

WASHINGTON COUNTY SCHOOL SYSTEM 2025-2026 PARENT AND STUDENT HANDBOOK

WASHINGTON COUNTY MISSION STATEMENT

The mission of the Washington County Board of Education is “Excellence in Education for All Students”. Our district seeks to provide programs and learning venues that promote academic achievement, career technical opportunities, and holistic growth for each student.

WASHINGTON COUNTY VISION STATEMENT

Student Success Through Excellence in Education

**Alabama’s First County
Founded June 4, 1800**

Curtis Kirkland, Superintendent

Board Members:

Robert Crouch, Dewayne Byrd, David Dees, Stanton Hendry, and Horace Thomas

WASHINGTON COUNTY BOARD OF EDUCATION'S NOTICE OF

ANTIDISCRIMINATION

It is the official policy of the Washington County Board of Education that no person in Washington County shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. The Washington County Board of Education will provide equal access to the Boy Scouts of America and other designated youth groups. It is the policy of the Washington County Board of Education to comply with the Family Educational Rights and Privacy Act (FERPA) that affords parents and students over 18 years of age certain rights with respect to the student's educational records.

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Academic Requirements are established in the handbook, which in effect begins with the students' 9th-grade year.

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CODE OF STUDENT CONDUCT

INTRODUCTION

The Washington County Board of Education believes that instruction should take place in an environment conducive to learning. Effective instruction requires order and discipline. This may be described as the absence of distractions and disturbances that interfere with the effective functioning of the student, the class, and the school. It is also characterized by a friendly yet businesslike atmosphere, in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

As students progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions.

It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures identified in this Code of Student Conduct shall apply to all students in grades K-12.

To assist students, parents, administrators, and faculty in maintaining such an environment, the Code of Student Conduct is designed to accomplish the following:

- Describe the roles of the home, the student, and the school.
- Identify student responsibilities and rights.
- Define formal disciplinary actions.
- Standardize procedures for administering formal disciplinary actions.
- Identify classifications of violations and describe procedures for disciplinary action.
- Explain due process procedures.

EMERGENCY SCHOOL CLOSING

In the event of a school closing for any reason, the Washington County School System's Central Office will notify the media to broadcast or televise details of the situation. Notification will be posted on our WCBE District Facebook page, and the School Messenger system will place a call to all parents/guardians. **Please update your child's school with any address and/or phone number changes during the school year.**

BOARD MEETINGS

The regularly scheduled meeting of the Board of Education will be held as advertised. This schedule is available on the District website at wcbek12.org.

FIELD TRIPS AND EXCURSIONS

Field trips and excursions are extensions of classroom instruction, providing worthwhile learning opportunities for students to participate in unique and enriching educational experiences. School administrators and teachers shall develop systematic procedures for ensuring that all trips away from the school provide optimal learning opportunities for students. The following minimal procedures shall be adhered to when conducting field trips and excursions away from school:

1. Students shall be expected to exhibit good behavior and shall be subject to the same code of conduct applicable to regular classroom activities.
2. Students must have a Field Trip Parental Permission Form signed by their parents or guardians on file with school officials prior to departing on each school-sponsored field trip. Exception: a "blanket" permission form will be applicable for such trips that are scheduled in advance and on specific dates, i.e., athletic events, etc. **Students not submitting a signed permission form SHALL NOT be permitted to participate in such activity.**
3. Behavior and/or academic records can affect a student's ability to participate in field trips or excursions.

SCHOOL OPENING AND CLOSING TIMES

Start and End times for each school shall be posted on the school's Facebook page. The times established for the opening and closing of the schools of the School System are fifteen (15) minutes prior to the time students are to report to homeroom/first class and fifteen (15) minutes after the last class period each day. School personnel should not and are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above.

By presenting this policy, the Board hereby notifies parents/guardians that school personnel are not available to assume responsibility for students who arrive on a school campus before and remain after the transportation provided by school system-owned buses.

Parents/guardians are expected to take responsibility for ensuring that their children arrive before the school opens and are picked up after the school closes within the time frames noted above. If, for any reason, parents are unable to comply with the noted times, a conference should be scheduled with the principal to discuss the matter.

EMERGENCY DRILLS

Emergency Drills are held in each school at least once per month during the school year.

Tornado Watch – In the event a tornado watch is issued for areas in which a school of the School System is located, the principal or designees of that school shall take all actions as specified on the approved Civil Defense plan. When a tornado watch is in effect at the conclusion of the normal school day, students will be released via regular dismissal and transportation plans.

Tornado Warning – In the event a tornado warning is issued for areas in which a school of the School System is located, the principal or designees of that school shall take all actions as specified in the approved Civil Defense Plan. Under a tornado warning, students shall not be released via regular transportation plans (i.e., carpools, private vehicles, etc.) provided the warning is in effect at the time set for concluding normal school day activities; except that students may be released during a tornado warning to students' parents/guardians at the end of the school day, provided said parents/ guardians come to the school and assume custody of their children.

SCHOOL LOCKDOWN

In the event school officials deem a situation an emergency, they will have the right to issue a school lockdown.

COUNSELING SERVICES

Counselors are available in your child's school. Guidance and counseling personnel help students to become independent problem solvers. Counselors care, listen, guide, and support students. Every school will have access to a counselor. The counselors will work with students in the areas of PERSONAL/SOCIAL DEVELOPMENT, EDUCATIONAL DEVELOPMENT, and CAREER DEVELOPMENT. They will work with students individually, in small groups, and in the classrooms. Counselors will also consult with parents and teachers to provide students with the best possible assistance. Counselors will coordinate services with school resource personnel and community agencies to obtain specialized help for your child's development. Please do not hesitate to contact a counselor assigned to your child's school.

PLANNING FOR COLLEGE

Students planning to attend college should be aware that many colleges require an entrance exam for admission and/or scholarship selection. The entrance examination most used by colleges in the Southeast is the test of the American College Testing Program (ACT). The enhanced ACT contains four curriculum-based tests that measure academic achievement in the areas of English, Mathematics, Reading, and Natural Sciences. The four tests are measures of academic development that rely largely on students' skills in applying the content knowledge and reasoning skills acquired in their coursework. The ACT is given in a three-hour morning session on various test dates.

DRIVER'S LICENSE/LEARNER'S PERMIT AND SCHOOL ATTENDANCE

Only legal drivers with proof of valid insurance will be permitted to operate a motor vehicle on campus. Legislation requires school attendance by persons 16-19 years of age as a prerequisite for the issuance of a driver's license/learner's permit by the State of Alabama for the operation of a motor vehicle. School attendance standards may be met by enrollment in a school or General Educational Development (GED) program, or a job training program approved by the State Superintendent of Education. **A point system is now used to issue the Form needed for the Permit Test or Driver's Test, which was instituted through Taylor's Law (Act 2009-713, p. 2095)**

PENALTY PROVISIONS OF THE ACT ENROLLMENT, SCHOOLING, EMPLOYMENT PROVISIONS

Section 1 of the Act states, The Department of Public Safety shall deny the issuance of a driver's license/learner's permit or the renewal of a driver's license to operate a motor vehicle to any person under the age of 19 who does not, at the time of application present a diploma or other certificate of graduation from a secondary high school or documentation that the person:

1. Is enrolled in a secondary school, or
2. Is enrolled and making satisfactory progress toward the GED certificate, or
3. Is participating in an approved job training program approved by the State Superintendent of Education, or
4. Is gainfully and substantially employed, or
5. Is a parent with care and custody of a minor or unborn child, or
6. Has a physician's statement that the parents of the person depend on him/her as their sole source of transportation, or
7. Is exempt from this requirement based on statute 16-28-1 of The Code of Alabama.

SUSPENSION OF CURRENT DRIVER'S LICENSES/LEARNER'S PERMITS

Furthermore, individuals 16 years and older who hold driver's licenses or learner's permits and withdraw from school or are absent for 10 consecutive days or a total of 15 days for unexcused reasons during a semester shall be reported by school authorities to the

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Department of Public Safety. The Department of Public Safety shall notify persons that their driver's licenses/ learner's permits will be suspended on the 30th day following notification unless reenrollment occurs, or one of the other conditions is documented.

OPERATIONAL PROCEDURES:

PRINCIPALS' RESPONSIBILITIES

1. Principals or their designees shall provide students with information relative to the Act and procedures for compliance.
2. Principals or designees shall complete the appropriate section of the "Student Enrollment/Exclusion Status Form" at the request of students enrolled in their schools. Principals or designees should provide students with information relevant to completing the section of the form applicable to them; however, it is the responsibility of the student, parent, or guardian to secure signatures, documentation statements, etc., for the GED and Exclusion Status Sections.
3. Principals or designees shall complete and transmit the "Department of Public Safety Notification Form" on each student who drops out or is absent from school for 10 consecutive days or 15 days total for unexcused reasons during a semester.

OPERATIONAL PROCEDURES:

STUDENT RESPONSIBILITIES

1. Students, 15-19 years of age, who are enrolled in a school of the School System and desire to acquire their driver's license/learner's permit should obtain a "Student Enrollment/Exclusion Status Form" at the office of the school in which they are enrolled prior to going to the Department of Public Safety. Students should complete the name and personal information section of the form and request that the principal or their designee complete the applicable section of the form.
2. Persons, 15-19 years of age, who are not enrolled in a school of the School System and desire to acquire their driver's license/learner's permit should obtain a "Student Enrollment/Exclusion Status Form" at the office of the school they previously attended or at the Central Office prior to going to the Department of Public Safety. Such persons should complete the name and personal information section of the form, request that the principal of the school previously attended complete their applicable section of the form, and then contact the appropriate agency or individual to complete the other applicable sections.

OPERATIONAL PROCEDURES:

PARENT/GUARDIAN RESPONSIBILITIES

In an effort to implement and communicate the basic principle of the Act, the Board endorses the following operational procedures:

Parents/guardians and students shall be informed of the intent of Act 93-672 and Section 16-2812 of The Code of Alabama through the printing of its basic principles in student handbooks and/or in school newsletters. Such information should be communicated at the beginning of each school year.

PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN'S CONDUCT AND ATTENDANCE

The Board hereby advises parents/guardians of their responsibility for the conduct and attendance of their child(ren) based on Legislative Act 93-672, which amends Section 16-28-12 of The Code of Alabama. The Act has significant implications for parents, guardians, and students of the School System. Section I Title 16, The Code of Alabama, 1975, is amended to read:

- (A) "Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor, who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct 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 (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal/teacher of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section."
- (B) "Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report such suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class Misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public schools."

BASIC PRINCIPLES of CONDUCT and ATTENDANCE

Parents/Guardians

1. Must enroll their child(ren) in school, i.e., all children between the ages of 6 and 17 shall be required to attend school.
2. Are responsible for the regular attendance of their children.
3. Are to compel their children to properly conduct themselves in accordance with the policies of the Board related to student behavior.
4. Will be subject to prosecution by the District Attorney on the third suspension of their children pursuant to Section 16-28-12 of the Code of Alabama.
5. May be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

School principals and/or the Superintendent are/are responsible for reporting violations of this Act to the District Attorney's Office. School principals and/or the Superintendent are/is hereby informed that the intentional failure to report a suspected violation of this Act could result in being declared guilty of a Class C misdemeanor.

TITLE I SCHOOL-WIDE AUTHORITY

This serves as notice that all schools in the Washington County School System have Title I Schoolwide status. The emphasis in schoolwide program schools is on serving all students, improving all structures that support student learning, and combining all available resources to achieve a common goal. Schoolwide programs maximize the impact of Title I. A schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on the State academic achievement standards. This schoolwide reform should result in an ongoing, comprehensive plan for school improvement that is owned by the entire school community and tailored to its unique needs.

The schoolwide authority also reflects the following fundamental principles of Title I, as amended by **ESSA 2015**:

Accountability for Results - In a schoolwide program, accountability for results is shared throughout the school. All students are expected to meet the state's challenging standards, and students who experience difficulty mastering those standards are provided with timely and effective additional assistance. Teachers use information about student performance and share strategies to improve instruction, meeting the diverse needs of students. The school keeps parents informed of the achievements of individual students and of the progress of the school in meeting its goals.

Evidence-based Practices: Gifted Education - School-wide programs operate according to a plan that contains proven, research-based strategies designed to facilitate school-wide reform and improvement. Professional development activities are based on practices proven to be successful in helping teachers improve the quality of their instruction. For information about the School system's policies and procedures for the gifted program, please contact the Special Education Coordinator at (251) 847-2401 ext. 123.

School and Community Engagement - Staff in school-wide programs engage parents and the community in their work as planners, participants, and decision-makers in the operation of the school. This collaboration is based on a shared vision of the school's values and overall mission. These partnerships enhance the school's ability to meet the needs of all students and improve the school's overall performance.

ADULT BASIC EDUCATION PROGRAM

Please contact Bishop State Community College for more information on the Adult Basic Education Program.

EXCEPTIONAL STUDENT EDUCATION

Gifted Education

Gifted students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields compared to their peers of the same age, experience, or environment. These 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, the student themselves, 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 data 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 guidance counselor at your child's school.

Special Education Services

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The school system is required to provide a free and appropriate public education (FAPE) to students with disabilities, which consists of special education and related services designed to meet their individual educational needs, in accordance with the Individuals with Disabilities Act (IDEA) and Alabama law. To provide FAPE to students with disabilities, the School System maintains an elaborate system of procedures that includes appropriate child find, referral, evaluation, and eligibility activities, as well as the development of Individual Education Plans (IEPs) tailored to students identified as disabled in the school environment. Additionally, parents of students with disabilities have access to extensive procedural safeguards. For information about the school system's policies and procedures for students with disabilities, please contact the Special Education Coordinator at (251) 847-2401, ext. 123.

Section 504 and Disability Discrimination

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a civil rights statute that prohibits discrimination and harassment on the basis of disability in any program or activity receiving federal financial assistance. In particular, Section 504 provides that:

No otherwise qualified individual with disability in the United States...shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...

29 U.S.C. 794(a) (1973).

The Section 504 regulations require a school district to provide a free and appropriate public education (FAPE) to each qualified student with a disability who is within the school district's jurisdiction, regardless of the nature or severity of the disability. FAPE consists of education, related aids and services, and accommodations designed to meet the student's individual needs. Section 504 requires a school district to provide students with disabilities with appropriate educational services designed to meet the individual needs of these students to the same extent as the needs of students without disabilities are met.

In addition, and in accordance with Section 504 of the Rehabilitation Act of 1973 and applicable regulations, the following notice of Parent/Student Rights under Section 504 is provided:

Parent/Student Rights Under Section 504

If it is determined that your child has a physical or mental condition that substantially limits a major life activity and, as a result, requires instructional or other appropriate accommodations within the school environment, your child is disabled under Section 504 of the Rehabilitation Act of 1973. In addition, if your child does not have a disability but has a record of a disability or is considered disabled by school personnel, your child is protected from discrimination under Section 504. If your child is disabled or you believe that your child is disabled or has been discriminated against, you are entitled to certain rights. This notice is designed to provide you with information about those rights.

The Section 504 Coordinator for the School System is Trina Moss. If you have any questions or concerns, she can be contacted at (251) 847-2401, ext. 123 or 229, or at 229 Granade Avenue, P.O. Box 1359, Chatom, AL 36518.

Washington County Board of Education PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 132h, requires the Washington County Board of Education to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behaviors 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 required by law, to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and specific physical exams and screenings. For more information, please contact Jeff Ford at 251-847-2401, ext. 126, or jeff.ford@wcbek12.org.

ROLES OF THE HOME, STUDENT, SCHOOL, AND SCHOOL PERSONNEL

For effective instruction to occur, a cooperative relationship must exist among the student, the parent or guardian, and the educator. This relationship may be described as follows:

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Parents or Guardians should:

- ◇ Maintain regular communications with the school authorities concerning their child's progress and conduct
- ◇ Ensure that their child attends school daily and promptly report and explain absences or tardiness in writing
- ◇ Provide their child with the resources needed to complete class work
- ◇ Assist their child in having and maintaining good health and being neat, clean, and appropriately dressed for school
- ◇ Bring to the attention of school authorities any problem or condition that affects their child or other children in the school
- ◇ Discuss report cards and work assignments with their child
- ◇ Maintain up-to-date homework and emergency telephone numbers at the school
- ◇ Monitor child's grades through the PowerSchool Parent Portal

Students should:

- ◇ Attend all classes daily and be punctual in attendance
- ◇ Come to class with appropriate materials to perform daily assignments
- ◇ Respect all individuals and property
- ◇ Refrain from profane language, making obscene gestures, and inflammatory statements
- ◇ Conduct themselves in a safe and responsible manner
- ◇ Seek to be healthy, clean, neat, and appropriately dressed
- ◇ Abide by the rules and regulations of the school and each classroom teacher
- ◇ Seek changes in an acceptable manner

School Personnel should:

- ◇ Encourage the use of effective guidance procedures
- ◇ Provide a flexible curriculum to meet the needs of all students
- ◇ Maintain effective discipline based upon fair and impartial treatment of all students
- ◇ Encourage the school staff, parents, guardians, and students to use the services of community agencies,
- ◇ Promote regular parental communication with the school
- ◇ Encourage parent participation in the affairs of the school
- ◇ Involve students and parents in the development of rules and regulations
- ◇ Endeavor to involve the entire community in the improvement of the quality of life
- ◇ Be in regular attendance and on time
- ◇ Perform their duties efficiently and effectively
- ◇ Respect other individuals and their property
- ◇ Refrain from the use of profanity or from making inflammatory statements
- ◇ Conduct themselves in a professional and responsible manner
- ◇ Be healthy, clean, neat, and appropriately dressed
- ◇ Adhere to the policies prescribed by the Board of Education and to the rules and regulations established by the school,
- ◇ Participate in activities designed to promote professional development
- ◇ Utilize a variety of guidance methods, which may include the following:
 - (1) Conferences and/or contacts between administrator(s), parents(s), and students(s).
 - (2) Referral to appropriate personnel for counseling,
 - (3) Adjustments in the student's program,
 - (4) Referral of specific problems to appropriate community agencies.

JURISDICTION OF THE BOARD OF EDUCATION

Students enrolled in the Washington County School System are subject to the policies of the Washington County Board of Education and the rules and regulations of the schools. This authority applies to all school-sponsored activities, but is not necessarily limited to the following:

- Transportation on school buses
- Field trips
- Athletic functions
- Club or organization meetings
- School-sponsored social events
- School groups representing the School System in education events
- Activities where appropriate school personnel have jurisdiction over students

All school regulations and prohibitions pertain to automobiles driven or parked on school property.

In addition, jurisdictional control over the student may be extended to the immediate vicinity of the school when the student's conduct is deemed to have a detrimental effect on the health, safety, and welfare of school personnel and students or damage to school property.

STUDENT RESPONSIBILITIES AND RIGHTS

It is the intent of this section of the Code that students be informed that individual rights involve responsibilities which must be viewed in relation to the health, safety, and welfare of the majority of students within each school. The principal will assume administrative responsibility and provide instructional leadership under the supervision of the Superintendent, in accordance with the policies of the Board of Education. The faculty and staff will assist in the orderly operation of the school and ensure the rights of students.

BOOK BAGS/BACKPACKS

If bookbags or backpacks are permitted, they must be placed in student lockers or designated areas and remain there throughout the day.

BUS CONDUCT

While the Board provides for a system of student transportation, it also encourages parents/guardians to accept responsibility for the supervision of their children until he/she boards the bus in the morning and after he/she departs the bus at the end of the day.

Once a student boards the bus, he/she becomes the responsibility of the School District. Such responsibility shall end when the student departs the bus at the regular bus stop at the close of the school day. Since the bus is an extension of the classroom, the Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. When a student does not exhibit proper conduct on a bus, it will be reported to the building principal by the bus driver. The building principal will inform the parents immediately of the misconduct and request their cooperation in controlling their child's behavior. The principal will also discipline students found guilty as deemed appropriate.

A student who becomes a serious disciplinary problem on the school bus **may have his/her transportation privileges suspended or terminated**. In such cases, the parent or guardian of the student involved shall be responsible for transporting their child to and from school.

BUS RULES

The Board provides School system-supported transportation as a service for all eligible students. It is the intention and desire of the Board that all School System transportation be safe, comfortable, and convenient for our students. Since the riding of school buses is considered a privilege and not a right, the Board hereby conveys to students and their parents/guardians that in order to receive and retain the privilege of riding School System-operated buses, students must adhere to all safety and conduct-related rules listed below:

1. Students will not be permitted to leave the bus until it reaches its destination, except in cases of emergency.
2. Students are to remain seated until they reach their destination.
3. Students are expected to arrive at their respective bus stops on time.
4. Students are to keep their heads and hands inside the bus at all times.
5. Students are to refrain from loud talking, laughing, and creating unnecessary confusion while on school buses.
6. Students are to treat the bus equipment and furnishings with care. Damage to seats and other furnishings must be paid for by the offending student and/or his/her parents/guardians.
7. Students are not to tamper with any bus equipment, especially the emergency door.
8. Students are to keep all books, packages, coats, and other objects out of the bus aisles and driver compartment.
9. Students are not to throw anything out of the bus windows.
10. Students are to respect bus safety rules and bus drivers.
11. Students are not to engage in "horseplay" while on or around buses.
12. Students are to remain on the bus and follow the driver's directions in the event of a road emergency.
13. Students may be assigned designated seats if necessary.
14. Students are required to bring a written note from their parents or guardians if they are going home with a bus student and must ride a bus they do not ordinarily use. A phone call may be accepted under emergency conditions. **No changes will be made after 2:00 P.M. This is for the safety of the students.**
15. Students are not to stand in the roadway while waiting for buses.
16. Students shall not bring any type of glass container, live animal, inflated balloons, or any other item that may impair the safety of the bus.
17. The unauthorized use of cell phones while on the bus is strictly prohibited.

Students, parents/guardians, or other visitors driving automobiles on any school campus are to observe all applicable traffic laws of the State of Alabama. Under no circumstances should any person, while on a school campus drive past a school bus while students are loading or unloading from the bus. Automobiles, bicycles, or any other type of motorized vehicles driven or ridden to school by students must be parked promptly in designated locations. They must remain parked for the duration of the school day and until all school buses have loaded and departed the school campus. Only legal drivers will be permitted to operate a motor vehicle on campus.

CAMPUS AND SCHOOL ACTIVITIES

The following general rules shall apply in all schools of the School System:

1. During class changes, students must maintain good behavior and walk to the right side of the hall.
2. Students must participate in safety drills as outlined in the safety plans.
3. Students are to respect school property. Damage to such property may result in severe fines or other school penalties. In accordance with Legislative Act 94-784 and the Code of Alabama, 16-1-24.1, *parents/guardians are responsible financially for their child's destructive acts at school.*
4. Students are subject to their school's regular code of conduct while attending or participating in school-sponsored activities, whether on or off the school campus.
5. *Periodic searches will be conducted by teachers and administrators for any illegal or inappropriate items that are not permitted on the school campus. (Such violations may result in suspension or a meeting with the School Board.)* See item III-6 of the Discipline Code.
6. All official school-sponsored activities must have officially appointed chaperones and school sponsors in attendance. Students are subject to the authority of such persons and must respect their authority at all school-sponsored activities.
7. Students are to use school phones only for emergency purposes.
8. Animals or pets cannot be brought onto a school campus without prior written permission from the principal.

Grades K-6th GRADING POLICY

It is essential to consider the purpose of grades. Grades are intended to communicate to parents and guardians how students are performing in comparison to grade-level expectations. Grades should always be a true reflection of the students' level of mastery of grade-level standards.

Results from formative and summative assessment measures are your tools for instruction. Results should be used to inform your next instructional steps (e.g., whole-group reteaching, small-group reteaching, etc.).

Kindergarten

- **Reading**
 - Assessments (100%)
 - All unit and weekly tests **only** (No other assessments are allowed in this grading category.) Reading mastery remains at 70%
 - Reading
- **No ELA grades**
- **Mathematics**
 - Assessments (100%)
 - All unit and weekly tests **only** (No other assessments are allowed in this grading category.)
§ Mathematics mastery remains at 60%
- **No conduct grades**

First Grade

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Reading

- Assessments (100%)
 - § All unit and weekly tests only
 - § Reading mastery remains at 70%

ELA

- Spelling – 20%
 - § Use the spelling words provided by the district in the pacing document, beginning with Unit 1, lesson two, and ending with Unit 3, lesson one.
- Grammar – 50%
 - § Grammar assessments with fewer than 10 questions may be combined to receive a single assessment grade.
- Writing – 30%
 - § A rubric will be provided.

Mathematics

- Assessments (100%)
 - § All unit and weekly tests **only** (No other assessments are allowed in this grading category.)
 - § Mathematics mastery remains at 60%.

Second & Third Grades

Reading

- Assessments (100%)
 - § All unit and weekly tests **only** (No other assessments are allowed in this grading category.)
 - § Reading mastery remains at 70%

ELA

- Spelling – 20%
- Grammar – 50%
 - § Grammar assessments with fewer than 10 questions may be combined to get one assessment grade.
- Writing – 30%
 - § The ACAP rubric will be used for scoring. The School District will provide percentages.

Mathematics

- Assessments (100%)
 - § All unit and weekly tests **only** (No other assessments are allowed in this grading category.)
 - § Mathematics mastery remains at 60%.

The mastery of all other subjects remains at 60%.

Fourth – Fifth Grades

Reading

- Assessments (100%)
 - § All unit and weekly tests **only**. (No other assessments are allowed in this grading category.)

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§ Reading mastery remains at 70%.

ELA

- Spelling – 20%
- Grammar – 50%
- Writing – 30%

§ The ACAP Rubric will be used for scoring. The district will provide percentages.

Mathematics

- Assessments (100%)

§ All unit and weekly tests **only**. (No other assessments are allowed in this grading category.)

Social Studies

- Chapter Tests – 70% (minimum of 3 tests)
- Quizzes, Projects, etc. – 20% (minimum of 2 grades)
- Teacher choice – 10% (minimum of 2 grades)

Science

- Chapter Tests – 50% (minimum of 3 tests)
- Quizzes, Projects, etc. – 30% (minimum of 2 grades)
- Teacher choice – 20% (minimum of 2 grades)

Reading mastery remains at 70%.

Mathematics mastery remains at 60%.

The mastery of all other subjects remains at 60%.

Sixth Grade

Reading

- Assessments (100%)

§ All unit and weekly tests only. **Reading mastery remains at 70%.**

ELA

- Grammar – 70%
- Writing/Spelling – 30%

§ The ACAP Rubric will be used for scoring. The district will provide percentages.

Mathematics

- Assessments (100%)

§ All unit and weekly tests **only**. (No other assessments are allowed in this grading category.)

§ Mathematics mastery remains at 60%.

Science

- Chapter Tests – 50% (minimum of 3 tests)
- Quizzes, Projects, etc. – 30% (minimum of 2 grades)
- Teacher choice – 20% (minimum of 2 grades)

Social Studies

- Assessments (100%)

§ All unit and weekly tests **only**. (No other assessments are allowed in this grading category.)

§ Mastery remains at 60%.

The mastery of all other subjects remains at 60%.

Retesting is allowed if it is mandated in an Individualized Educational Plan (IEP) or if reteaching and reassessing is necessary.

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Grades 7-12 GRADING POLICY

9-week Categories

- 70% - Summative Assessments (Comprehensive tests such as chapter tests, mid-unit tests, unit tests, and summative projects only.)
 - Must have a minimum of four tests.
- 20% - Formative Assessments (Classwork, daily quizzes, class activities, lab assignments, etc.)
 - Must have a minimum of five grades.
- 10% - Teacher Choice/Participation – (Bell ringers, homework, journals, participation, etc.)
 - Must have a minimum of five grades.

GRADING SCALE

The following grading scale will be used in grades one through twelve:

90-100	A-Excellent
80-89	B-Above Average
70-79	C-Average
60-69	D-Below Average
59-below	F-Unsatisfactory

R - Remedial / Below Grade Level

Each teacher is **REQUIRED** to develop a syllabus describing this grading policy as it applies to his/her class. Both the student and the parents **MUST** sign the syllabus.

WEIGHTED GRADES

Washington County Schools supports and encourages Dual Enrollment (DE) through agreements with Coastal Alabama Community College and Bishop State Community College. Students electing to participate in rigorous academic core courses in English, history, mathematics, and science through DE are given additional weight. The weighted Grade Point Average will be recorded on the student's report card and high school official transcript, and will be included in the student's overall GPA calculation. Secondary credit grades for regular and DE courses shall be awarded according to the following scale:

Grade	Regular	Dual Enrollment Academic Core
A	4	5
B	3	4
C	2	3
D	1	2

CLASS SCHEDULE CHANGES

Student class schedules cannot be changed after five (5) school days at the beginning of each semester without the principal's permission.

CURRICULUM

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Requirements for graduation will be set forth at the beginning of the freshman year. Students may participate in graduation ceremonies only when they have completed all requirements to graduate as stipulated by the Alabama State Department of Education.

REQUIREMENTS FOR GRADUATION

The State Board of Education determines graduation requirements. All students must follow the requirements in place at the time of their freshman year.

EXEMPTION POLICY– SEMESTER EXAMS

Students who take semester exams will be exempt if they have a GPA of 85% or higher in the subject and have no more than three unexcused absences per semester. Exemptions to this rule will be at the discretion of the principal. School events are not considered absences for this purpose. Elementary students do not take semester exams. Therefore, the Exemption Policy does not apply to elementary students, and they are not eligible for exemption from attending school.

HOMEWORK

Research has shown that excessive homework can lead to increased family stress, emotional strain, and reduced quality time at home, with minimal evidence that graded homework improves academic performance, especially in younger students (*American Journal of Family Therapy*, Duke University). Therefore, to support student well-being and reinforce learning without adding unnecessary pressure, homework will be assigned solely for practice and review of classroom instruction. Homework will never be assigned as a punishment and will **not be used as a grade for any student in grades K-12 under any circumstances**. Assignments given during the school day to be completed at home are considered homework and will not be taken into account for a grade.

TESTING SCHEDULE

In order that students not be unduly overburdened with several tests on the same day, the following test schedule will be observed: Tuesday and Thursday—English, science, business education, physical education, and driver's education; Wednesday and Friday—social studies, math, career technical education, and foreign language. This does not apply to daily quizzes. K-6 teachers will be limited to no more than two tests per day.

REPORT CARDS/PROGRESS REPORTS

A report of each student's classroom progress shall be provided to parents/guardians four times each year, at the end of each quarter in the form of a report card. Progress reports will be provided every quarter. **The Parent Portal is available upon request.**

VALEDICTORIAN/SALUTATORIAN

Points shall not be used, or considered, to determine the average of students considered for the Valedictorian, Salutatorian, or Class Spokesperson honors. Points will be used or considered beginning with the graduating class of 2029

The Valedictorian, Salutatorian, and optional Class Spokesperson will be chosen from the following curriculum at the end of their second semester of the senior year.

Grades for all credit-bearing coursework, grades 9-12, will be included, and averages will be computed to the 1/100th point with no rounding. Ties will be used if the averages are the same at that point.

The principal, however, will provide current class standing for scholarship applications earlier in the year.

The Valedictorian and Salutatorian must be enrolled in the school from which they are chosen for at least 6 semesters from grade 9th-12th, beginning with the 9th Grade Cohort of 2022-2023.

Seniors will take their final exams 1-2 weeks prior to graduation, allowing the above standings to be computed.

All grades should be numerical; however, should one or more grades be on the permanent record as letter grades, the following procedure shall be used to convert the letter grades to numerical grades.

A+=98	B+=88	C+=78	D+=68	F=52
A =95	B =85	C =75	D =65	
A- =92	B- =82	C- =72	D- =62	

Valedictorian, Salutatorian, Third Honors Criteria Cohort 2021-2022 and Higher

Required Math: Advanced 7th Grade Math **and** Advanced 8th Grade Math **or** Algebra I with/ Probability, Geometry with/ Data Analysis, Algebra II with Statistics, Precalculus, and a Specialized Advanced Course.

Science: Biology, Physical Science, Chemistry, Physics or Human Anatomy & Physiology, Advanced or other school choice.

English: English 9, English 10, English 11, English 12, or Dual enrollment equivalent

History: World History, U.S. History 10, U.S. History 11, Government, Economics, or Dual enrollment equivalent

If a student transfers in from another school system with a different grading scale, a reciprocal agreement will be reached regarding their grades.

VIRTUAL SCHOOL POLICY

Virtual schooling provides students with advantages such as flexibility in scheduling and the ability to personalize their learning programs. Alongside these benefits, students must also take on greater responsibility for managing their time, staying organized, and demonstrating self-direction and self-regulation. Enrollment in virtual courses requires approval from both the counselor and the administrator, as outlined in the enrollment criteria in Appendix A.

STUDENT CODE OF CONDUCT

Proper behavior by students is essential for establishing a school environment that is conducive to academic learning, safety, and the social development of students. The Student Code of Conduct is designed to inform students and their parents/guardians about the specific behaviors prohibited in the schools of the School System and the disciplinary measures that will be administered for violations of the Code. It is the intent and desire of the Board and School System personnel to provide a safe and cooperative learning and teaching environment where students and teachers work together in their best interest. To this end, students should recognize that teachers and school administrators have both the authority and responsibility to maintain classroom discipline and address general school disturbances. Only when the action taken by the teacher is ineffective or the disruption is sufficiently severe should the student be referred to the principal or their designee. **Parents or guardians of students who consistently disrupt class and/or exhibit poor work habits will be notified by the teacher and may be referred to a guidance counselor.**

When a student is brought to the office for a violation of the Code of Conduct or other misbehavior, the principal or their designee will hear the student's explanation and consult further with other school personnel if necessary, before determining the classification of the violation and/or the disciplinary measure.

Violations of the Code of Conduct are grouped into four classes: Minor, Intermediate, Major, and Severe. Each classification is followed by a disciplinary procedure, which the principal or their designee must implement.

Written or verbal requests from parents or guardians to exempt their children from corporal punishment **will not** be accepted.

PROGRESSIVE DISCIPLINE STEPS

The teachers will exhaust all possible means to address discipline issues in the classroom before initiating this process.

1. **Teacher/Parent Contact** – Communications with parents can be “face-to-face,” telephone, email, text, or a note sent home to the parents. The teacher should ensure that one of those avenues is successful communication with the parents or guardians before moving on to the next step. After the second confirmed contact (if possible), the teacher will refer the situation to the principal or assistant principal.
2. **Administrator/Parent Contact** – Contact must be “face-to-face” or telephone only. The administrator will refer to the central office if another infraction occurs.
3. **Central Office Referral** – A notice is sent to parents to appear before the Behavior Intervention Committee (BIC).
4. **Parents/Students will appear before the “Behavior Intervention Committee.”** – The student/parent will be referred to the full Board if ALL requirements of the BIC are not followed.
5. **Parents and students will appear before the full Board.**
6. **Criminal charges** are filed only after approval by the full Board.

Principals have the discretion to handle all non-serious discipline referrals alternately. All Class I and Class II offenses should follow this process. Class III offenses and above should have immediate administrative attention. Documentation of all steps taken MUST be added to the student management software.

CLASS I MINOR OFFENSES

I-1. DISTRACTION OF OTHER STUDENTS OR THE PROGRAM IN GENERAL.

Any behavior that is disruptive to the educational process.

I-2. EXCESSIVE TARDINESS.

Three or more incidents of reporting late to school or class, three days per grading period.

I-3. NON-CONFORMITY TO DRESS CODE.

I-4. MINOR DISRUPTION ON SCHOOL BUS.

I-5. INAPPROPRIATE DISPLAY OF AFFECTION.

I-6. UNAUTHORIZED ORGANIZATION.

Any on-campus participation in fraternities, sororities, secret societies, or non-affiliated school clubs.

I-7. LITTERING OF SCHOOL PROPERTY.

- I-8. FAILURE TO COME TO CLASS PREPARED.
- I-9. UNAUTHORIZED USE OF SCHOOL OR ANOTHER PERSON'S PERSONAL PROPERTY.
- I-10. INTENTIONALLY PROVIDING FALSE INFORMATION TO PARENTS, SUCH AS THE CHANGING OF GRADES.
- I-11. FAILURE TO FOLLOW DIRECTIONS.
- I-12. ANY VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY.

DISCIPLINARY ACTIONS FOR CLASS I OFFENSES

Elementary Students:

First Offense: Principal/teacher/student conference, parental/guardian contact, and in-school conference arranged if warranted. Placement in a detention hall or in-school detention may be assigned.

Subsequent Offenses: Disciplinary actions may include school probation, detention, corporal punishment, in-school detention, Saturday School, or suspension at the discretion of the principal or designee.

Middle and High School Students:

First and Second Offenses: A principal/teacher/student conference, school probation, parental contact, and an in-school conference will be arranged if warranted. Specific circumstances may warrant disciplinary actions such as probation, corporal punishment, detention (before and/or after school), in-school detention, suspension, Saturday School, or revoking of automobile and/or parking privileges, and in-school suspension.

CLASS II INTERMEDIATE OFFENSES

II-1. POSSESSION AND/OR USE OF TOBACCO PRODUCTS, LIGHTERS, OR MATCHES.

Students shall not be permitted to possess, smoke, or use tobacco in any form, including any caffeine-based tobacco products, on the school grounds or in school buildings during the school day or when riding school buses to and from school or on a school-sponsored trip. Any student found in the presence of others in violation of this policy is also subject to disciplinary action. Parental permission to smoke or otherwise use tobacco does not exempt a student from this policy. Professional school personnel shall organize and maintain intensive programs of education designed to make pupils fully aware of the hazards of smoking and the use of tobacco.

II-2. GAMBLING.

Any participation in games of chance for money and/or other items of value.

II-3. INTENTIONALLY TOUCHING OR STRIKING ANOTHER PERSON AGAINST THE WILL OF THE OTHER.

II-4. USE OF PROFANE OR OBSCENE LANGUAGE OR POSSESSION OF PORNOGRAPHIC OR SUGGESTIVE MATERIAL.

II-5. THREAT, HARASSMENT, OR INTIMIDATION OF BULLYING IN ANY FORM.

The threat by word or act to harm another person, with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such violence is imminent.

II-6. DISABILITY HARASSMENT.

Intimidation or abusive behavior toward a student based on disability, including verbal acts, nonverbal behavior, or conduct that is physically threatening, harmful, or humiliating.

II-7. "SKIPPING" CLASS OR SCHOOL

II-8. CHEATING.

Providing or receiving information that an individual student is required to complete. This action will result in the loss of credit in the particular assignment involved, and other appropriate disciplinary action may be taken.

II-9. INTENTIONALLY PROVIDING FALSE INFORMATION TO A SCHOOL BOARD EMPLOYEE.

II-10. STEALING- LARCENY-PETTY THEFT.

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

II-11. POSSESSION OF STOLEN PROPERTY.

The possession of property with the knowledge that it is stolen.

II-12. THREATS TO DO EXTORTION.

Verbal or written. The completion of the threat, whether by the victim complying with the demands or the carrying out of the threats against the victim, constitutes a Class III Major Offense.

II-13. TRESPASSING.

II-14. POSSESSION AND/OR IGNITING FIREWORKS OR FIRECRACKERS.

II-15. UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM.

II-16. WRITTEN OR VERBAL PROPOSITIONS TO ENGAGE IN SEXUAL ACTS.

II-17. USE OF OBSCENE GESTURES.

Verbal or written, directed toward another person.

II-18. DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TO A SCHOOL BOARD EMPLOYEE.

II-19. POSSESSION OF A POCKET KNIFE SMALLER THAN 2" ON SCHOOL PROPERTY.

II-20. ANY OTHER OFFENSE WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY.

DISCIPLINARY ACTIONS FOR CLASS II OFFENSES

Elementary, Middle, and High School Students:

First and Second Offenses: Parental/guardian contact and appropriate disciplinary action. Corporal punishment, in-school detention, extended work assignments before and after school, detention (before and/or after school), suspension, Saturday School, or revoking automobile and/or parking privileges, in-school suspension.

CLASS III MAJOR OFFENSES

III-1. ALCOHOL AND OTHER DRUGS.

The unauthorized use, sale, transfer, possession, trafficking, misuse, and/or abuse of drugs or simulated drugs. These include alcoholic beverages, barbiturates, central nervous system stimulants, hallucinogens, drug paraphernalia, and all other drugs to which the narcotic and drug abuse laws of the United States, local municipalities, and the State of Alabama apply. Required medications should be accompanied by a note from the parent and kept in the school office, unless approved by the administration. Refer to S.74 (Act 94-783).

III-2. POSSESSION OF VAPE OR VAPING.

III-3. ROBBERY.

The taking of money or other personal property from a person by force, violence, assault, or putting the person in fear of the same.

III-4. STEALING—LARCENY—GRAND THEFT.

III-5. BURGLARY OF SCHOOL PROPERTY.

III-6. CRIMINAL MISCHIEF.

Willful and malicious injury or damages at or in excess of \$200. Refer to S.73 (Act 94-819).

III-7. FIGHTING.

A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing, reckless endangerment, or criminal coercion. Refer to Title 13A of the Code of Alabama 1975. For grades 7-12, refer to the No-Fight Policy.

III-8. VANDALISM.

Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.

III-9. DANGEROUS WEAPONS.

The Board authorized the superintendent or designated official to automatically suspend any student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, chain, or any other object deemed dangerous by a school official. Such weapons are not to be carried by students on school grounds, on school buses, or at any school-sponsored event, during or after regular school hours. When the student is found to be in possession of a weapon, the Superintendent shall be immediately notified, and the following procedures shall be followed:

1. The principal or authorized official shall conduct a brief but adequate hearing, and if the student is found to have a weapon in their possession, the student may be suspended.
2. The parents or guardians of the student shall be notified, and the student shall be released into their custody or with their knowledge and consent. If the situation warrants, the student may be released to the custody of the juvenile or civil authorities. In any event, parents or guardians shall be notified immediately of the action taken.
3. Within three school days after a policy violation, the principal shall arrange a conference. Included in this conference shall be the student, parents or guardians, juvenile or civil authorities (depending on the student's age), and the principal. Others may be present if deemed necessary and officially requested by school officials. If it is not possible to arrange a conference within three school days, the Superintendent shall extend the suspension or re-admit the student.
4. After the conference is held and all evidence is weighed, the student and their parents or guardians shall be notified by the school principal concerning the future status of the student.

III-10. POSSESSION OF DANGEROUS DEVICES.

Including but not limited to mace or tear gas. Refer to S. 70 (Act 94-820) and S. 72 (Act 94-817). Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school is a Class C felony. The term "deadly weapon" as used in this section means anything manifestly designed, made or adapted to inflict death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy-stick, black-jack, bludgeon, or metal knuckles.

III-11. POSSESSION OF ANY OTHER OBJECT NOT SPECIFICALLY LISTED WHICH PRIMARILY MEANT AND ADAPTED FOR ATTACK AND THE INFLECTION OF INJURY.

III-12. THE THREATENED USE OF AN OBJECT NOT DEFINED AS A WEAPON WITH THE INTENT TO INJURE OR INTIMIDATE ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED EVENT.

III-13. BOMB THREATS.

III-14. INCITING OR PARTICIPATION IN UNAUTHORIZED DEMONSTRATIONS AND/OR DISORDERLY ACTIVITIES WHICH LEAD TO DISRUPTION OF THE NORMAL SCHOOL BEHAVIOR.

This includes gang-related activity.

III-15. THE INTENTIONAL THREAT, FIGHT, INTIMIDATION, OR HARASSMENT OF A STUDENT BY TWO OR MORE PERSONS ARE PROHIBITED.

III-16. DEFIANCE OF SCHOOL BOARD EMPLOYEES WHO ARE IN SUPERVISORY POSITIONS.

III-17. ANY OTHER OFFENSE WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY. SUBSEQUENT VIOLATIONS OF CLASS III MAJOR OFFENSES WILL BE TREATED AS CLASS IV OFFENSES.

DISCIPLINARY ACTIONS FOR CLASS III OFFENSES

Elementary, Middle, or High School Students:

The disciplinary action for Class III offenses committed on school premises or during school-related functions shall be suspended up to 10 school days with possible recommendation for expulsion. Parental or guardian contact will be made as soon as possible. Law enforcement and/or juvenile court personnel shall be contacted when appropriate.

CLASS IV SEVERE OFFENSES

If, after an informal hearing conducted by the principal, it is determined that a student has committed one or more of the following offenses, the principal is authorized to suspend the student immediately for up to 10 school days. Readmission to school will require an administrative hearing by the Superintendent or designee.

IV-1. THREAT, HARASSMENT, OR INTIMIDATION OF A SCHOOL BOARD EMPLOYEE

To intentionally threaten by word or act to do violence to the person of another, with the apparent ability to do so, or to do some act which creates a well-founded fear in such a person that such violence is imminent. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the school.

IV-2. BATTERY UPON SCHOOL BOARD EMPLOYEES

The intentional touching or striking of a school employee against his or her will, or the intentional causing of bodily harm to a school board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the school.

IV-3. ARSON.

The willful and malicious burning of any part of school board property.

IV-4. DISCHARGING OF DANGEROUS WEAPONS OR DEVICES

Discharging of dangerous weapons or devices in the school building, on the school campus, or at any school-related function. In accordance with Legislative Act 94-817, it is a Class C Felony for a student to be in possession of a weapon while on school premises.

IV-5. SEXUAL ACTS

Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.

IV-6. AGGRAVATED BATTERY

Intentionally causing significant bodily harm, disability, or permanent disfigurement; use of a deadly weapon.

IV-7. A SECOND OFFENSE FROM THE CLASS III CATEGORY

IV-8. ANY TERRORIST

This act will be reported to the proper Local, State, and Federal Authorities.

DISCIPLINARY ACTIONS FOR CLASS IV OFFENSES

After the initial action, reinstatement or further disciplinary actions resulting from any of the above offenses will be determined by the Superintendent after input from the principal and/or the hearing officer. Disciplinary actions as a result of a CLASS IV SEVERE OFFENSE may result in one of the following:

1. Additional disciplinary action as determined at the hearing.
2. Expulsion from the School System for the remainder of the year.

CLASS V SEVERE OFFENSES

V-1. FIREARMS

A student determined to have brought to school or have in his/her possession a firearm defined by Section 921 Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be expelled for one (1) year. The Board and the Superintendent may modify the expulsion requirement on a case-by-case basis.

DISCIPLINARY ACTIONS FOR CLASS V OFFENSES

1. Expulsion for the period of one (1) year.
2. Disciplinary action may be modified on a case-by-case basis.

For further information and support of disciplinary actions, please refer to Ala. Code 1975 § 16-1-24.3.

CELL PHONE POLICY

I. Purpose

The purpose of this policy is to ensure compliance with the Alabama FOCUS Act (Act 2025-220), which prohibits the use of wireless communication devices by students on public school property during the instructional day. The Washington County Board of Education adopted this policy to promote an environment conducive to learning, free from unnecessary distractions, and to maintain the integrity of the educational process.

II. Definition

Wireless communication device refers to any device that can send or receive messages, make calls, record, photograph, access the internet, or otherwise communicate wirelessly. This includes, but is not limited to:

- Cell phones
- Smartwatches
- Tablets
- Earbuds or wireless headphones
- Any similar devices

III. Policy Statement

Students enrolled in the district may possess wireless communication devices; however, the use of such devices is strictly prohibited on school property during the **instructional day** as defined by the Alabama FOCUS Act. Specifically:

1. Devices must be **powered off** and **stored out of sight** in a student's backpack, locker, vehicle, or another designated location.
2. Devices may not be used during class changes, lunch, or recess unless a school official grants specific authorization.
3. This prohibition applies to all district-owned property and facilities during instructional hours, including school buses and school-sponsored activities occurring during the school day.
4. Absolutely no cell phones allowed during State testing.

IV. Disciplinary Action for Violations

Violation of this policy will result in disciplinary action in accordance with the following graduated structure:

Students found in violation of this policy will be subject to the following progressive disciplinary steps:

1. **First Offense:**
 - A conference will be held with the student.
 - The parent or guardian will be notified.
 - The parent and student will be made aware of the consequences for future violations.
2. **Second Offense:**
 - The parent or guardian will be notified immediately. A conference is required with the principal or his/her designee.
 - The parent and student will be made aware of the consequences for future violations.
3. **Third Offense:**
 - The student will be assigned to the alternative school for one (1) day.
 - The parent and student will be notified and informed of the consequences for future violations.

4. **Fourth Offense:**

- The student will be assigned to the alternative school for three (3) days.
- The parent and student will be contacted and reminded of the potential for further disciplinary action if the behavior persists.

5. **Fifth Offense:**

- The student will be assigned to the alternative school pending a meeting with the Behavioral Intervention Committee (BIC) at the Washington County Board of Education Central Office.

6. **Any subsequent offense:**

The student will be suspended from school pending a meeting before the Washington County Board of Education for further disciplinary action as determined by the Board of Education.

DIGITAL DEVICE POLICY REGARDING TESTING

Alabama State Department of Education Suggested Guidelines for the Search of Digital Device Seized During the Administration of a Secure Test Please note that these guidelines were created with the assumption that students (and preferably parents) have been notified (verbally and in writing when at all possible) that: (1) the possession of a digital device is **STRICTLY PROHIBITED** during the administration of a secure test; (2) if the device is used during the administration of a secure test, the device will be confiscated and is subject to a search; and (3) if the device is used during the administration of a secure test, the student's test will automatically be invalidated. The suggested guidelines are as follows:

1. Assuming a student is observed in possession of or using a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smartphones" should be temporarily turned off to help prevent any remote-access data wipe.
2. The test administrator should deliver the device as soon as practicable to a school administrator.
3. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The school administrator should store the device in a secure location until the next step is taken.
4. To determine whether a search of a digital device should take place, the school administrator should:
 - a. Learn the facts regarding the seizure of the device from the test administrator, and
 - b. Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other unpermitted purpose.
5. If the school administrator determines that the student was merely in possession of the digital device, then it may be returned to the student in accordance with the school system's policy.
6. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose, then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.
7. If no wrongful activity is discovered on the device, then it may be returned to the student in accordance with the school system's policy.
8. If wrongful activity is discovered on the device regarding the test at issue or, if other wrongful activity is inadvertently found on the device, then the school administrator should secure the device in accordance with the school system's policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.
9. Following a search in which wrongful activity is discovered, and when the device is a "smartphone," the device should be turned off after the search to help prevent a potential remote-access data wipe.
10. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.
12. In any situation involving the search and seizure of a student's property, a school administrator should consult with his or her supervisor in accordance with the school system's policy.

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

The School System has established the following suspension and expulsion policies and procedures for students with disabilities, which are consistent with applicable law:

A. Suspension

1. A short-term suspension, up to ten (10) consecutive school days, may be used for any one disciplinary incident for a student with disabilities.
2. Suspensions that result in more than ten (10) consecutive school days in duration are considered to be a change of placement that will require appropriate action through the student's IEP Committee. In addition, a series of suspensions that total more than

10 school days in a school year, each of ten days or fewer in duration, may create a pattern of exclusion that is a change of placement, which would also require appropriate action through the student's IEP Committee.

B. Expulsion (Total removal from a student's current educational service).

1. A student with a disability may not be expelled from school for any misbehavior that has a direct and substantial relationship to that student's area of disability or where the student's behavior was a direct result of the School System's failure to implement the student's IEP.
2. If the IEP Committee determines that the misbehavior in question does not have a direct and substantial relationship to the student's area of disability and the behavior was not a direct result of the School System's failure to implement the student's IEP, the student may be expelled.
3. However, a complete cessation of education services is not permissible.
4. Expulsion constitutes a change in placement that requires due process protection through the action of the IEP Committee.

C. Student Status during Proceedings.

1. If an administrative or a judicial remedy is requested as a result of parental disagreement with any disciplinary action on the part of the School System, the student will remain in the interim alternative educational setting recommended by the IEP Committee pending the decision of the hearing officer or for the time recommended by the committee, whichever occurs first, unless the School System and the parent agree otherwise.
2. If the education agency believes that the student with disabilities poses an immediate threat to their own safety or the safety of others, the agency may request injunctive relief from a court of competent jurisdiction to have the student temporarily removed from their current educational placement until the issue is resolved.

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES WHO BRING WEAPONS TO SCHOOL, POSSESS OR USE ILLEGAL DRUGS, OR INFLICT SERIOUS BODILY INJURY UPON ANOTHER PERSON

The IDEA contemplates exceptional circumstances and exceptions to the "change of placement" procedures where a student with a disability carries a weapon, knowingly possesses or uses illegal drugs at school, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. In such circumstances, the School System may remove the student to an interim alternative educational setting for no more than 45 school days, regardless of whether the behavior has a direct and substantial relationship to the student's disability. This will provide the IEP Committee with the time it needs to make appropriate determinations and engage in other necessary actions as required.

HARASSMENT PREVENTION POLICY

Section 1. Harassment, Violence, and Threats of Violence Prohibited.

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that the Board has identified in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Section 2. Definitions.

(a) The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, 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 set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

(b) 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 to coerce or deter 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 Washington County School System.

Section 3. Description of Behavior Expected of Students.

- (a) Students are expected to treat one another with courtesy, respect, and dignity, and to comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) 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 religion
 - The student’s national origin
 - The student’s disability

Section 4. Consequences for Violations.

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

Section 5. Reporting, Investigation, and Complaint Resolution Procedures.

- (a) Complaints alleging violations of this policy must be made on Board-approved complaint forms available at the principal's 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. At the request of the complaining student, their parent, or legal guardian, incidental or minor policy violations may be presented and resolved informally.
- (b) Upon receipt of the complaint, the principal or the principal's designee will, in their 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 gathering relevant facts and evidence and will be conducted within a reasonably prompt timeframe, 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, which may include any sanction, penalty, or consequence 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.

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

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents, legal guardians, and employees by such means and methods as are customarily used for such purposes.

POLICY REGARDING TV SURVEILLANCE CAMERAS

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Washington County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings, grounds, and vehicles owned and/or operated by the system. Equipment shall be stored in secure locations with access restricted to authorized personnel only. All school personnel, students, and parents shall be informed that they are subject to being videotaped while

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in school buildings, on school grounds, at school events, and on system-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

POLICY REGARDING METAL DETECTORS

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Washington County Board of Education may utilize metal detectors. Stationary and/or mobile metal detectors may be used. Training shall be provided for authorized personnel on the use, maintenance, and storage of the equipment, as well as on laws and procedures for conducting searches. Particular circumstances may call for private, handheld metal detector searches. School board employees shall perform all metal detector searches. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes. The board shall establish the schedule for use of detectors, but individual schools may implement a more stringent schedule if approved by the board. These policies shall be communicated annually to all school personnel, students, and parents.

WASHINGTON COUNTY SCHOOLS' DRESS CODE

SHIRTS	Students will wear a white or school color polo shirt, buttoned and tucked at all times, with emblems/logos that are no larger than a quarter. Students may also wear a spirit t-shirt containing a school logo and in the school colors of the school he/she attends.
PANTS	Students may wear khaki pants with finished hems that are fitted for and worn at the waist. Capri pants with finished hems that are fitted for and worn at the waist may be worn by girls. Blue jeans with finished hems that are fitted for and worn at the waist may be worn. Blue jeans may not have rips, holes, or tears. <u>There will be a No Tolerance for uniform violations and blue jeans.</u> Cargo pants and sagging/baggy pants are not allowed.
SHORTS	Students may wear khaki shorts that are not more than 3 inches above the middle of the knee and not more than 3 inches below the middle of the knee. No jean shorts.
SKIRTS	Girls may wear khaki skirts or skorts that are not more than 3 inches above the middle of the knee. Jean skirts may be worn, but the skirt cannot be more than 2 inches above the ankle.
SHOES	Students will wear shoes with closed toes and closed heels.
BELTS	Students must wear a belt. Belts and buckles cannot contain printed or pictorial images. Bracelets, belts, and other clothing accessories with spikes, studs, or inappropriate language are not allowed.

SWEATSHIRTS

& HOODIES Sweatshirts and hoodies must be of school color, and black, white, or grey.

VISIBLE CLOTHING All visible clothing must be school colors.

OUTERWEAR Jackets, coats, sweaters, and sweatshirts are considered outerwear and must be worn with a uniform shirt. Coats and jackets may be any school color. They may not have lettering, logos of alcohol, tobacco, and/or controlled substances, nor pictures, symbols, or artwork that might be offensive in nature and disrupt the educational process.

Hoods may not be worn on the head inside a building or on the school bus.

No leggings may be worn as outerwear.

No clothing from an opposing school may be worn at any time.

Dress code compliance refers to the article of clothing that is worn, as well as how it is worn. Dress code compliance is determined by the principal and his/her designee.

GROOMING AND OUT OF UNIFORM DAY GUIDELINES

The following dress and grooming guidelines shall be applicable in the schools of the Washington County School System:

1. Students are to conform to their school's dress code.
2. Hats, caps, sweatbands, bandannas, visors, and sunglasses are not permitted to be worn once a student boards the school bus. These items must be placed in book bags or duffle bags before boarding the bus. These items must be left in vehicles when driving or placed in bookbags or duffel bags before exiting the personal vehicle.

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3. Hair styles should be designed in a way that does not interfere with the learning process.
 - a. Hair must be clean, combed, and well-groomed, and should not impair vision. Male students with facial hair are expected to keep it neat and well-groomed. No article that disrupts the learning environment or identifies a student with a gang or any subversive or unlawful organization will be allowed.
4. Transparent (see-through) garments may not be worn without complete and appropriate undergarments. No lounge wear, boxer shorts, or any type of underwear shall be worn as outerwear.
5. Sundresses and backless dresses or tops will be worn with a jacket.
6. Cut-off tops, tank tops, and mesh tops can be worn if a T-shirt with sleeves is worn underneath, or another shirt is worn over the top.
7. Halter tops, tube tops, and midriff tops are not allowed. Midriffs and sides must be covered.
8. Insignias, buttons, and clothing that are suggestive of any alcoholic beverages, vulgarities, or illegal drugs may not be worn at school.
9. Jeans and other articles of clothing must be clean with no open holes above the knee; no shredded jeans will be allowed.
10. Skirts, dresses, culottes, and walking shorts may be worn if they are an appropriate length. All skirts and short pants must not be shorter than 3 inches above the top of the knee as determined from the casual view of a teacher or administrator. No short shorts or gym shorts will be allowed, except when worn during physical education and athletic activities in designated areas, as approved by the principal.
11. Clothing shall not be so tight or so loose as to be overly revealing.
12. Closed-toe and closed-heeled shoes should be worn in school settings, except on other days at the principal's discretion.
13. The principal or other representative of the Superintendent may issue additional guidelines in instances that interfere with the learning process.
14. Spirit shirts must support the school that the student attends.
15. **All visible clothing must be school colors.**

Any student who fails to dress appropriately will not be allowed to attend class until suitable attire can be provided. If necessary, parents or guardians will be called to bring the proper clothes to school.

ELECTIONS

STUDENT GOVERNMENT ELIGIBILITY REQUIREMENTS

In order to run for any Student Government position (Class Officers or Student Council), students must meet the following eligibility requirements:

- The student must be enrolled in their current school for at least one full semester prior to elections.
- The student must have a minimum 80 GPA
- The student may have no more than five unexcused absences or Tardies for the current school year at the time of elections.
- The student must not have any Class II or higher disciplinary referrals during the current school year or the previous semester, nor have any suspensions or expulsions.

Students who fail to continue to meet these eligibility requirements during their term may be subject to removal from the office or other disciplinary action.

In the event of a vacancy during the school year, the following procedures will be followed:

When a vacancy arises on the executive board (President, Vice President, Secretary, Treasurer, Reporter) for any reason during the year, the executive board shall recommend the appointment of a new officer from within the executive board or auxiliary members (Parliamentarian, Sergeant at Arms, Members at large) to the council adviser for final approval. The board and advisor shall fill the position within two weeks of the vacancy date.

All scoring sheets for selection shall be turned in to the principal and should be made available to the Superintendent upon request.

I. Student Council

A. Election Schedule

1. One week during the Spring semester - Nomination forms due in the office for those seeking office by 12:00 noon, Friday
2. Monday-Wednesday: Campaign for the office-(put up posters, pass out stickers, etc.)
3. Wednesday: Assembly for speeches.
4. Thursday: First election in homerooms.
5. Friday: Run-off elections in homerooms.

6. The Counting Committee will be responsible for counting votes.

B. President

The candidate for president must be a senior during his/her term of office, maintain a “B” GPA, have been a student Council officer for at least one year, or have attended a State Student Council Workshop, or have served as a student council member during his/her junior year.

C. Vice-President, Secretary, Treasurer, Reporter

Any student who will be at least a sophomore in his/her term of office and maintains a “B” GPA is eligible to seek the office of Vice-President, Secretary, Treasurer, or Reporter.

D. Parliamentarian, or Sergeant-at-Arms.

These offices will be filled through appointment by the Principal and Student Council Advisor. The selections will be made from the list of candidates who sought the five elected offices.

***Elementary schools may hold elections at the beginning of each school year.**

II. Class Officers

OFFICES TO BE ELECTED ARE PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, AND REPORTER.

A parliamentarian and social chairperson will be selected from the list of all students seeking the five offices. The class sponsors and principal will make this selection. The two appointed officers will serve as class officers in full standing.

SCHEDULE FOR ELECTIONS

First day of Elections—Nominations

Second day of Elections—Speeches to Class, Third day of Elections—First Election

Fourth day of Elections—Run Off if Necessary

PROCEDURE FOR ELECTIONS

On the first day, homeroom teachers will collect a note from any student wishing to seek a particular class office or nominate another student for the office. A complete list will be made and returned to the office. On the second day, any student seeking office who wishes to speak to the class as a whole will have that opportunity.

On the third day, the first election will take place. Each student will be given a ballot and asked to vote for one person for each office. These will be collected and counted in the office.

On the fourth day, a run-off election will be held if necessary. At morning break, homeroom teachers will be asked to meet in the library to discuss appointments for the parliamentarian and the social chairperson.

On Friday, each homeroom will vote on two Student Council representatives. Students are encouraged to vote for dependable students. These elected students will attend meetings and report back to their homeroom on the following day. It is essential to identify students who will remember when a meeting is scheduled and participate in the meeting.

COUNTING COMMITTEE

1. The committee shall consist of at least three (3) adults. The principal of the school shall head this committee, along with two others appointed by them.
2. The two appointed members must be regular, certified teachers of the respective school.
3. The principal may appoint additional members at any time and make changes to the committee for any legitimate reason at their discretion.
4. In the event of death, sickness, transfer, resignation from the committee, or any other reason, the principal shall immediately appoint a replacement to fill the vacancy on the committee.

III. Homecoming Queen and Court

A. General

1. All girls nominated must have at least a “70” GPA to qualify.
2. All girls nominated must be enrolled in the school from which they are seeking nomination for at least one semester prior to being nominated. (Does not include in-county elementary schools.)

B. Nomination Process

1. Students in grades 7, 8, 9, 10, and 11 will be given the opportunity to nominate themselves or any classmate to be their class's Homecoming maid. These eligible nominees will be placed on a ballot and voted on by their respective grades. If any girl receives a clear majority (50%+1) of votes, that girl will be the class maid. If there is no clear majority, a runoff election between the top two candidates will be necessary.
2. The senior class students will be given the opportunity to nominate any senior girl for consideration as Homecoming Queen or maid. In addition, a senior girl may nominate herself. These nominees will then be placed on a ballot and voted on by the senior class. The three girls with the highest vote count will then be voted on by the entire student body (9-12), faculty, and the football team or basketball team, depending on the season.
3. Any changes to the nomination process stated above are at the discretion of the school's principal.

C. Voting Process

1. There shall be three (3) divisions of votes, all with equal weight. The student body will vote, and the total percentage will be figured. The faculty will vote, and the total percentage will be figured. The Varsity Athletic team, which the queen represents, will vote, and the percentage will be figured. These will be added together and then averaged to determine the total percent. Each group's percentage will count equally in the total percentage average. The girl receiving the highest percentage will be chosen as the Homecoming Queen. The other two girls will serve as senior maids.
2. Members of the homecoming court must be escorted by their father, brother, uncle, or legal guardian on homecoming night.
3. Members of the homecoming court and their escorts must conform to a dress standard as established by a majority of the homecoming court and approved by the principal.
4. During the homecoming assembly, members of the homecoming court will be escorted by male classmates.
5. In adherence to a ruling by the Office of Civil Rights, no quota based on race can be guaranteed.

IV. Cheerleader

Each school shall form a cheerleader committee consisting of seven (7) members. This committee shall include:

Principal; Athletic Director; Cheerleader Coach; Two (2) Faculty Members; and two (2) Cheerleader Parents.

The parents will serve on the cheerleader committee only for budgetary discussions and decisions.

The cheerleader committee will meet at the request of the principal or cheerleader coach to address questions, problems, or disciplinary actions. The principal and cheerleader coach are non-voting members of this committee. The committee's actions are binding.

A. Purpose

1. The cheerleaders shall promote and uphold school spirit.
2. They shall develop a sense of good sportsmanship among students.

B. Membership

Students must be in the 6th, 7th, or 8th grades to try out for junior high cheerleader; students must be in the 6th, 7th, or 8th grades to try out for junior varsity cheerleader; students must be in the 8th, 9th, 10th, or 11th grades to try out for varsity cheerleader.

C. Eligibility

Must meet guidelines set by the AHSAA. (Ex. Cheerleaders must follow the exact eligibility requirements as athletes.)

D. Tryouts - Procedures

1. Tryouts will be available at no cost to the students.
2. Tryout practices will be held at least seven consecutive days prior to the scheduled tryouts. These practices must be attended unless the cheerleader coach gives prior approval for absence.
3. Students must be at school all day on the day of tryouts with the exception of approved school events, sickness, injury, or other administrator-approved absences.
4. Cheerleaders will be selected by a panel of judges, one of whom will be a minority. This panel will consist of at least three judges. No cheerleader will be chosen by popular vote.
5. The Sponsors will select the Captain and Co-Captain. Each prospective cheerleader will be judged on the following criteria:
 - a. Entrance/Exit/Smile
 - b. Arm Motions/Coordination
 - c. Grooming/Appearance
 - d. Eye Contact
 - e. Jumps

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- f. Cheer and Chant Execution
 - g. Dance Routine
 - h. Aerobics (split, cartwheel, leg extension)
6. Final selection will be based on the highest scores as determined by the judges. Decisions made by the judges are final.

E. Uniforms and appearance

1. Each cheerleader will be responsible for paying for their own uniform, in addition to fundraising projects.
2. Each cheerleader is responsible for the care of his/her uniforms.
3. The squad members and the cheerleading coach will determine the length and style of the uniforms. No alterations to the uniform will be allowed unless the cheerleader coach gives prior approval.
4. The uniform is to be worn in conjunction with school events and will be worn to school on the day of the event.
5. Any part of the uniform provided by the school must be returned at the end of the season.
6. At all sporting events, appearance must be neat and clean. Hair must be clean and pulled away from the face. Makeup, if any, must be applied tastefully and not overdone.
7. Jewelry may not be worn with the uniform.

F. Conduct and Responsibilities

1. Cheerleaders are to show respect to the principal, faculty members, coaches, game officials, and fellow cheerleaders. Disrespect will lead to disciplinary action.
2. There will be no smoking, either tobacco or vapor, use of alcohol or drugs, or obscene language. **THESE ARE GROUNDS FOR DISMISSAL. VIOLATORS OF THIS RULE OF CONDUCT WILL BE SUBJECT TO DISMISSAL FROM SQUAD.**
3. Participation is a must. All cheerleaders will participate in cheers, chants, pom-pom routines, and dances on the field or court.
4. A cheerleader may not sit in the stands or leave the squad until the end of the game. The captain may grant permission for a squad member to leave the field or court in the event of an emergency. In inclement weather, the cheerleader will leave the field when the players do so or at the discretion of the cheerleader coach.
5. Cheers, chants, pom-pom routines, and dances will be presented in a tasteful manner and must be approved BEFORE presentation. No provocative and suggestive moves will be allowed. The cheerleader coach and/or the principal has the final decision in these matters.
6. Cheerleaders shall properly conduct themselves at all times, as they are the official representatives of the school. No public displays of affection while in uniform will be tolerated.
7. The cheerleading squad is to set an example for the student body in spirit, work ethic, academics, school attendance, and conduct.
8. Each cheerleader must have a completed physical release form on file.

G. Games

1. Arrival times for games are left to the discretion of the cheer sponsor.
2. Each cheerleader must be present at school for at least half a day on the day of the event in order to cheer at the game or pep rally, unless the principal and/or cheerleader coach approves the absence.
3. If a cheerleader is absent from the last scheduled practice before an event without prior permission, that cheerleader may not cheer at the event.
4. Absences from football or assigned basketball games will require a legitimate excuse as determined by the cheerleader coach.
5. The cheerleading coach will schedule practice sessions.

H. Disciplinary Action

1. The cheerleader coach will administer minor rule violations and subsequent disciplinary actions.
2. The sponsor and or administrator will administer any rule violations and subsequent disciplinary actions.

I. Safety

1. All cheerleading squads will follow the safety conditions and standards contained in the National Federation of High Schools' "Spirit Book".

V. Majorette

A. General

All the following rules will pertain to majorettes in the schools of the Washington County School System:

1. Must be in grades 9-12 (May audition in the spring of the eighth grade). Administrator discretion may be used.

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2. Must have a GPA of at least 70% in the previous semester. (Same as athletic requirements.)
3. Must have three recommendations from faculty members.
4. Must return a signed parental form.
5. Must have a score sheet attached to the parental form.
6. Final selection will be based on the highest scores as determined by the judges.
7. The county band directors will develop a judge's list. Two to five judges will be selected from the list by the school's band director to judge majorette candidates. The list will be updated yearly by the band directors.

VI. Drum Major

A. General

1. Must be in grades 9-12 (May audition in the spring of the eighth grade). Administrator discretion may be used.
2. Must have a GPA of at least 75 for the previous semester.
3. Must have three recommendations from faculty members.
4. Must return a signed parental form.
5. Must have a score sheet attached to the parental form.
6. Final selection will be based on the highest scores as determined by the judges.
7. The county band directors will develop a judge's list. Two to five judges will be selected from the list by the school's band director to judge drum major candidates. The band directors will update the list.

VII. Auxiliary

All the following rules will pertain to auxiliary show groups other than majorettes in the schools of the School System:

1. If the school's schedule permits, participants will come from grades 7 through 12.
2. If the schedule permits, auxiliary participants must enroll in band class for the fall semester.
3. Must have a GPA of at least 70% in the previous semester. (Same as the athletic requirements.)
4. Must have three recommendations from faculty members.
5. Must return parental form. A score sheet will be attached to the parental form.
6. Final selection will be based on the highest scores. The county band directors will develop a list of judges. Two to five judges will be selected from the list by the school's band director to judge the auxiliary tryouts. The list will be updated each year by the band directors.
7. The band director/and sponsor will select Captains and Co-Captains.

EXTRACURRICULAR ACTIVITIES

ATHLETIC TEAMS, CHEERLEADERS, PEP SQUADS, BAND GROUPS, SERVICE OR ACADEMIC CLUBS, AND ANY OTHER SCHOOL-RELATED ACTIVITIES

Participation in extracurricular activities is a privilege extended to all students who abide by the rules and regulations established by the Board. Extracurricular activities are offered to enhance students' social development, promote citizenship, and make the school environment more enjoyable for all students.

A. TRANSPORTATION

Since the School System is responsible for transporting students to and from any school-sponsored events, all students will travel via the mode of transportation provided and/or approved by the School System.

EXCEPTION

1. A student's parent or guardian may appear in person to request that the sponsor or coach in charge relinquish responsibility for the student to them after the event. Parents or guardians must sign a release form provided by the sponsor or coach.
2. Only students who are members of the team or organization will be allowed to travel on the school-provided and/or approved mode of transportation.
3. Approved chaperones will be allowed to accompany groups on designated trips.

B. CONDUCT

All school-sponsored events scheduled after the normal school days are considered an extension of the school day. Therefore, all rules and regulations applicable during the regular school day also apply at these school events.

C. RULES AND REGULATIONS FOR PARTICIPATION

1. All schools will follow guidelines provided by the Alabama High School Athletic Association and state/national guidelines for these organizations or clubs.

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2. Each school has the discretion to establish rules and regulations specific to its school, provided that an administrator-approved policy is in place for the team, club, or organization.

D. SUPERVISION

1. All students are subject to the authority of their school's teachers and/or supervisors at all times.
2. A school teacher or supervisor must supervise students participating in extracurricular activities and adhere to all rules and regulations established by the Board.

E. UNIFORMS– EXTRACURRICULAR

The sponsor and/or committee will determine the design and style of all extracurricular uniforms. Students participating in multiple activities will be allowed to wear the primary uniform during a secondary activity. Ex. Cheerleaders may wear their cheerleader uniform to march in the band's halftime show.

SPECIFIC EXTRACURRICULAR ACTIVITIES

A. ABSENTEEISM

Attendance at all scheduled rehearsals and/or performances is required for membership in the performing groups. Absences will be deemed excused or unexcused according to the absentee guidelines used in the Alabama public schools. Unexcused absences will be reflected in the student's grade for that grading period.

B. FEES AND DEBTS INCURRED BY STUDENTS

- Any student who incurs a debt during the course of a semester will be subject to the forfeiture of participation in all sports, clubs, organizations, and extracurricular activities, proms, and graduation exercises until the debt is paid.
- Driver's Education Fee \$20
- LOCKER FEE- \$10.00 per student, per year.
- Any uncollected nonsufficient funds checks, after necessary actions to collect the check amount have been completed, will be turned over to the Washington County District Attorney's Worthless Check Unit.

The above rules and regulations apply to these activities. — Prom/Dances/Homecoming Activities/Pageants/Festivals
A committee comprising faculty, parents, and administrators will develop guidelines and address issues not addressed by board policy. Issues to be addressed are age, marital status, pregnancy, drugs, and admission procedures.

PARENT/FAN CONDUCT POLICY

(Parent/Fan)

Date of Adoption: 11/8/2001 The Washington County Board of Education prohibits any parent, fan, or visitor associated with any extracurricular activity, from harassing or otherwise creating interference with the performance of duties of a principal, coach, assistant coach, band director, or other school personnel, and /or participating student(s).

Harassment shall include, but not be limited to: threats, demands, lewd or offensive remarks, lewd or offensive gestures, and/or continued unwanted and annoying actions.

The principal or designee shall be authorized to take necessary action to eliminate the interference.

First offense: The offender will be required to leave the premises.

Second offense: The offender will be prohibited from any other involvement or attendance in the activity for the remainder of the school year. Third offense: The offender will be prohibited from participating in or attending any extracurricular activities in the Washington County School System for a period of not less than one year.

Sporting events or other extracurricular activities: Unless invited, parents and fans shall not be allowed on the playing area until the completion of the game. Any violation will result in removal from the event.

SCHOOL HEALTH

School Nurse Coordinator @ 251-847-2401 ext. 117

All students who attend schools in the School System must meet the applicable health requirements of the State of Alabama. Students identified as migrant, homeless, and/or ELL may enroll in the school system, and the school staff will assist in obtaining the applicable health requirement documentation. Those applicable are as follows:

I. HEALTH POLICY CHECKLIST:

_____ Certificate of Immunization (Blue)

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All students 11 years old and older, entering 6th grade, must have a Tdap vaccine (Tetanus, diphtheria, acellular pertussis). All students, K-9th grade, must have documentation of Varicella (chickenpox) vaccination or immunity.

- _____ Certified Birth Certificate
- _____ Social Security Number
- _____ Health Assessment Record (updated annually)

II. Healthy Student Initiative Wellness Policy

The Washington County School System is committed to providing a school environment that enhances learning and helps students make informed choices and develop behaviors that contribute to a healthy lifestyle.

To accomplish these goals, the Child Nutrition Program will comply with federal, state, and local requirements. The Child Nutrition Program is accessible to all children.

- Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Child Nutrition Act (42 U.S.C. 1779) and the Richard B. Russell National School Lunch Act (42U.S.C. 1758).
- Age-appropriate nutrition education will be taught annually in all grades and by knowledgeable and adequately prepared personnel.
- All students will have opportunities during the school day to participate in meaningful physical activities outside of regular Physical Education class.
- All school-based activities are consistent with and help promote this wellness policy.
- School faculty and staff will act as role models for good nutrition and healthy behaviors in all aspects of wellness activities.
- All foods and beverages made available to students on campus, during the school day, are consistent with the current United States Department of Agriculture Dietary Guidelines for Americans. This includes foods and beverages in vending machines, student stores, concessions, fundraising activities, and those served at school parties.
- All schools are prohibited from selling or providing “free of charge” any food or meal that is in competition with a scheduled school meal. Schools are required to restrict student access to concessions, extra sales, vending, or fundraisers during a scheduled meal time.

Schools may not schedule sales immediately before or after a scheduled meal time that would, in effect, compete with the meal service.

- All foods made available on campus must adhere to food safety and security guidelines.
- The environment for meals at school will be safe, comfortable, and pleasing.
- Food and/or physical activity will not be used as a reward or punishment.
- On a yearly basis, each school will conduct a School Environment Health Assessment using a nationally recognized, validated survey to identify strengths and weaknesses. Results of the survey will assist the school in making changes to improve student and faculty health.
- All media advertisements, including fronts on vending machines and Channel One, will be monitored by school administration to reflect healthy lifestyle choices, including foods and beverages, and will refrain from advertising of over-the-counter medication and music, videos, and movies that have an MPAA rating for sexual and/or violent content.

III. COMMUNICABLE DISEASES - All information should be held strictly confidential on Communicable Diseases.

A. Authority to Exclude a Student - The Superintendent or Principal shall have the authority to exclude any student with a communicable disease that can be spread by casual contact and is considered a health threat to the school population. Such a student shall be excluded from schools of the School System for a period of time as may be prescribed by the local Health Department, school nurse, or a physician. In all cases, a statement of clearance from the Department of Health, a school nurse, or a physician is required before the student may re-enter school.

B. A student infected with HIV, HBV, or HCV has the same right to attend school and receive services as any other student and will be subject to the same rules and policies. The infection will not be a factor in decisions concerning class assignments, privileges, or participation in any school-sponsored activity. School authorities will determine the educational placement of a student known to be infected with HIV, HBV, or HCV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. (*Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990*). Decision-makers must consult with the student's parent or guardian and physician, respect the student and family's privacy rights, and reassess the placement if there is a change in the student's need for accommodations or services. School staff members will always strive to maintain a respectful school climate and refrain from allowing physical or verbal harassment of any individual or group by other individuals or groups. This includes taunts directed against a person living with HIV infection, perceived as having HIV infection, or living with someone with HIV infection.

C. Fever and Illness – Any student with an elevated temperature greater than 100 degrees Fahrenheit will be sent home. If they exhibit other symptoms indicative of influenza (such as cough, sore throat, body aches, vomiting, or diarrhea), they may be isolated and

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required to wear a mask until a parent can come to pick them up. Students must be fever-free for 24 hours (without the use of fever-reducing medication) before returning to school. Current guidelines from the CDC and the Public Health Department will be followed for exclusions, school dismissals, and re-admissions to school as outbreaks of illness occur.

D. Confidential Information - All persons privileged with any medical information pertaining to students shall be required to treat all proceedings, discussions, and documents as confidential. Before any medical information is shared with anyone in the school setting, a "Need to Know" review shall be conducted, which will include the parent/guardian and the student, if over 18 years of age, or their representative.

E. Instructions Regarding Communicable Diseases - Students will be instructed in an age-appropriate manner on the modes by which communicable diseases are spread and the best prevention practices. Students will be taught proper hand washing techniques and to sneeze and cough into their sleeves or use a tissue. Training in the prevention of the spread of communicable diseases will be provided to all staff.

IV. PROCEDURES FOR HEAD LICE

Students will be checked periodically for head lice by a school nurse or designated staff member. Students found to have head lice will be sent home with a letter stating the findings and outlining the treatment procedures. Students with head lice must be treated away from school and checked immediately upon returning by the school nurse or administration. The student must be clear of all lice and nits before returning to the classroom.

V. HYGIENE

Students will be expected to practice good hygiene. This includes:

1. Bathing
2. Practicing Good Dental Hygiene
3. Wearing Clean Clothes
4. Keeping Hair Combed
5. Cleaning Hands and Fingernails

At school, students will be provided the opportunity to wash their hands after using the bathroom and before eating.

VI. MEDICATION

The school nurse or delegated, trained school personnel will administer medications to a student during school hours, provided a *School Medication Prescriber/Parent Authorization Form (Medication PPA)* is on file at the school. This form can be found on the school website under Special Services: School Health Services. The following guidelines are also used:

- A.** No medications can be brought, taken, or administered without the *Medication PPA* completed, signed, and on file at the school. Any student who has medication in his/her possession without the *Medication PPA* on file, or who furnishes, gives away, or sells any medication, may be subject to disciplinary action to include probation, suspension, or expulsion.
- B.** Medication is to be administered to the school nurse or a designated medication assistant. For prescribed medication, the prescriber must either sign the authorization form or send the school a written statement indicating the need for the student to be given the medication at school.
- C.** All medications, except EpiPens and Asthma inhalers, will be locked up in a secure location. Students who need Epi-pens and Asthma inhalers and cannot keep "on-person" may have their emergency medication in their classroom in a secure location. Students who can keep "on-person" must follow the guidelines listed in E.
- D. Self-Administration** - Only students who have a **chronic** health condition (such as asthma, severe allergies, diabetes, JRA, cystic fibrosis, etc.) will be able to keep their medication "on person" and self-administer. *The Medication PPA* on file in the nurse's office must have an order from the doctor, permission from the parent, and an assessment from the school nurse that the student is capable and responsible enough to self-administer the medication.
- E.** Over-the-counter medications that are allowed with the parent's signature only are: Acetaminophen, Ibuprofen, Tums or other antacids, and cough drops. Instructions for dosage must match the instructions on the medication container. All other OTC medications will require a physician's signature.
- F. Sunscreen Law:** The FDA has regulated that over-the-counter sunscreens may be used at school and school-based events, including allowing any student to carry and apply sunscreen to themselves. If a student, parent, or guardian requests or requires a school board employee to assist or apply the sunscreen to a student, they must first complete a Parent Prescriber Authorization form to include the Parent/guardian's signature.

VII. INJURY/ILLNESS

Injured or seriously ill students will be taken to a doctor or the nearest Emergency Room, even if parents or guardians cannot be contacted.

A CURRENT TELEPHONE NUMBER WHERE A PARENT/GUARDIAN CAN BE NOTIFIED OF AN ACCIDENT OR ILLNESS CONCERNING HIS/HER CHILDREN MUST BE ON FILE. ALL COSTS INCURRED CONCERNING ACCIDENT/ILLNESS WILL BE PAID BY PARENTS.

VIII. HEALTH SCREENING

1. Vision and Hearing - All students in kindergarten, second, and fourth grades may have their vision and hearing screened by the school nurse or an outside agency. The school nurse will notify parents or guardians when a potential problem is identified. Parents, guardians, and teachers may request vision and hearing checks for students at any time. Written permission is required from parents or guardians. The school nurse will check the students for whom such special requests have been made as soon as his/her schedule allows.
2. Dental Screening – Local dentists provide dental screening to 1st and 3rd grade students each February as part of National Dental Health Month.
3. Spinal Screening – State law requires yearly spinal screening for all students in grades 5-9. Students may be exempt from the screening only if their parents provide documentation from a doctor stating that their child has already been screened. A trained screener, with the assistance of the school nurses, will check the students. If a problem is suspected, the student may be screened again, and the parent will be notified if medical follow-up is needed.

IX. RESOURCES

Assistance in providing medical follow-up is available through several different agencies (All-Kids, CRS, Sight-Savers, United Way Vision and Dental Program). Contact the school nurse if you need assistance.

PARENT-TEACHER CONFERENCE

Parents and guardians are encouraged to contact the school to schedule a parent-teacher conference appointment when necessary. They are reminded that teachers cannot be called from a class on the spur of the moment to discuss a student's status.

PROMOTION AND RETENTION

PURPOSE: The Promotion and Retention Policy of the School System is to establish minimum learning goals that students must master at each grade level. The reading level requirements refer to the reading programs implemented in each school, which have been approved by the Washington County Board of Education.

STANDARDS OF PROMOTION: The Board has a serious vested interest in the education of all students. With this in mind, the Board has established a policy for promoting and retaining students. To assure a minimum level of skill development, the following standards have been made policy for all students in grades K-12. Students must have a passing GPA of 70% in reading—it is critical to educational success. Retention is based upon recommendations of the principal, counselor, or teacher in grades 4-6.

No student will be retained unless they have participated in at least 12 weeks (one complete cycle) of the *Response to Intervention (RTI)* process.

It is the recommendation of this committee that students may be retained for only one (1) year in grades 1-4 and for an additional year in grades 5-8 for a total of two (2) years in grades 1-8.

Minimum Requirements for Promotion

No student will be retained unless they have participated in the RTI process.

Kindergarten - Retention in kindergarten shall be based on teacher recommendation and approval of the principal and parent/guardian.

Grade 1 - Students must have a passing grade point average (70%) in reading and a passing grade point average (60%) in math. Retention is based upon the recommendation of the Principal, Counselor, and teacher.

Grade 2 - Students must have a passing grade point average (70%) in reading and a passing grade point average (60%) in math. Retention is based upon the recommendation of the Principal, Counselor, and teacher.

Grade 3 - Students must have a passing grade point average (70%) in reading and a passing grade point average (60%) in math. Students failing two or more of the following subjects will also be retained: English, Social Studies, Science/Health. Also, beginning in the 2021-2022 school year, if a 3rd grade student does not demonstrate grade-level reading skills at the end of the 3rd grade, the parent/guardian will receive notification that the student may not be promoted to the 4th grade. The Alabama Literacy Act mandates this.

Grade 4 - Students must have a passing grade point average (70%) in reading and a passing grade point average (60%) in math. Students failing two or more of the following subjects will also be retained: English, Social Studies, Science/Health.

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Grade 5 - Students must have a passing grade point average (70%) in reading and a passing grade point average (60%) in math. Students failing two or more of the following subjects will also be retained: English, Social Studies, Science/Health.

Grade 6 - Students must have a passing grade point average (70%) in reading and a passing grade point average (60%) in math. Students failing two or more of the following subjects will also be retained: English, Social Studies, Science/Health.

Grades 7 & 8 - Students failing two or more of the following subjects and who have participated in a minimum of 12 weeks of RTI will be retained: English, Reading, Science, Mathematics, and Social Studies. Students who fail English, Reading, Mathematics, Science, and Social Studies for two consecutive years will be retained.

The passing grade point average is 60% for all subjects. Students must have been in attendance at least 160 days. Allowances will be made for students with extended absences due to health reasons or other problems. In such cases, it will be the responsibility of the parent/guardian to verify the absences, and any requested make-up work must be approved by both the teacher and the principal.

These requirements pertain to all grades. (See attendance policy)

Grades 9 – Students must have successfully completed six (6) Credits.

Grades 10 – Students must have successfully completed six (6) additional Credits (a total of twelve).

Grades 11 – Students must have successfully completed six (6) additional Credits (a total of 18).

Grades 12 – Students must have successfully completed six (6) additional Credits (a total of 24) to receive a standard diploma.

No public distinction will be made between the types of diplomas a student receives. The Valedictorian and Salutatorian will be selected from students who have completed the requirements listed on page 15. Students who graduate with honors must have an overall GPA of 85 (without rounding). Report card grades and cumulative record grades will be recorded numerically. Students who fail to pass specific academic courses or who fail to achieve the Credits necessary for assignment to the next grade level/ homeroom have the following alternatives to make up the credits for promotion with the permission of the principal:

1. Authorized Summer School (See Policy—pages 34-36)
2. Tutoring and re-evaluation for placement
3. Credit Recovery

RESPONSIBILITY FOR STUDENT MASTERY

PRINCIPAL—The principal is responsible for:

1. Monitoring the instructional program as specified by the Board to assure the success of the academic program.
2. Ensuring the flow of information about the academic program between the school and parents or guardians.
3. Notifying parents or guardians regarding student progress at regular intervals.
4. Placing students appropriately so that they can receive the proper academic instruction.

TEACHER—The teacher is responsible for:

1. Ensuring that the specified skills are taught through an effective management system.
2. Keeping parents or guardians informed about their child's progress.
3. Scheduling conferences with parents/guardians to review students' progress.

PARENTS/GUARDIANS—Parents/guardians are responsible for:

1. Monitoring their child's progress by reviewing report cards, grades, and test scores that are available at the school.
2. Making sure that their child attends school regularly.
3. Attending PTO meetings.
4. Scheduling school visits often.
5. Providing a specified time for their child to do homework.

STUDENTS—Students are responsible for:

1. Completing homework.
2. Paying attention to the teacher's instruction..
3. Responding to guidance given by principals, teachers, and counselors.
4. Attending school regularly.
5. Accepting responsibility for their own learning.

ATTENDANCE POLICY

No student will be allowed to check out by phone call or letter. All student checkouts must be completed through the office by the parent/guardian or an authorized adult. The adult designee must be a contact listed in PowerSchool. Daily attendance is vitally

important for the acquisition of knowledge and maintaining an academic pace. Students benefit greatly from attending class each day; therefore, it is the purpose of this program to do everything possible to encourage good attendance by involving as many supportive groups as necessary and by developing a uniform method of addressing this important issue. Students deserve every opportunity for academic success, and prompt, regular, daily attendance not only teaches life-supporting skills but also increases the likelihood that school will be a positive experience.

Every child between the ages of 5 and 17 shall be required to enroll and attend for the entire length of the school year. All students shall be enrolled for a full instructional day.

ABSENCE FROM SCHOOL - All student absences shall be designated as either excused or unexcused.

The following reasons shall be accepted in classifying excused absences:

1. Student too ill to attend school;
2. Inclement weather, which would be dangerous to the life and health of the child if he/she attended school;
3. Legal quarantine;
4. Death in the immediate family;
5. Emergency conditions as determined by the principal;
6. Absence from school with the permission of the principal and consent of the parents;
7. S.A.— A school-sponsored activity.
8. Students have three (3) days to bring an excuse to school; otherwise, they will be marked as unexcused.
9. After THREE (3) parent excused absences per semester, students will be required to provide doctor's excuses for any additional absences.

TARDIES

Beginning with the third unexcused morning tardy during a nine-week schedule, 9-12 students will be required to ride the bus for a minimum of three days. Students cannot return to school until these requirements have been met. Parents will be notified after the second unexcused tardy.

STUDENT CHECK-IN PROCEDURE

A student who arrives at school after the scheduled start time for daily activities must check in at the office. The student will not be admitted into class without checking in at the office. Students who check in late will need to provide a note or doctor's excuse to be admitted with an Excused Tardy.

STUDENT CHECK-OUT PROCEDURE

The following check-out procedure is for the purpose of assisting the school administrative staff to release certain students during the regular school day in an orderly manner and to provide for the greatest security and safety for released students:

1. Should a student become ill at school, every effort will be made to contact the student's parent or guardian. If the parent/guardian cannot be reached during the school day, the parent/ guardian can designate in the student management program a close relative or neighbor to check the student out. This may be done in the form of a signed note on file in the office designating the individual who may check out of school. No employee may check out a student who is not his/her own child, grandchild, niece, or nephew.
2. The parent or guardian should come to the office and check the student out personally. A school principal or designee must approve all checkouts. A parent note or doctor's excuse will be required to code the check-out as excused. A student who is checked out for an unexcused reason will not be permitted to make up missed work during such absence. Any exceptions to this policy must be approved by the principal.

MAKE-UP WORK

Students absent for any excused reasons shall be allowed to make up work missed. The responsibility of making up work lies with the student. Upon returning to school, students will have two class meetings to arrange to make up any work missed due to an excused absence. The student and teacher should discuss make-up arrangements and establish a deadline for turning in the work. If a student does not complete the work within the allotted time, teachers are not obligated to allow additional time. Teachers are not obligated to allow make-up work for an unexcused absence. For assignments that were due on the day on which the student was absent, provided that the due date was communicated prior to the student's absence, the student should be prepared to turn in the assignment upon returning to school. Students who check in late or who check out and check back in and miss taking a test will be required to take the test at the end of the day on which he/she checks in.

DENIAL OF CREDIT

A student in Grades K—12 who accumulates more than ten (10) unexcused absences in any class in any one semester shall be denied credit for the course.

UNEXCUSED ABSENCES

The following procedures must be followed and documented in the student management program for all truant students.

1. Teacher/student conference (upon two absences). The principal and parents or guardians must also be notified.
2. Administrator/parent OR his/her designee conference (upon three absences).
3. Refer to the attendance counselor (after five absences).
4. Students/parents will go before the Board of Education (above five absences).
5. Complaint filed with the Juvenile Court of Washington County.
6. Students with unexcused absences will not be allowed to make up work.

TRANSFER POLICY

All students who enroll in a school in Washington County will be required to attend that school for the entire school year, unless they make a bona fide move into another school zone or obtain approval from the Superintendent. Students attending an in-county school outside of their home school zone who have two or more Class II offenses, one or more Class III offenses or above, or excessive tardiness may be transferred to the school within their home school zone. A school zone is defined as the area traveled by the school bus that picks up students for a particular school on a daily schedule.

ENROLLMENT OF OUT-OF-COUNTY STUDENTS

Out-of-county students attend as guests of the Washington County Board of Education, and their enrollment may be terminated at any time due to attendance and/or disciplinary violations.

SCHOOL VISITORS

Visitors must obtain permission from the principal to be on school grounds or in the buildings.

Students are not to visit other schools during school hours except for school-sponsored events. Students who are found to violate this policy are subject to disciplinary action and may be considered trespassers.

Parents/guardians are invited and encouraged to visit the school; however, visits during the school day should be cleared through the principal's office. Parent-teacher conferences are crucial in enhancing the learning environment. Conferences may be held with the principal during the school day. Conferences with the teachers must be scheduled before or after school or during the teacher's planning period and must be cleared through the principal's office. The administration and teachers urge parents/guardians to arrange a conference early in the school year. The principal may require a 24-hour notice prior to any meetings.

UNAUTHORIZED PERSONS ON SCHOOL PROPERTY ARE TRESPASSERS AND WILL BE SUBJECT TO LEGAL PROSECUTION.

SCHOOL INSURANCE

School personnel will make school accident insurance available to the students. This service is available for purchase to all students and parents, but participation is not required. Contact your child's school for a brochure.

STUDENT RECORDS

Personal identifiable data, information, and records collected and/or maintained are stored, retrieved, and utilized for the benefit of all the School System's students in a manner that will ensure confidentiality and privacy rights. The content of student records may include, but is not limited to:

- I. CONTENT OF STUDENT RECORDS
 - A. Complete Personal Data (Name, sex, date of birth, race, social security number, immunization data, home address, telephone number, emergency contact number).
 - B. Health records (include emergency numbers)
 - C. ALL Test Evaluation Results
 - D. Parent Notification Concerning Curriculum
 - E. Irregular Custody Battle Information
 - F. Copy of Psychological Evaluation.
 - G. Student Incident/Discipline Report
 - H. Student Accident Reports.
- II. STUDENT/EDUCATION RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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Annual Notice of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (those over 18 years of age) certain rights with respect to their education records. These rights include:

- A. 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 a written request to the School principal or the appropriate school official, identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- B. The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may request that the School amend a record they believe is inaccurate. They should write to (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 students, 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 they are notified of their right to a hearing.

- C. 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 System 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 System has contracted to perform a special task (such as an educational consultant, attorney, auditor, medical consultant, therapist or other service provider); 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 educational record in order to fulfill their professional responsibility. Upon the request of a receiving school system, the School System will disclose education records without consent to officials of another school system in which a student seeks or intends to enroll, or has actually enrolled.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

For students with disabilities under the IDEA, there are additional rights afforded with respect to inspection and review of records. Please refer to your copy of the Special Education Rights document for further explanation of the provisions applicable to education records for students with disabilities.

Directory Information

As stated above, FERPA requires the School System to obtain written parental consent before disclosing personally identifiable information from a student's education record, with certain exceptions. However, the School System may disclose appropriately designated "directory information" without written consent, unless you advise the School System to the contrary in accordance with the School System's procedures. The primary purpose of directory information is to allow the School System to include this type of information from a student's education records in certain school-related publications or notices. Examples include:

- Newsletters
- A playbill, showing a student's role in a drama production
- The annual yearbook
- Graduation programs
- Sports activity sheets, such as for football, showing the weight and height of team members
- Honor roll or other recognition lists
- Companies or outside organizations that manufacture class rings or yearbooks.
- Newspapers or other news sources
- Class lists
- Staff and/or student directories and/or listings
- School website
- School bulletin boards

Directory information, which is information that is not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition to FERPA, two federal laws require the School System to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the School System that they do not want their student's information disclosed without prior written consent.

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The School System has designated the following types or categories of information as “directory information” to include, but not be limited to:

- Student’s name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Major field/area of study
- Most recent school attended

If you do not want the School System to disclose the directory information from your student’s education records without your prior written consent, you must notify the School System in writing on or before the 20th day after Labor Day of the current school year, by mailing your written objections to the guidance counselor at your child’s school. If you have any questions regarding this notice, please call or write to the guidance counselor at your child’s school. If you do not submit a written refusal on or before the 20th day after Labor Day of the current school year, then the School System may disclose directory information with your prior consent.

III. RECORDING OF STUDENT GRADES

- A. Recording of grades K-12 will be entered by teachers in PowerTeacher Pro and then transcribed to the student’s official transcript in PowerSchool SIS by the counselor.

IV. TRANSFER OF RECORDS

Transfers of student records will only be honored upon receipt of written requests from a school or parents/guardians. ONLY duplicate copies will be sent upon request to out-of-county and out-of-state schools; all originals will remain at the home school. On in-county requests, the entire folder of records will be sent. Copies of academic records should be made to remain in the home school, with information indicating where the records are sent.

TEXTBOOKS

All students will have free and/or access to digital or print textbooks. Students will assume responsibility for these books when issued. Textbooks will be distributed within 10 days of arrival at the Central Office. All free textbooks issued will be coded, and the code numbers will be recorded in the teacher’s grade book. Lost or abused textbooks may be replaced by the student. If textbooks are not replaced, they shall be paid for in accordance with the Alabama Code. The Code of Alabama states that in computing the loss or damage assessment of a textbook which has been in use for a year or more, computation shall be seventy-five (75%) percent of the original cost of the textbook. If lost or abused textbooks are not paid for within 30 days after notification, such students shall not be entitled to further use of such textbooks. A standard form will be issued to all principals for assessing damage to textbooks.

SUMMER SCHOOL POLICY

1. All proper forms must be filed with the State before summer school begins. Also, the summer school personnel must keep an attendance register and a roll book for all classes taught. Report cards must be issued to all students, and the student’s home school must be notified of grades at the end of the summer school.
2. All summer school facilitators must be trained by ACCESS.
3. Summer school teachers will be paid \$1500 per class taught. A minimum of 10 students per course must be officially enrolled in order to offer a summer school class.
4. Students will be responsible for tuition as determined by the board. Each student must present a letter from their “home” school granting permission to take a specific course.
5. All summer school classes must meet the minimum number of clock hours according to the state standards for summer school. The school can set meeting times and dates for summer school as long as they meet these standards.
6. Any school in the Washington County System may hold summer school classes, provided the prescribed guidelines are followed.
7. All summer school fees will first be receipted in a pre-numbered receipt book by the teacher. The money will then be receipted by the principal and deposited in the school account.
8. Summer school classes will be offered to students who have failed courses or require remediation. Summer school may be attended to allow students to remain in their Cohort.
9. All credit recovery and credit advancement classes shall be taught by ACCESS Distance Learning with the exception of SPE students, who may use other curricula.
10. Teachers will be paid by a regular payroll check.
11. Washington County students will be given first preference.

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GENERAL INFORMATION FOR STUDENTS ATTENDING SUMMER SCHOOL

Purpose: Summer school is provided by the Washington County Board of Education to give students who have failed courses in the regular school year the opportunity for credit recovery and/or to choose to repeat a course in its entirety. Subjects offered in summer school consist of required subjects and electives for which student enrollment is sufficient to justify a full teacher unit.

Transportation: There will be no bus service available. Parents are required to provide transportation for their child to attend summer school.

Rules and Regulations: The rules and regulations governing student behavior, activities, and dress are the same in summer school as in regular school. The principal will use discretion in cases where a discrepancy may need clarification. The principal will provide additional information regarding the operation of summer school.

Student Behavior: Since summer school provides students with another opportunity to earn credit for coursework failed in the regular session, misbehavior is not tolerated. Students may be dismissed from summer school for misbehavior at the discretion of the school principal.

Student Absences and Tardiness: Because one day of summer school represents one week of regular school, the attendance policy is strictly enforced.

A student may not be absent more than one day during a 3-week term. Students who register more than one day late for summer school will not be enrolled. Three days of tardiness during a single three-week term equal one absence. Students absent for more than one day will not receive credit, and they will be withdrawn from summer school. All tuition fees paid are non-refundable.

Grades: Student grades will be sent to parents, home school when applicable, and the Central Office upon completion of the course. Summer school grading procedures are governed by the district's credit recovery policy.

Fees and Payment Procedures: Summer school is operated on a cash, money order, cashier's check, or personal check only. \$150.00 per summer school course.

Instruction and Grading Procedures: Summer school instruction will utilize the computer software program selected by the Board of Education. Summer school teachers will serve as facilitators in the classroom, delivering limited direct instruction to students. Teachers will constantly monitor, provide direction, and document student progress on course standards and objectives that the student did not master during the regular school year. Students who had a final course average below 40 during the regular school year must retake all of the course standards and objectives in summer school. They must demonstrate mastery of the targeted standards and objectives in each recovery subject taken, with an overall grade of at least 70 percent. The earned grade for summer school will be included on the student's transcript. If students successfully complete all coursework and assignments in summer school, they will earn the appropriate Carnegie unit. But the previous final grade earned during the regular school year will remain on the student's transcript.

Those students who had a final course average of 40 to 59 will retake the specific course standards or objectives that they failed to master during the regular school year. Participation for SPE students whose course average is below a 40 may be determined eligible if the IEP team has evidence of student benefit. Their teachers and/or formative tests will determine these course objectives. A maximum grade of "70" will be awarded in a Credit Recovery (CR) course. The CR grade will be calculated as an average of the failed grade with the CR grade, up to a "70" average. Grade forgiveness will be used, whereby the original failing grade is replaced by the CR grade for computing averages.

Non-Public School Students: Non-public school students who attend summer school will be charged a fee of \$200.00 per summer school session. These students will attend summer school at the local school located in their area of residence, and all subject courses will be provided online. They will be required to take and master all of the course standards and requirements. The final numerical grade average earned by these students will be the grade sent to their home school.

Staffing: Certified employees may contact the school principal to be considered as ACCESS facilitator for summer school. Summer school personnel are considered "temporary" employees. For summer school employment, the following regulations, procedures, etc., are in effect:

1. Temporary employees do not contribute to the retirement system unless they were full-time employed in the regular school year. Regular, full-time employees, working temporarily during the summer, are required to contribute to the state retirement fund, which increases the amount of contributions for the year, but does not increase the amount of retirement service time already earned for the year.
2. Temporary employees are not entitled to insurance. Regular teachers teaching in the summer school will not be required to contribute to insurance, as their regular term of employment provides for summer coverage.

3. There is no provision for summer school sick leave or other leave for any temporary employee, including those who are employed as full-time teachers during the regular school year. Teachers are paid on a daily rate. Certified substitutes will be paid \$75. Non-certified substitutes will be paid \$50.00 per day.
4. Federal and state income taxes and F.I.C.A. must be payroll-deducted.
5. Separate checks will not be issued for summer school employees who are regular employees. Auditors have required that all income must be reported together to determine the correct tax deductions.
6. Staff Salaries: Salaries are set by the Board of Education. The current salary for a summer school facilitator is \$ 1,500 per three-week session.

WASHINGTON COUNTY SCHOOL SYSTEM SUMMER SCHOOL

Staff Information

Purpose: Summer school is provided by the Washington County Board of Education to enable students who have failed various subjects to make up credits. Usually, subjects offered in summer school consist of the make-up of required subjects and electives for which the demand is sufficient to justify a full teacher unit.

Courses Offered: All summer school courses will be provided virtually through the ACCESS Platform or A+ for eligible students.

Enrollment Process

Students are accepted for enrollment in the credit recovery program based on need and recommendation from their certified teacher, guidance counselor, and principal. Students will participate in the CR program at the school in which they are enrolled. Students will complete an application for the CR program, which indicates the guidelines and requirements for completing the CR program. Before approval is granted, Credit Recovery Applications will be signed by the student, parent/guardian, guidance counselor, and principal. All assignments and exams will be kept on file at the student's base school. Applications will be submitted by the designated date determined by the LEA and the school.

Please refer to Appendix B for the required documentation.

To pass a credit recovery course in the program, a student must

- Attend credit recovery classes for four/five days each week (Scheduling for these classes will be left to the principal at each school)
- Maintain good attendance and complete all assignments
- Abide by the rules in the Code of Student Conduct
- Demonstrate mastery of targeted objectives in each recovery subject taken, and earn an overall grade of 70 percent
- If any student receives an overall grade of 49 and below, the student will be required to enroll and retake the CR course(s) for a full summer semester at their base school

Note If students are taking CR courses online at their school, they must be present to complete work. There will be no extensions for completing this program unless there are unusual circumstances, such as illness, death in the family, or a family emergency. Written proof must be provided to confirm the need for an extension, such as a doctor's excuse, obituary, etc. (Student procrastination is not a valid circumstance.) The student's parent or legal guardian must request the extension by contacting the principal.

Note If a student transfers to a school within the county taking CR course(s) online, the student's work will transfer with the student.

Absences

The county absentee policy will be enforced for CR sessions.

Removal/Withdrawal Process

Students may withdraw from a CR course by contacting the guidance counselor and principal. A withdrawal from a course is considered a termination of enrollment. Removal from a CR course may be recommended by the CR administrator and teacher, based on attendance, disruptive behavior, and failure to complete assignments.

Instruction

The student must obtain permission from their certified teacher and principal prior to applying and enrolling in a CR course. Students must follow the guidelines for coursework set by their certified teacher. Teachers who assigned a failing grade to the student will have the option to determine skills-specific goals by designating the exact course of study content standards that the student did not meet. The teacher who assigned the failing grade will develop an individual instructional package for students to complete while participating in the CR course. If the teacher declines the opportunity to develop an individual instructional package, the skill-specific goals that the student needs to complete will be determined by a computer-generated pretest. Students will be allowed to work at their own pace. Students will be required to turn in assignments at specific times indicated by the facilitator. Students will receive feedback and grades

from their teacher on a weekly basis to monitor progress. After students view their progress, teachers will keep all assignments on file at the base school. (Parents are encouraged to meet with the teachers to view their child's progress.)

Students taking CR courses online will attend sessions scheduled by the guidance counselor and/or principals. All online Credit Recovery courses are comprehensive and research-based. Teachers who assigned the failing grade will be required to help monitor the student's progress while participating in the CR program through cumulative reports generated online. Students will take a diagnostic test to determine what they know, and instruction will be set up based on the content in a particular area that each individual student fails to demonstrate proficiency in. Students must follow guidelines and complete all coursework while participating in the CR course. Students will be allowed to work at their own pace. Students will be required to turn in assignments at specific times indicated by the highly qualified certified teacher. Students will receive instant feedback and grades daily from their comprehensive program of study to monitor their progress. After students view their progress, teachers will keep all assignments on file at the base school. **(Parents are encouraged to meet with the teachers to view their child's progress.)**

Content and Curriculum/Grades

Credit Recovery content will be delivered during the school day, during an in-class session, or through a comprehensive computer-based program under the supervision of a principal or assistant principal. Scheduling for CR sessions will be left to the school's guidance counselor and/or principal. Credit Recovery courses shall be aligned with the Alabama Course of Study. Students will be graded according to skill-specific assignments designated by their certified teacher or through a comprehensive research-based program. The student will receive grade forgiveness only if they complete all assignments, in addition to an exam, and pass with an overall grade of 70 percent after successfully completing the Credit Recovery program. However, the previous grade earned will remain on the student's transcript.

Credits

Credit Recovery courses completed by students who participated are to be included in calculating students' total credit for a school year

SCHOOL NUTRITION POLICY

The Washington County School District participates in the National School Lunch and Breakfast Program. The purpose of the Washington County Lunch/ Breakfast Program is to prepare and serve nutritious and appealing meals that meet dietary guidelines. These meals will be served to students, staff, and patrons of the schools in a positive, cheerful manner while maintaining financial soundness and contributing to the quality and excellence of a student's educational experience. The administration believes that good nutrition is essential to learning and that every child has the right to access healthy meals and snacks.

PROGRAM OPERATIONS

Each local school principal is responsible for assigning the schedule for breakfast and lunch serving times. Menus are planned at the district office and are designed to adhere to guidelines set forth by governing agencies, the United States Department of Agriculture, and the State Department of Education. Most foods and other products used to prepare meals are procured through the State Department of Education. Milk and Produce are procured through a local bid process. Child Nutrition Program Staff adhere to strict safety and sanitation practices while preparing and serving meals.

MEAL PATTERN REQUIREMENTS

Menus are planned to meet calorie ranges, on average, over the course of a week, and by age grade groups.

Breakfast Calorie Ranges: Grades K-5 (300-500), Grades 6-8 (400-550), Grades 9-12 (450-600)

Students must take all four components, regardless of grade level.

Lunch Calorie Ranges: Grades K-5 (550-650), Grades 6-8 (600-700), Grades 9-12 (750-850)

Students in grades 9-12 have the option to decline two of the five required components. This option is known as offer versus serve and is only practiced for lunch. Allowable milk types include one percent fat, flavored, and unflavored or fat-free flavored. All foods contain zero trans-fat per portion. Half of all grains offered must be whole-grain-rich.

MEAL APPLICATIONS

Applications are distributed on or after July 1st each year. Applications are included in the student's enrollment packets on the first day of school. Applications may also be picked up from the district office. Completed applications may be mailed to the district office or returned to the school of the youngest child.

1. Only one household application is required per family for those qualifying by income.
2. Households receiving benefits from the Alabama Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservation (FDPIR), or Alabama Temporary Assistance for Needy Families (TANF) are eligible for free meals without completing a lunch application, if student(s) name(s) appear on the state SNAP roster.

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3. Migrant students who are cleared through the Migrant Coordinator's list are not required to complete an application; instead, they will be certified automatically. Students may not declare themselves migrants.
4. Students who meet the definition of homeless or runaway also receive meals at no cost, after proper paperwork is completed.
5. Foster students under court jurisdiction are eligible to receive meals at no cost.
6. Applications are processed on a first-come, first-served basis. The processing timeline is about 10 days for each application. Applications are accepted from July to the end of the school year.
7. Students approved for benefits from the previous year will continue to receive benefits for the first 30 days of the current school year. Eligibilities do not expire for 13 months.

PAYMENT PROCEDURES

Each cafeteria offers the convenience of a computerized cash register system. Once students have officially enrolled, they are assigned a random PIN number associated with his/her meal account. Families have the option to prepay money into their students' account annually, monthly, weekly, or daily. Cashiers will accept checks written to the local school for prepayment or for daily breakfast and lunch sales. To make a combined deposit for siblings, only one check is required. Please indicate the deposit amount for each account along with the PIN number for each account. Returned checks will be handled in accordance with the local school board's policy. Any unused funds remain in the student's or staff's account. Money will transfer within the school district if students transfer from one local school to another. Students departing from the district will receive a refund of their unused balance of five dollars or more. Any balance less than five dollars will be refunded upon request, including graduating seniors. Refunds will be mailed to the mailing address on file with the school district.

NON-DISCRIMINATION STATEMENT

In accordance with Federal Law and the U.S. Department of Agriculture, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write to the USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 202509410 or call toll-free (866) 632-99929 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Payment Procedures

1. Breakfast and lunch money can be prepaid and deposited into student or staff accounts in the cafeteria. Unused money remains in the student /staff account. Prepayments may be made monthly, annually, weekly, or daily.
2. Checks are accepted and should be made out to the school your child attends. Refunds are not issued for checks exceeding the purchase or deposit amount for meals. When making a deposit by check, please write the student's complete name on the front of the check. To make a combined deposit for family members at your school, please indicate the deposit amount for each student next to the name.

Meal Charge Policy

1. Children may receive breakfast and lunch at no cost to them if they are categorically eligible for free meals or if they qualify for free meals based on federal poverty guidelines. Each family is encouraged to submit a Free and Reduced Lunch Application to be approved for free or reduced meals. Federal regulations are clear that reduced-price lunch may not exceed \$0.40, and reduced-price breakfast may not exceed \$0.30. A paper copy of the Free and Reduced Meal Application will be available to parents beginning July 1st.
2. Children who do not qualify for free meals are expected to pay for them when they are delivered. School officials will contact parents if the child has an outstanding balance. Payments for meals are expected to be paid the day following the notification. The CNP manager will make direct contact with parents to collect the unpaid debt. After three unpaid meals, if the "delinquent debt" remains uncollected, the account will be turned over to the principal and the Child Nutrition Director. No student will receive his/her report card until delinquent accounts are handled. If parents are having a difficult time settling unpaid accounts, they should contact the Child Nutrition Director at 251-847-2401 ext. 102, who will assist them in completing a Free and Reduced Lunch Application.

2025-2026 Child Nutrition Program Meal Prices

Breakfast will be \$4.00 for Visiting Students, Adult Employees, and Visiting Adults.

Lunch will be \$6.00 for Visiting Students, Adult Employees, and Visiting Adults.

Thanksgiving lunch will be \$7.50 for Visiting Students, Adult Employees, and Visiting Adults.

NETWORK POLICIES

Washington County Schools Safe and Acceptable Use Policy for Use of Technology

A. Purpose

- The Washington County School Board is providing employees and students with Internet access provided by MILLRY COMMUNICATIONS & ALABAMA SUPERCOMPUTER AUTHORITY.
- The Internet is provided solely for educational purposes. It will be used to prepare students for success in life and work in the 21st century. It will provide them with electronic access to a wide range of information. It will also afford students and staff the ability to communicate with people worldwide. The Internet will additionally be used to share information with the local community, including parents, social service agencies, and businesses.
- Users may not employ the Internet for commercial purposes, defined as offering or providing goods or services for personal use. District acquisition policies will be followed for purchases of goods or services through the Internet.
- Users may not engage the Internet for political lobbying. School system employees and students may, however, use the Internet to communicate with their elected representatives and to express their opinions on political issues.
- The term “educational purposes” includes the Internet for classroom activities, professional or career development, and limited high-quality, self-directed activities.

B. School District Responsibilities

- The district’s technology coordinator will serve as the director of technological efforts through all schools and will work with the Alabama State Department of Education as necessary.
- The Washington County Board of Education shall be responsible for ensuring that comprehensive filtering software is applied to the Internet that protects students from materials of an inappropriate manner.
- The media specialist will serve as the Chromebook coordinator at each school. All problems and damages shall be reported to them so that they may be repaired in a timely manner.
- The district technology coordinator will set up a process for creating user accounts and establishing a virus protection process.

C. Additional Network Services

“All Students will participate in instructional activities that include, but are not limited to, the appropriate use of the Internet, including chat rooms and the prevention and response to cyberbullying.”

The Washington County Public Schools’ network provides the following:

- Email – Email will allow employees and students a means to communicate with each other. Users will also be able to subscribe to mailing lists to engage in group discussions related to educational subjects. Students will be provided with monitored personal email accounts through Gaggle, Inc.
- The Washington County Board of Education does not archive staff or student email.
- Filtering Software – Washington County Public Schools utilizes iBoss to block access to certain sites deemed inappropriate for the school setting. This appliance operates in accordance with the requirements established by the Children’s Internet Protection Act (CIPA) and the E-Rate Discount Program for Schools. All teachers should continue, however, to closely monitor students when they are engaged in online activities.

D. Access to Network Resources

- This Acceptable Use Policy will govern all uses of the district’s network resources, including employee use.
- Parents may specifically request that their children be excluded from access to the Internet and email by notifying the local school in writing.
- Every effort is made to secure/protect all network resources. The Superintendent of Education shall be notified immediately if any employee or student knowingly compromises this security through the theft and subsequent use of district-protected passwords. The resulting consequences are at the discretion of the Superintendent.
- Users other than students or school employees must be approved by local school officials and must adhere to the same policies governing use of the resources.

E. Parent Notification and Responsibility

- Parents will be notified about the district’s policies governing network resources through the annual student handbook.
- Parents have the right and responsibility to ask for alternative activities that do not require Internet access.
- This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not align with the particular values of the families of the students. While every effort is made to protect students through the use of content filtering software, it is not possible for the schools to monitor and enforce a wide range of social values in student use of the Internet. Furthermore, the District acknowledges that parents have the primary responsibility for imparting their unique set of family values to their children.

The District encourages parents to specify to their children what material is and is not acceptable for their children to access through the Internet.

F. School District Limitation of Liability

- The District makes no warranties of any kind, either expressed or implied, that the functions of the services provided through the network will be error-free or without defect. The District will not be responsible for any damages that users may suffer, including but not limited to loss of data or service interruptions. The District is also not responsible for the accuracy or quality of the information obtained through the Internet.
- The District will not be responsible for financial obligations arising from unauthorized use of network resources.

G. Due Process

- The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the network resources.
- In the event there is an allegation that a student has violated this policy, the student is subject to the school's discipline policies.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network.
- Employee violations of this policy will be handled in accordance with the employees' policies of the Washington County Board of Education and are at the discretion of the Superintendent. Resulting consequences may include notification about the infractions to the District's Board Members.

H. Search and Seizure

- Users have limited privacy, and network activity is subject to random monitoring.
- Routine maintenance and monitoring of the network may lead to the discovery that the user has or is violating the District's policies or the law.
- An individual search will be conducted if there is reasonable suspicion that a user has violated the law. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

I. Copyright and Plagiarism

The extent of the copyright protection of certain works found on the Internet is unclear. Therefore, users will make a standard practice of requesting permission from the holder of the work if their use of the work has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request information when appropriate.

J. Unacceptable and Unsafe Network Uses

- Users will not post personal contact information about themselves or other people.
- Users will not meet with someone they have met online without their parents' approval and participation.
- Users will not attempt to gain unauthorized access beyond their limits.
- Users will not engage in illegal acts.
- Users will not attempt to disrupt the network's performance or destroy data by spreading viruses or by any other means.
- Users will not use inappropriate language.
- Users will not engage in personal attacks or harass another person.
- Users will not knowingly post false or defamatory information about a person or organization.
- Users will not post chain letters or engage in "spamming."
- Users will not plagiarize works they find on the Internet.
- Users will not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- Users will not make purchases of any kind other than those that have been approved by school requisitions.
- Users will not utilize proxy websites to bypass the District's content filtering software.
- Users may not gain access to the District's network through the use of PERSONAL devices, including laptops, tablets, wireless routers, iPods, Smartphones, or any other applicable network devices. • Users are not allowed to set up 'hotspots' using their personal devices in order to provide other students with unfiltered internet access.

K. Network Maintenance and Requests

- Student users should notify teachers immediately in the event of hardware failures, software errors, and virus notifications.
- Faculty/staff users should enter a service ticket for all of their technology needs. They can enter a service ticket by accessing the Technology Help Desk (Jeff and Brent) icon that is located on the desktop of every Windows-based computer.
- All requests for Internet content filtering blocks and overrides should be emailed to the District Technology Coordinator.

L. Training

- All students must participate in training for safe and acceptable use of the district's network resources.

Washington County Schools Google Chromebook 1:1 Program: Policy, Procedures, and Information

The focus of the Chromebook program in the Washington County Schools is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to building upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks used in Washington County Schools. Teachers may set additional requirements for use in their classroom.

1. GENERAL INFORMATION

1.1 Overview of Program

• The document contained below identifies as many eventualities as possible regarding the Google Chromebook 1:1 Program in Washington County Schools. The policies and procedures listed herein are intended for all students using Chromebooks that are a part of the 1:1 initiative (in addition to technology policies outlined by the board such as (Acceptable Use of Technology), but as the initiative is focused primarily on 7th - 12th grade students who take the Chromebooks home many of the items listed are not relevant for the 3rd – 6th grade students who will be utilizing Chromebooks as a part of their classroom experience. However, these students are still fully accountable for the restrictions, appropriate care, usage, and other expectations expressed within.

1.2 Receiving Your Chromebook

- Chromebooks will be distributed each fall after the student/parent/teacher informational meetings.
- Parents & students must sign and return the Chromebook Protection Plan, Student and Parent Pledge documents, and the insurance fee before the Chromebook can be issued to the student.

1.3 Chromebook Check-in

- Chromebooks will be returned before the end of the school year, on a date to be provided, so they can be checked for serviceability and be stored for the summer. If a student transfers out of the Washington County School System during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment for any other reason must return their Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will result in a theft report being filed with the Washington County Sheriff's Department.
- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Protection plan and must return the computer and accessories in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.4 Chromebook Incidents

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately.

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- Any technical issue with the device must be brought to the attention of administration or the designated technology support staff immediately. This includes but is not limited to Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost. However, any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed by the attached chart or as the circumstances may warrant in the discretion of the school district and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the proper officials for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property, and all users will follow this policy and the Washington County Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold, therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

2.2 Carrying Chromebooks

The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not pick up the Chromebook by the screen.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.

- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Use the district issued carrying case with the strap to prevent screen damage.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebooks present.
- If students repeatedly (three or more times as determined by any staff member) leave their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the administration.
- If a student leaves their Chromebook at home for two consecutive days, they may be required to bring in the device and have a mandatory inspection of said device.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks (when available) may be issued to students when they leave their Chromebooks for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks may not be issued for use until all fines have been paid.

3.3 Charging Your Chromebooks Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- In cases where the use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class (when available).
- Chargers should be kept in the district issued Chromebook Case.
- Any labels that may be put on chargers that indicate student names should NOT be removed.

3.4 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.

3.5 Sound, Music, Games, or Programs

- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

3.6 Printing

- Printing will be available with the Chromebook. Students should talk to their teachers about which printer to use. Students will be given information and instruction on printing with the Chromebook at school.

3.7 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook.
- Content filtering is provided by the District's iBoss content filter.

4. MANAGING FILES AND SAVING WORK

4.1 Saving to the Chromebook

- Students may save work to their Google Docs (Drive) accounts (or other cloud-based storage medium) via the Chromebook. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or reimaging. It is the student's responsibility to ensure that their work is backed up.

4.2 Network Connectivity

- The WCS makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE

5.1 Originally Installed Software

- The Extensions/Apps originally installed by WCS must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

5.2 Additional Software

- Any attempt to "jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, apps, and the removal of material (or full reset of the device). Contact with parents, and disciplinary action will take place.

5.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of acceptable student responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software is discovered, the Chromebook may be restored to the original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to the need to reformat and re-image any device.
- Students are highly encouraged to create a backup of all Google documents.

5.5 Software Upgrades

- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. OS updates are conducted automatically on the OS.

6. ADDITIONAL EXPECTATIONS AND RESPONSIBILITIES

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and what apps are being used and how they work.
- Ensure that siblings and other family members are not using the device for personal use.

6.2 School Responsibilities

- Provide the Internet and online course materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as possible.
- Chromebooks will be treated similarly to the policy surrounding school lockers. The WCS District reserves the right to review, monitor, and restrict information stored on or transmitted via WCS owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance with the Acceptable Use Policy.

6.3 Student Responsibilities

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Students must select passwords that are difficult to guess and NOT share the password.
- Taking a proactive role for the protection of the computer system/device by contacting an administrator about any security problems they may encounter.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to disciplinary actions. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning their Chromebook to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their Chromebook and other peripherals on the date of withdrawal.
- Monitoring all activity on their account(s). (Filtering for inappropriate content is provided, but students are to monitor their accounts for suspicious behaviors.)
- Chromebook batteries must be charged and ready for school each day.
- No labels or stickers may be applied to the device.
- Chromebook cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to school personnel (a police report must be submitted).

6.4 Student Discipline

- If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined by our discipline policy (outlined in the student handbook).

7. PROTECTING AND STORING CHROMEBOOKS

7.1 Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:
 - Record of serial number
 - Washington County Schools label
 - Student Identification number

7.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in their lockers.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it into a teacher for storage when that option is made available.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

8. REPLACING AND REPAIRING CHROMEBOOKS

8.1 Required Insurance Fee

- The WCS District provides a private insurance package for all Chromebooks. (See the attached insurance coverage chart.) This protection package covers any device malfunction at no expense to the user. It also covers limited damage for the Chromebook.
- The fee for a lost Chromebook will be the full replacement cost of the device.

8.2 Personal Home or Homeowners Coverage

- Students or parents may wish to carry additional personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims

- All school insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced with School District Protection.

9. DISCIPLINARY ACTIONS

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As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, after school detentions, In-School Suspensions, and Out-of-School Suspensions. Conduct warranting disciplinary action and punishments are listed below:

- **Downloading unapproved apps without receiving permission**

One day In-School Suspension (ISS) or other comparable punishment at principal's discretion.

- **Leaving Chromebook unattended.**

One day In-School Suspension (ISS) or other comparable punishment at principal's discretion

- **Sharing personal passwords with others.**

Parents contacted by form letter and issued ISS when

appropriate • **Lack of adequate care for Chromebook, case, charger, etc.**

Parents contacted by form letter and issued ISS when appropriate

- **Adjusting settings on someone else's Chromebook.**

One day In-School Suspension (ISS) or other comparable punishment at principal's discretion

- **Leaving the Chromebook at home. Lack of preparation for classes.**

No credit for daily work (teachers' discretion)

- **Loaning of student devices to other students inside and outside of school.**

Parents contacted by form letter and issued ISS when appropriate

- **Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.**

Parents contacted by form letter and issued ISS when appropriate

- **Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.**

Required parent conference & appropriate fees (see fee schedule)

Additional information

No Chromebook shall be issued with outstanding fees from the prior school year.

No personal Chromebook may be brought to school or used on the school's network.

PARENTS' RIGHT TO KNOW

Request for Teacher Qualifications

We are pleased to inform you that in accordance with the No Child Left Behind Act of 2001, you have the right to request information regarding the professional qualifications of your child's teacher(s). Specifically, you may request the following:

- Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - Whether the teacher is teaching under emergency or other provisional status, through which State qualification or licensing criteria have been waived.
 - The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - Whether the child is provided services by paraprofessionals and, if so, their qualifications.
-
- If you would like to receive this information, please complete the *Parents' Right to Know – Request Teacher Qualifications form* and return it to your child's school. If you have any questions, please feel free to contact Betty Brackin at 251-847-2401, ext. 107, and she will be happy to assist you.

Appendix A

**Washington County Schools
Virtual School Policy**

Virtual schooling offers students benefits in terms of time flexibility and program customization. In addition to these advantages, students also assume increased responsibility for time management, organization, self-direction, and self-regulation.

Benefits

- Instruction from Alabama-certified teachers through ACCESS.
- No tuition and minimal fees.
- Accredited diploma upon satisfying all requirements for graduation.
- Flexibility and personalized learning experiences.
- Individualized academic and career preparation plan.
- Self-paced learning and opportunities for accelerated advancement.
- Flexibility to pursue interests intensively.

Expectations:

Enrollment:

- Students may only enroll at the beginning of the fall or winter semester unless enrollment is medically necessary or discipline-related.
- Students and parents/guardians are required to meet with the counselor/principal to complete all paperwork before enrollment.

Technology

- Students will be provided with a district Chromebook and are expected to abide by the Chromebook policy.
- Students acquire and maintain consistent Internet access at their own expense.

Attendance

- Attend class daily in accordance with the Washington County Schools' calendar. (*Attendance requirement is satisfied by logging into ACCESS courses daily.*)

Course/ Graduation Requirements Progression

- Students are required to progress through online courses at a rate comparable to the progression of a traditional class.
- Students are permitted to work ahead of the standard course progression and finish courses early.
- Students who fall behind in comparable course progress will be subject to Academic Probation.
- Students must meet all requirements for graduation.
 - Completion of FAFSA/ Waiver
 - Completion of Career Prep B/ Financial Literacy test
 - Seniors must take and pass the Civics test. The test will be given on campus during the fall semester of the 12th grade.
 - Students must have a college and career-ready credential before the spring semester of 12th grade.

State Testing

- All virtual students are required to take grade-level state-mandated assessments. Participation must occur on the designated day, time, and location as communicated by the school administration.

Extracurricular/On-Campus Activities

- Virtual students may participate in extracurricular and on-campus activities.
- Virtual students may only be on campus for testing, sporting events, or sponsored activities. Students should not be on campus to visit classrooms or students.

Academic Probation (Intervention strategy)

- Through mid-quarterly and quarterly grade monitoring, students are expected to maintain a 60% overall average in their courses. When students fall below this overall average, they will be placed on Academic Probation, which requires the following:
 - Attendance will be taken two days a week by being physically present at the home school, as long as the student is on academic probation.
 - Weekly grade counseling with the counselor or principal.
 - Students remain on Academic Probation until the next grade monitoring, approximately four and a half weeks later.
- Students who achieve an overall average at or above 60% at the next grade monitoring will be removed from Academic Probation.
- Students who do not achieve an average of 60% or above 60% at the next grade monitoring will be removed from the Virtual School designation and will attend classes at the student’s home school within the Washington County School District.

Proctored Examinations

- All tests, exams, and Alabama-mandated tests must be taken in the presence of a proctor at the home school. Students are responsible for scheduling testing appointments with their counselor or principal.
- Scores earned on exams that are not taken at an approved testing site with a proctor are subject to invalidation.
- Students must provide their own transportation to the testing site.
- All virtual students must take their semester exams according to the ACCESS policy.

Minimum Requirements to Remain Enrolled

- Maintain consistent, daily internet access.
- Maintain a minimum overall GPA of 2.0 in courses taken during the current academic year.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and/or tests.
- Students must remain on track for graduation.
- Students must take all state-required standardized tests on campus.
- Adhere to the Academic Integrity Contract.
- Remain in good standing as a student in the Washington County School District.

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- Students with discipline infractions resulting in suspension or expulsion will immediately be removed from the Washington County Virtual School.
- Students must abide by the Washington County Student Handbook at all school-related functions.
- Failure to abide by the Washington County Student Handbook will result in appropriate discipline.

Washington County Schools

Virtual School Policy Form

I understand that failure to comply with the above-stated expectations and minimum requirements could result in removal from the Washington County Virtual School. Removal from the Washington County Virtual Program can occur at any time during the year. Students who are removed from the Virtual Program and who are granted enrollment at a Washington County School are not guaranteed course equivalents in the traditional, face-to-face format.

Student Name _____ Grade Level _____

Student Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____

-----Office Use Only-----

Student has been _____ approved _____ denied Date _____

Principal Signature

Counselor Signature

Appendix B

Washington County Schools

Credit Recovery Request

Only students making a failing grade of 40-59 are eligible to apply for Credit Recovery. Student registration for a Credit Recovery class does not guarantee a class will be offered.

Please note that for NCAA purposes, these courses, when taken virtually, are not accepted by the NCAA.

See attached Credit Recovery Grading Criteria.

Student Name: _____

Grade level _____

Subject	Course Name	Failing Grade	Teacher of a failed course

The student, along with their parent or guardian and counselor or school principal, must sign this registration form for the student to be enrolled in a Credit Recovery class.

Student

Parent/Guardian

Counselor

Principal

To be completed by the school counselor:

Credit Recovery Course	Grade	Credit Recovery Final Grade

ATTACH A COPY OF THE ACCESS GRADE TO THIS FORM—FILE IN THE STUDENT’S CUMULATIVE FOLDER

Washington County Schools

Credit Recovery Grading Criteria

<u>Credit Recovery Grade</u>	<u>Final Grade</u>
100%-90%	70
89%-80%	67
79%-70%	65
69%-60	60
59% and below	F (failure)

Appendix C

Washington County Schools

No Fight Policy

Effective Date: April 30, 1998

At a regular meeting on April 30, 1998, the Washington County Board of Education sought to clarify its policy on fighting in schools. The following guidelines are expected to be adhered to by all schools in the system during their operation and participation. This is to include school buses and extracurricular activities:

- I. Any student participating in a fight, physically, with no evidence of trying to resolve the conflict peacefully, will automatically be suspended and/or summoned to appear before the Washington County Board of Education for possible expulsion.
- II. Any student contributing to a fight, physically, with no evidence of trying to resolve the conflict peacefully, will automatically be suspended.
- III. Any student in the presence of a fight, as a spectator, with no evidence of trying to resolve or break up the conflict peacefully, will be suspended.
- IV. Any student guilty of violating any of the above rules for the second time will automatically be suspended and summoned to appear before the Washington County Board of Education.
- V. The investigation of each violation will be conducted by the school principal and a faculty member of the same race as each individual involved in the incident.
- VI. Violators shall not be allowed to transfer to another school in the Washington County School System merely to escape these guidelines.
- VII. All the above are subject to the principal's discretion.
- VIII. In addition to action taken by the Washington County Board of Education, violators may face charges through the Washington County Judicial System. These guidelines are to be considered as amendments to the Washington County Student Handbook. This document is to be signed by students and parents or guardians, indicating they have read the content thereof. The signed document must be returned to the homeroom teacher and placed in the student's cumulative record file. It is the sole intent of the Washington County Board of Education to provide a "Safe Environment" for all students enrolled, for them to receive an education. YOUR SUPPORT IS REQUIRED.

Note: This copy should remain in the Student Handbook for reference.

Appendix C

Washington County Schools

No Fight Policy Form

Effective Date: April 30, 1998

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- III. Any student in the presence of a fight, as a spectator, with no evidence of trying to resolve or break up the conflict peacefully, will be suspended.
- IV. Any student guilty of violating any of the above rules for the second time will automatically be suspended and summoned to appear before the Washington County Board of Education.
- V. The investigation of each violation will be conducted by the school principal and a faculty member of the same race as each individual involved in the incident.
- VI. Violators shall not be allowed to transfer to another school in the Washington County School System merely to escape these guidelines.
- VII. All the above are subject to the principal's discretion.
- VIII. In addition to action taken by the Washington County Board of Education, violators may face charges through the Washington County Judicial System. These guidelines are to be considered as amendments to the Washington County Student Handbook. This document is to be signed by students and parents or guardians, indicating they have read the content thereof. The signed document must be returned to the homeroom teacher and placed in the student's cumulative record file. It is the sole intent of the Washington County Board of Education to provide a "Safe Environment" for all students enrolled, for them to receive an education. YOUR SUPPORT IS REQUIRED.

Student Signature _____ Grade _____ Date _____
 _____ Parent or Guardian Signature _____

Date _____ **NOTE: The student and their parent(s) or legal guardian(s) must sign the statement above and return this form to the school. It will be filed in the student's cumulative record folder for future reference.**

Washington County Schools

Student Handbook Acknowledgement Form

Please complete the form below and return it to the school.

ACKNOWLEDGEMENT

I, _____, (student) enrolled in
_____ school and my parents or Guardians have received and read to us the foregoing
Student Handbook.

Signed _____ (student)

Date _____

Signed _____ (parent/guardian)

Date _____

NOTE: The student and their parent(s) or legal guardian(s) must sign the statement above and return this form to the school. It will be filed in the student's cumulative record folder for future reference.

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Washington County School System Parents' Right-To-Know – Request for Teacher Qualifications

Title I, Part A, Section 1111(h)(6), No Child Left Behind Act of 2001, Public Law 107-110

I am requesting the professional qualifications of _____, who teaches my child, _____, at _____.

Child's Name (Please Print)

School (Please Print)

My mailing address is _____
Street (Please Print) City Zip Code

My telephone number is _____.

My name is _____
Name (Please Print)

Signature Date

This section is to be completed by the School/Central Office.

Date Form Received: _____ Received by: _____

Teacher's Name: _____ Subject: _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches? _____ Yes
_____ No

Is the teacher teaching under emergency or other provisional status? _____ Yes _____ No

Undergraduate Degree _____ (University/College)

Major Discipline _____

Graduate Degree _____

Major Discipline _____

Does a paraprofessional provide instructional services to the student? _____ Yes _____ No

If yes, what are the qualifications of the paraprofessional?

High School Graduate _____ (Year)

Undergraduate Degree _____ (University/College)

Major/Discipline _____

College/University Credit _____ (Hours)

Major/Discipline _____

Signature of Person Completing Form

Date Returned to Parent