be used as a facilitator.

Instructional Content and Curriculum
Instruction may be delivered through a combination of computer-based instructional software and targeted small-group instruction supervised and managed by an approved adult board employee. Credit Recovery teachers will receive training pertaining to effective course organization and operational management of the applicable computer-based instructional software.

An individual student prescription will be developed by the Credit Recovery teacher based on failure reports completed by the student's teacher of record and skill-specific diagnostic tools which are offered by the computer-based instructional software or other approved assessments. The Credit Recovery teacher will use his or her professional judgment of this data along with any further diagnostic device deemed necessary to develop a prescriptive plan for specific standards for remediation targeted to individual students.

The student must complete his or her individual remediation plan within the published operating dates and hours of the Credit Recovery Program. Students may attempt to recover multiple credits, but one credit must be completed before attempting the next.

Instructional assignments, whether computer-based or teacher-based, will be aligned with the Alabama academic content standards approved by the Alabama State Board of Education.
Students will be released from the Credit Recovery Program upon successful completion of individual remediation plans regardless of the number of hours of instruction.

Grades and Credit
Students who successfully pass the master level assessment for a course with a grade of 75 will receive a numerical grade of 70% and earn one Carnegie unit of credit.

Grade forgiveness will be used, whereby the original failing grade is replaced by the Credit Recovery grade for computing grade-point averages. The original failing grade must remain on the transcript.

In the event that issues not addressed above arise, the principal will have the final authority to make decisions related to Credit Recovery.

CREDIT ADVANCEMENT
The program allows students who already know most of the standards taught in a particular course to prove mastery of course content by successfully completing a pretest and posttest in that subject. Students may attempt credit advancement in math, English, science (excluding biology, physical science and chemistry as directed by the ALSDE), social studies and elective classes. Students will complete the exams for Credit Advancement using an approved computer-based program which is aligned to the Alabama Course of Study standards.

Student Eligibility
In order to be accepted into the Credit Advancement Program, students shall:

- Be a rising ninth grade through twelfth grade student in the Pickens County School District.

- Have completed an application signed by the parent or guardian, the student, the high school counselor, and high school principal.

Location and Availability

- Credit Advancement exams will be given at Pickens County School District high schools.
- Credit Advancement exams will be administered by contracted personnel.
- Credit Advancement exams can be taken within the first five days of each semester, the last ten days of each semester, and during the month of June.
- Students should contact their school counselor to schedule an appointment to take credit advancement exams.
- There is not a limit on the number of credits a student can earn through credit advancement; however, students will be permitted to only take credit advancement one time per course.
- There is no fee to participate in credit advancement.

Requirements for Earning Credit

In order to receive credit:

- The student will take a pretest for the course.
- If the student earns at least an 85% on the pretest, then he/she will take a comprehensive posttest.
- If the student earns at least an 85% on the posttest, then he/she will receive credit for the course.
- If the student earns below an 85% on the pretest, then an individualized learning path with state standards-aligned direct instruction will be assigned to the student through the approved computer-based program or ACCESS program.
- Once the student has completed all prescribed modules, then the student will be given one opportunity to retake the posttest.
- If the student earns at least an 85% on the post retake test, then he/she will receive credit for the course.

Grades and Credits

The numeric grade received on the posttest will serve as the final grade and will be posted directly to the transcript where it will be designated that the grade was earned through credit advancement. Credit advancement courses are not weighted.

Admission and eligibility requirements of various organizations are subject to change, and it is the student's responsibility to consult with outside organizations such as universities, the Alabama High School Athletic Association, NCAA, etc. to determine how credits earned through this program might affect eligibility, admissions, or status.

Any credit obtained for a course through this program is not approved by NCAA.

VIRTUAL EDUCATION PROGRAM

Virtual education or online learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Courses are offered via the internet. The courses offer a flexible pace, schedule, and location.

The student will have a virtual education facilitator at each local school as well as the Guidance Counselor who are responsible for teaching and monitoring student achievement. Students will be able to communicate with their virtual facilitator regarding course content by phone, through email or interactive online tools.

Scope and Delivery

The Board provides a virtual education option for grades 9-12 that includes, at a minimum, all courses that are needed to obtain a high school diploma. Each student and their parent(s) will develop a customized learning plan with an administrator and/or counselor that allows teachers to utilize the system's instructional policies and procedures, Alabama's College and Career Standards, best practice frameworks, state assessments and PLAN 2020 when developing and building lessons and facilitating classes.

Students work at their own pace with the instruction and support from the Alabama State Department of Education's ACCESS program and/or our district approved Learning Management System, computer-based learning. Instruction is delivered through non-traditional virtual facilitation. All Pickens County School courses are accredited and approved by the Pickens County Board of Education.

Eligibility Criteria

Students who meet the following requirements are eligible to participate in the virtual education program:

- Enrolled in Pickens County Schools
- Provide their own computer, Internet access and an email account. Computer and internet access are not provided by the local school or district.
- Compliance with the District's Internet Acceptable Use Agreement
- Successfully complete a district-defined virtual education orientation course
- Meet any eligibility requirements of the Alabama State Department of Education's ACCESS program, if applicable.
- Meet school system enrollment requirements for the course in question including, but not limited to, successful completion of any prerequisite courses.

- Have and maintain an overall 2.0 GPA
- Demonstrate a proficiency in reading/comprehension and computer navigation skills
- Provide their own transportation to and from the local school for conferences, unit and semester tests, as well as all Alabama State Department of Education mandated assessments.
- Students will be required to schedule tests with the local school counselor.

Monitoring Guidelines and Testing Protocol
Our Virtual Education option is governed by the policies and procedures of Pickens County Schools. All policies adopted by the Pickens County Board of Education and all applicable administrative code and laws adopted by the State Board of Education and Alabama Legislature are applicable (to the extent that they are not otherwise waived pursuant to the Alabama Accountability Act of 2013). All policies and procedures adopted by the Pickens County Board of Education apply to the Virtual Education option unless expressly stated within this policy.

Individual student performance will be monitored pursuant to the school system's traditional academic credit requirements and grade scale. Students utilizing the virtual education option will be subject to all state testing and accountability requirements and will be subject to the same rules and regulations regarding the administration of such tests applicable to traditional public school students enrolled in the traditional public school.

The Superintendent is hereby authorized to take whatever action may be necessary to facilitate the state testing and accountability requirements applicable to virtual education students. The school system reserves the right to require students utilizing the virtual education option to participate in state testing and accountability requirements on campus at a date and time selected by the school system.

Course assessments are a part of online courses. If an assessment needs to be proctored, it must be proctored at the local school. Students in Grades 3-12 taking virtual education (online) courses are required to participate in the Alabama State Department of Education assessments: ACAP Summative, ACAP Alternate, ACCESS for ELL, PreACT, ACT Plus Writing, and ACT WorkKeys. Students will be able to take the assessments at his/her local school during the testing window.

Withdrawal
Pickens County Schools strives to ensure that our traditional, blended, and virtual teaching and learning models offer the best educational placement for each student enrolled. When in the best interest of the student, students will be withdrawn from underperforming classes and enrolled in a more appropriate placement option. Withdrawal reasons include, but are not limited to, the following:

1. During the first three weeks of the semester, the student has made no significant progress in his or her course(s),
2. The student has extensive, documented, blended or virtual truancy issues and needs the accountability of daily physical attendance at a traditional setting or school,
3. The student is no longer attending a Pickens County School,
4. The student no longer qualifies for enrollment because of the 2.0 GPA requirement.

Students not actively participating in the blended or virtual course(s) during the first three weeks of the semester will be transitioned back to their zoned school. Full-time students utilizing blended and virtual classes and no longer meeting the GPA requirement will be withdrawn from those classes, at the end of the semester, and transitioned back to the zoned school or placed in face-to-face classes at his/her local school. Full-time students with extensive blended or virtual truancy will be transitioned back to the zoned school or placed in face-to-face classes at his/her local school at the end of the six-week grading period. When the student is withdrawn and transferred to another school, the local school administrative staff will communicate with the new or previous school regarding the transfer.

Attendance
Attendance in online programming is performance based. It is measured not only by logging into the course(s) but by successful submission of completed coursework and participation in course activities, such as discussions and communication with the online facilitator.

Non-traditional attendance is measured through the completion of lessons/assignments consistent with the student's customized learning plan, and developed for students in every course that includes the due dates for each assignment. Students are required to remain on-pace and complete all assignments with a minimum score of 70%, to be considered present and attending, as well as to progress in the course.

WORK-BASED LEARNING PROGRAM
Work-Based Learning provides twelfth grade students with educational opportunities that typically cannot be replicated in the classroom. Work-Based Learning is a structured component of the Career and Technical Education (CTE) curriculum that integrates classroom instruction with productive, progressive, supervised, work-based experiences/apprenticeships (Paid) and internships (Unpaid), related to students' career objectives. Content is planned for students through a cooperative arrangement between the school and employer as a component of work-based learning and an understanding of all aspects of the industry that the student is preparing to enter. Students must be at least 16 years of age, must be classified as 12th grade students, must be on track for graduation, and must be physically and mentally capable of performing the "essential functions" of the desired work-based experience. Students must also have completed the required prerequisite course, Career Preparedness, and have acceptable attendance, grade, and discipline records.

The Coordinator will ensure that all placements enhance the students' career objectives and adhere to Federal and Alabama Child Labor Laws. Students may be employed at businesses or industries where immediate family members will be acting as their supervisor. Students may not be

employed in any hazardous occupation, as defined by Federal and Alabama Child Labor Law. Students' progress will be evaluated at the training site by the employer with information reported to the students' teacher/coordinator.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?
Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?
The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where the cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

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

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

For more important information on this and other vaccine recommendations, see the district website OR go to:
www.adph.org/immunization

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Pickens County Schools continue to remain in compliance with EPA's Asbestos Hazard Emergency Response Act of 1986. The school system has conducted three year re-inspections in accordance with the AHERA Act in March of 2007. Six month periodic surveillance and training of new employees will continue.

The asbestos management plans are on file at the Main Office and at each school. They are available for review during normal business hours. If you have questions, please contact Mr. Rufus Wilkins the LEA Designated Coordinator, at 205-367-8009.

DEPARTMENT OF SPECIAL SERVICES

The Department of Special Services is composed of three programs: (1) Special Education (2) School Nurse Services and (3) Gifted Education. These programs offer a variety of services to parents and students in an effort to enhance student learning in Pickens County.

The **Special Education Program** is designed to identify students with disabilities, ages three through twenty-one, and due to the nature of the disability, require an individualized educational program. There are certain federal and state regulations, which govern the provision of special education services.

The **School Nurse Services Program** is designed to provide direct and indirect health and health education services to parents, students, and school personnel. The school nurse works with a variety of agencies in Pickens and Tuscaloosa County to coordinate appropriate health services to the schools in the county.

Gifted Education – Gifted education is provided through the Special Education Program. The following information describes the Gifted Education Program. Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the counselor at your child's school.

Department of Special Services Personnel
Ms. Alesia Williams Gill – Administrator
Mrs. Kim Clark- IEP Coordinator
Mrs. LaShana Lark McDougle – Lead Nurse
Mr. Gene Tilley- Teacher of the Gifted

NOTE: If you know or have reason to think your child may require the services of the Department of Special Services, please contact any of the department's personnel at (205) 367-2064. Students referred for special education services have certain rights. For a copy of these rights, please call 205-367-2064.

FEDERAL PROGRAMS

The **Title I Program** is designed to provide additional assistance to those students who are at-risk for school failure. This is accomplished by a variety of instructional intervention strategies. Each school participating in the countywide Title I program individualizes the local program through the development of a Title I school plan.

The **Safe and Drug Free Schools Program** is designed to provide students with a safe school environment and to educate students regarding the dangers and pitfalls associated with the illegal use of drugs. Educational activities are provided to both students and school personnel.

The *Every Student Succeeds Act* (ESSA), which reauthorizes the *Elementary and Secondary Education Act of 1965* (ESEA), eliminates the "Highly Qualified Teacher" provisions under the *No Child Left Behind Act of 2001* (NCLB).

With the enactment of the ESSA, the terms "highly qualified teacher" and "highly qualified paraprofessional" will no longer be in effect in Alabama beginning August 1, 2016. Therefore, effective August 1, 2016, the Educator Certification Section will no longer issue highly qualified teacher status to holders of valid Alabama certificates.

Title I Certification and Licensure Requirements and Parents Right to Know

Under ESSA, Sec. 1112(c)(6), each local educational agency (LEA) supported with Title **I** funds will ensure that all teachers and paraprofessionals working in a program supported under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

Please also note that under ESSA, Sec. 1112(e)(1)(A), at the beginning of each school year, each LEA supported with Title I funds shall notify parents that **they may request,** and the LEA will provide on request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including:

1. Whether the student's teacher:
   - Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
   - Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
   - Is teaching in the field of discipline of the certification of the teacher.

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications, including state requirements:
   - Secondary school diploma or its recognized equivalent.
   - Completed two years of study at an institution of higher education.
   - Obtained an associate's (or higher) degree.
   - WorkKeys Assessment.

3. ESSA, Sec. 1112(e)(1)(B), additional information. In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part **shall provide** to each individual parent of a child who is a student in such school, with respect to such student:
   - Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.
   - Timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Federal Programs Department
Mrs. Vanessa D. Anthony, Associate Superintendent/Administrator of Federal Programs
Telephone Number – (205) 367-2086
Ms. Anissa Ball – Administrator of Student Services/Parent and Family Engagement
Telephone Number – (205) 367-8195

SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- ✓ have your child receive a free and appropriate public education without discrimination and regardless of the nature or severity of his/her disabling condition;
- ✓ have the school district advise you of your rights under federal law;
- ✓ receive notice with respect to identification, evaluation, or placement of your child;
- ✓ have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options;
- ✓ have your child educated in facilities and receive services comparable to those provided non-disabled students;
- ✓ have your child receive services that are commensurate to the services provided to meet the educational needs of non-disabled students. This includes the right to be educated with non-disabled students to the maximum extent appropriate and reasonable accommodations made by the school district to provide your child equal opportunities to participate in school and school-related activities and in non-academic and extracurricular activities;
- ✓ have your child receive educational and related services without cost except for those fees that are imposed on non-disabled persons or their parents or guardians;
- ✓ examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
- ✓ a response from the school district to reasonable request for explanations and interpretations of your child's records; and
- ✓ request an impartial hearing and, if necessary, a subsequent review of the decision if your do not agree with the decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the local school principal.

Mrs. Vanessa Anthony, 504 Administrator (Pickens County Schools, 377 LaDow Center Circle, Carrollton, Alabama 35447) is responsible for assuring that the school system complies with requirements outlined in Section 504 concerning students with disabilities.

Notification of Rights Under FERPA for Elementary and Secondary Schools

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

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

Parents or eligible students should submit to the School principal (or his/her designee) a written request that identifies the record(s) they wish to inspect. The principal or principal's designee 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 to the extent that FERPA authorizes disclosure without consent.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(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
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*—
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
    1. Protected information surveys of students;
    2. Instrument used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

Pickens County Schools' will protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Pickens County Schools' will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

Pickens County Schools' will also directly notify parents and eligible students, such as through U.S. Mail or email, before conducting the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Pickens County Schools', with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pickens County Schools' may disclose appropriately designated "directory information" without written consent, unless you have advised the System to the contrary in accordance with System procedures. The primary purpose of directory information is to allow Pickens County Schools' to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets such as for football, showing weight and height of team members.

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

If you do not want Pickens County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the System in writing by August 31, 2018. We have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution attended
- Dates of attendance
- Grade level

STATEMENT OF NON-DISCRIMINATION
It is the official policy of the Pickens County Board of Education that no person shall on the basis of age, sex, race, religion, national origin, ethnic group, limited English proficiency or disability, be denied, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any course, program or activity. Equal access will be provided to the Boy Scouts and other designated youth groups.