CENTRAL HIGH SCHOOL
COOSA COUNTY

FACULTY HANDBOOK
2025-2026

PRINCIPAL
Brandi Lee

ASSISTANT PRINCIPAL
Andy Watson

CTE Director
Hester Hamby

FACULTY OF CENTRAL HIGH SCHOOL

Clay Shearer	History
Pamela Belyeu	Math
Terry Conkle	English
Jacob Moon	English
Christopher Elliott	Health/Driver's Ed
Daniel Flowers	Physical Education
Angela Hughes	Librarian/Media Specialist
Jovin Hunter	Social Studies
Darryl Ingram	Band Director
Melody Rathel	English
Jacques Mitchell	Science
Joseph Mynard	Math
Morris Phillips	Math
Lisa Worley	Education & Training/FACS
Debi Stover	Social Studies
Lynn Strickland	Gifted/EL
Jarred Washington	Automotive
Brett Thomas	Computer Technology
Alicia Thompson	Science
Misty Wade	Counselor
Mary White	Science
Tiffa Dates	Special Education
Debbie Phillips	JAG/Career Prep
Jordan Bryant	Special Education
Karen Hayes	Career Coach

Breezy Johnson Special Education

SCHOOL NURSE
Celeste Thornton

CUSTODIAL STAFF
Teresa Plier
Hanna Rudd

OFFICE STAFF
Marsala Mitchell-Secretary
Devon Ward- Bookkeeper

AIDE
Dytisha Goodgame
Valerie Smith
Tabitha Hyatt
Justine Clark
Diana Shealey

TELEPHONE DIRECTORY

Central High School Coosa County **256-377-4384**
Fax: 256-377-4658

Coosa County Board of Education **256-377-4913**
Fax: 256-377-2385

SCHOOL ADDRESS

Central High School Coosa County
97 Coosa Co Rd 75
Rockford, AL 35136

CENTRAL HIGH SCHOOL NEEDS SURVEY
2025-2026

Please respond to the following questions and submit to the office by:
August 31, 2025.

1. What changes or improvements would you suggest in our curriculum for the 2025-2026 school year?

2. What changes or improvements would you suggest in regard to the budgeting of money for textbooks and equipment and supplies?

3. What changes or improvements would you suggest in regard to staff development?

4. What goals would you like to see our school work toward next year?

5. Are there any specific areas of discipline that you would like to see changed or strengthened?

NON-DISCRIMINATORY POLICY

It is the official policy of the Coosa County Board of Education that no person shall on the grounds of race, color, handicap, 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.

CENTRAL HIGH SCHOOL COOSA COUNTY

PHILOSOPHY

Central High School recognizes that no one philosophy of education can express the sentiments or beliefs of all teaching personnel. Generally, however, education is perceived as a process of growth and includes mental, moral, emotional, physical, and spiritual aspects of the individual. Each student is seen as a unique person who possesses certain potential needs, aspirations, and interests. As each student is different, it is the purpose of education to provide him with different experiences in school which will enable him to achieve his maximum potential so that he may be a useful and productive member of society.

It is understood that although all students will not learn all things equally well, all should have equal opportunity in the pursuit of education; thus, Central High School will attempt to balance its program to provide for the varied interests and needs of the students of the school.

Central High School accepts the conclusion that the education of its students is a comprehensive program which must be undertaken in cooperation with other institutions of society and will seek to establish and maintain strong instructional ties with parent and community programs.

Dream It, Believe It, Achieve It!

We believe:

- The education of students is a responsibility shared by students, faculty and staff, parents, and the community.
- All students must have opportunities to learn and to be successful.
- Maximum student learning takes place in a positive environment that includes consistency and structure.
- When engaged in rigorous, authentic learning activities that target a variety of learning styles, all students will gain the knowledge and skills necessary to attain personal and professional success.

MISSION STATEMENT

We are a community of learners. We are here to learn, grow, and become good citizens.

PURPOSE OF CENTRAL HIGH SCHOOL

Central High School's major purpose is to serve the needs of the students. Every effort will be made to orient the efforts of the Central High School staff toward meeting the educational and social needs of the students. Teacher and administrative convenience will be a secondary consideration.

DECISION MAKING PROCEDURE

The Coosa County Board of Education is the recognized policy-making body for Coosa County Schools. The policies are implemented through the Superintendent's office. Authority is delegated to the principals of the respective schools to implement School Board Policies and the policies of the respective schools.

Policies and procedures of each individual school will be developed and implemented within the school under the direction of the principal as long as it remains within the framework of School Board Policy. It is the desire of the Central High School Administration to work closely with parents, teachers, and students in determining the priorities for Central High School. Teachers will be consulted on techniques and procedures for implementing School Policy and encouraged to express their feelings and concerns before a final decision is rendered. However, it should be understood that the final responsibility will lie with the principal.

Once a decision is finalized, every member of the Central High School staff will be expected to support it. Even those who disagree with the decision will be expected to support it until it is changed. If there is strong disagreement with a particular decision, the matter may be carried directly to the principal for further discussion. Under no circumstances will a decision be appealed to the Superintendent or School Board without going through the principal.

CODE OF ETHICS
GOVERNING
THE FACULTY OF CENTRAL HIGH SCHOOL COOSA COUNTY

1. Teachers shall be dedicated and loyal to this school, the Coosa County School System, and to the general well-being of the students; seeking always to be a credit to the teaching profession.

2. Our teachers shall seek to be fair in their dealings with all students under their supervision.

3. Teachers shall work with the students in a way which will not subject the student to unnecessary embarrassment.

4. Teachers shall devote themselves faithfully and exclusively to the performance of any duties during school hours. The time outside the school hours should be devoted in such a manner that it will not interfere with his or her efficiency or effectiveness in school.

5. Quality and character are the main criterion for selection of teachers in Coosa County.

6. Teachers shall keep in confidence, information obtained from students in the course of professional services.

7. Teachers shall not knowingly distort the facts concerning educational matters which will be harmful to the educational system.

8. Teachers shall not make unfavorable judgements on colleagues which will jeopardize the colleague's well-being.

9. Teachers shall at all times maintain a teacher-student relation, during and after school.

10. A teacher may be dismissed of his/her duties on the charge of immorality.

11. Teachers shall engage in fair and correct employment practices at all times.

ALABAMA STANDARDS FOR INSTRUCTIONAL LEADERS AND TEACHERS

Alabama Standards for Instructional Leaders *Became Alabama law September 2006* Alabama Administrative Code 290-3-3-.48	**Alabama Quality Teaching Standards** *Became Alabama law March 2007* Alabama Administrative Code 290-3-3-.04
Standard 1: Planning for Continuous Improvement Engages the school community in developing and maintaining a shared vision; plans effectively; uses critical thinking and problem-solving techniques; collects, analyzes, and interprets data; allocates resources; and evaluates results for the purpose of continuous school improvement.	**Standard 1: Content Knowledge** To improve the learning of all students, teachers master the disciplines related to their teaching fields including the central concepts, important facts and skills, and tools of inquiry; they anchor content in learning experiences that make the subject matter meaningful for all students.
Standard 2: Teaching and Learning Promotes and monitors the success of all students in the learning environment by collaboratively aligning the curriculum; by aligning the instruction and the assessment processes to ensure effective student achievement; and by using a variety of benchmarks, learning expectations, and feedback measures to ensure accountability.	**Standard 2: Teaching and Learning** To increase the achievement of every student, teachers draw upon a thorough understanding of learning and development; recognize the role of families in supporting learning; design a student centered learning environment; and use research-based instructional and assessment strategies that motivate, engage, and maximize the learning of all students.
Standard 3: Human Resources Development Recruits, selects, organizes, evaluates, and mentors faculty and staff to accomplish school and system goals.	**Standard 3: Literacy** To improve student learning and achievement, teachers use knowledge of effective oral and written communications, reading, mathematics, and technology to facilitate and support direct instruction, active inquiry, collaboration, and positive interaction.
Standard 4: Diversity Responds to and influences the larger personal, political, social, economic, legal, and cultural context in the classroom, school, and the local community while addressing diverse student needs to ensure the success of all students.	**Standard 4: Diversity** To improve the learning of all students, teachers differentiate instruction in ways that exhibit a deep understanding of how cultural, ethnic, and social background; second language learning; special needs; exceptionalities; and learning styles affect student motivation, cognitive processing, and academic performance.
Standard 5: Community and Stakeholder Relationships Identifies the unique characteristics of the community to create and sustain mutually supportive family-school-community relations	**Standard 5: Professionalism** To increase the achievement of all students, teachers engage in continuous learning and self-improvement; collaborate with colleagues to create and adopt research-based best practices to achieve ongoing classroom and school improvement; and adhere to the Alabama Educator Code of Ethics and federal, state, and local laws and policies.
Standard 6: Technology Plans, implements, and evaluates the effective integration of current technologies and electronic tools in teaching, management, research, and communication.	**To access full version of Alabama Standards for Instructional Leaders and Alabama Quality Teaching Standards with key indicators, visit:** **http://www.alex.state.al.us/leadership** **select the Alabama Standards for Instructional Leaders link.**
Standard 7: Management of the Learning Organization Manages the organization, facilities, and financial resources; implements operational plans; and promotes collaboration to create a safe and effective learning environment.	
Standard 8: Ethics Demonstrates honesty, integrity, and fairness to guide school policies and practices consistent with current legal and ethical standards for professional educators.	

ACADEMICS:

A. Classification of students:

9th Grade – A student must have been successfully promoted from the 8th grade.

One unit of credit is earned for each successfully completed semester of a course taken.

B. Semester and/or Final Exams:

All students in grades 7 – 12 shall be required to take Term exams in each subject in which they are enrolled. All semester exams will be administered according to a schedule prescribed by the school principal. Such exams shall be used to determine one-fifth (1/5) of the student's semester grade for a particular subject.

In cases involving student illnesses, a doctor's statement shall be required before the school principal may excuse the student's absence from said exams and thus allow a make-up exam to be taken.

Semester exams shall be filed at the school for one (1) semester.

C. Honor Roll:

Students who make an "A" or "B" in all subjects will be listed on the Honor Roll. The Honor Roll will be published at the end of each term.

D. Exemptions:
Based upon course averages and numbers of days absent or tardy, students may exempt final exams according to the following criteria:

1. A average with no more than 3 days absent per semester
2. B average with no more than 2 days absent per semester
3. C average with no more than 1 day absent per semester

--No unexcused absences
--No suspensions
--Student cannot be in violation of the tardy policy

Exemptions will apply to all courses at the ends of terms 2 and 4.
--No mid-term exams at the ends of terms 1 and 3 will be exempted by any student.
All exams given at this time will be comprehensive, covering material from the entire 9-week period. This information should have already been measured by daily, chapter, and unit assessments.

All final exams will be administered according to a schedule prescribed by the school principal.

ATTENDANCE AND TARDIES
Being present in class a maximum amount of time and being on time are vitally important to your success as a student and will be even more important to future success in everyday life.

TARDIES
An unexcused absence for each 3 unexcused tardies that a student accumulates will be given in each class. The absence will be recorded and count against a student's total classroom absences for exemption and to determine failure for excessive absences.

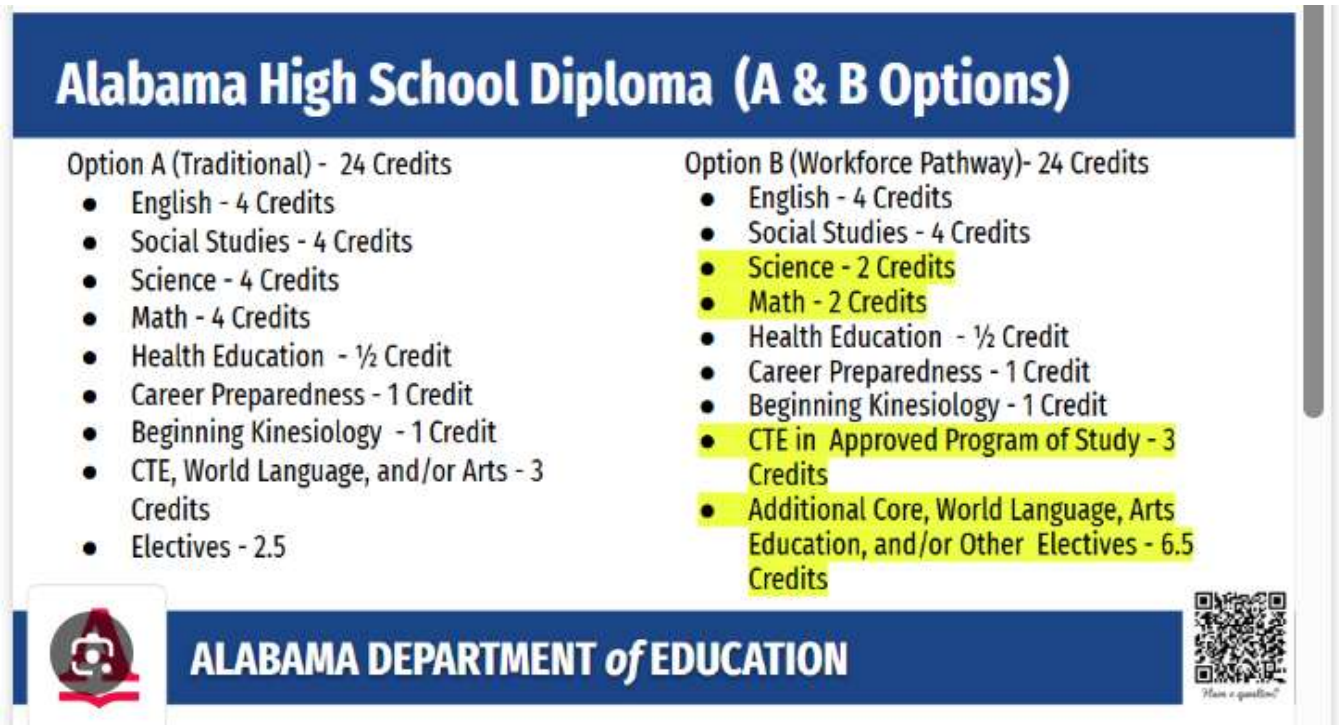
GRADING PERIODS:

First Semester	1st Term	Progress Reports	Grade Reports
08/05/25 – 12/18/25	08/05/25 – 10/10/25	09/11/25	10/16/25
	2nd Term		
	10/13/25 – 12/18/25	11/13/25	01/08/26
Second Semester	**3rd Term**		
01/06/26 – 05/22/26	01/06/26 – 03/13/26	02/12/26	03/26/26
	4th Term		
	03/23/26 – 05/22/26	04/22/26	Mailed 05/22/26*

Final Exam Schedule:
Grades 7th - 12th

First Semester	Date	Class
Term 1(Semester Tests)	12/16/25	periods 1 - 4
	12/17/25	periods 5 – 7
	12/18/25	make-up exams
Second Semester		
Term 2(Finals)	05/19/26	periods 1 – 4
	05/20/26	periods 5 – 7
	05/21/26	make-up exams

REQUIREMENTS FOR DIPLOMA



A minimum of twenty-four (24) units of credit are required for graduation.

The following units are required for promotion:
6 credits - 10th grade
13 credits - 11th grade
19 credits - 12th grade
24 credits - to graduate

All graduating students must:
*Pass the Alabama High School Civics Exam
*Pass the Alabama High School Financial Literacy Exam
*Complete the FAFSA Application or Waiver

Cougar Courtesy Hours

Central High School graduation requirements, beginning with the Central High School Class of 2019-2020 7th-12th graders, will include volunteer community service hours, which we refer to as Cougar Courtesy Hours. The purpose of Cougar Courtesy Hours is to connect Central High School students to their community. This will instill a sense of community pride and ownership, which will build a cohesive community. Cougar Courtesy Hours will also allow students to engage with others and provide for various needs, enabling them to grow as individuals and future leaders.

Cougar Courtesy Hours Recommended Requirements:

Grades 7-8: 05 hours per year
Grades 9-12: 25 hours per year

COUGAR COURTESY HOURS FOR 2019-2020 8TH – 12TH GRADE STUDENTS WILL BE BASED UPON THEIR CURRENT GRADE LEVEL HOUR RECOMMENDATIONS.

**You may use any hours you obtain from participating in service projects of any school organization in which you are a member.
**Cougar Courtesy Hours may be completed in advance of the Senior year. For example, you may complete all hours by your 10th grade year.

SUGGESTED LIST OF PLACES TO VOLUNTEER

Your Church
After school Care
Coosa County Park and Rec Dept.
Central Elementary School
Your Neighborhood
Boys and Girls Club
Nursing Home
Central High School

IMPORTANT: The following form **must be filled out and signed** by the job supervisor and yourself, then turned in to your school counselor by May 1st of each school year.

Cougar Courtesy Hours

Student's Name _____ Grade _____

Name of Organization/Service Project/Non-Profit/Event/Job Site:

_____

_____ has successfully completed approximately _____ hours of voluntary service at no pay for this activity/project.

Supervisor's Signature _____ Date_____

Supervisor's Email _____ & Phone Number _____

Service Project Log

Complete all areas of this log in order to document your Cougar Courtesy Hours.

Make copies as needed.

Date	Place	Number of hrs.	Service Project	Supervisor's Initials

EXTRACURRICULAR ACTIVITIES:

Extracurricular activities are an integral part of the total program of Central High School. Broadness and scope characterize a good activity program. Therefore, Central High School will provide opportunities for all students in athletics and physical development, speech, drama, journalistic and creative writing, music, recreation, hobbies, and other interests. All of these are not covered in the regular curriculum, but each is of equal importance if it meets a real need for a sufficient number of students. A great and continuing effort will be made to spread the benefit of the extracurricular program to as large of a percentage of the student body as possible.

All students must be eligible according to the AHSAA rules and regulations.

Because of extracurricular growth from year to year in complexity and size, the school administration must, if necessary, devote more time and attention to its organization and supervision. The following principles will be adhered to.

1. The school will supervise all extracurricular activities, including control and discipline.
2. The principal will approve activities before they are launched.
3. All extracurricular activities should have worthwhile values, rather than being purely for leisure time enjoyment.
4. School size and need will determine the number and type of activities to be developed.
5. The individual needs of a student will determine the number and type of activities to be developed.
6. A good counseling and educational guidance program will help each student to plan a program of curricular and extracurricular activities leading to his well-rounded development.
7. All extracurricular activities will be democratic in nature so that as many students as possible may participate without being excluded by social or economic snobbery. Secret societies are prohibited.
8. Extracurricular organizations will not be permitted to enroll members unless they are students or employees of the school.
9. All activities will be scheduled in advance to avoid conflicts in dates to facilitate administrators.
10. The school will closely supervise all extracurricular funds and accounts.
11. All activities will be developed by the cooperative planning of students, teachers, and building administrators.
12. Students will be allowed to participate only in activities with the grade they are actually in and not with the grade they are supposed to be in. For example: A 10^{th} grade student who should be an 11^{th} grade student will not be allowed to attend the prom except as the date of a bona fide 11^{th} or 12^{th} grade student. Similarly, a student who is classified as an 11^{th} grader will not be allowed to run for Senior Who's Who, class beauty, etc.
13. An individual student, a group of students, or an entire extracurricular activity may be suspended indefinitely for failure to follow the above rules and procedures.
14. All debts resulting from participation in extracurricular and interscholastic activities must be paid at the end of each semester or before. The student will be ruled ineligible until the debt is paid. Examples: fundraiser monies, athletic shoes, and insufficient fund checks.

A. STUDENT CLUBS:

All activities of the pupils which are sponsored by the school and carried on in the public school building or on its grounds are considered a part of the educational program and as such will be supervised by teachers and principals. Student clubs that provide activities which are in conformance with the educational objectives of the school system are to be encouraged to the extent that they contribute to the training and development of the student. Such clubs shall be under the direction and supervision of regular school personnel or other authorized person and in conformity with the policies of the Board of Education.

TEXTBOOKS

A. STUDENT RESPONSIBILITY FOR TEXTBOOK USAGE:

All textbooks issued to Coosa County School students remain the property of the State of Alabama and/or the local system. Care should be given to assure that textbooks are not damaged or lost. When lost or damaged, the student will be assessed a fee. Damages for which a fee is assessed include:

Bent, torn, or defaced covers and spines
Torn or missing pages
Pencil, pen, crayon marks, etc.
Other damages to render the textbook non-usable

In accordance with the Alabama State Code the penalty for lost or damaged textbooks will be no more than 100% of the cost for a new book. This 100% penalty applies during the first year of use. In computing the loss or damage of a textbook which has been in use for a year or more, the basis of computation shall be a variable of 50% to 75% of the original cost of the book to the State, depending on the condition when issued.

At the time a teacher issues a textbook to a student, said teacher will assign each textbook a condition of use. These conditions may be: New, Excellent, Good, Satisfactory, Fair, Poor, Unsuitable.

At a time when a textbook is lost or found to be in a condition of abuse of more than one year or normal use, the teacher shall assess a damage charge to the book.

This damage charge shall be as follows:

New – 1st issues	100% State Cost
2nd – 4th issues	75% State Cost
5th - Unsuitable	50% State Cost

The law further states that the parent, guardian, or other person having custody of a child to whom such textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbook.

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

All textbooks must be returned to the teacher at the end of the course, or upon promotion or transfer. Teachers are responsible for issuing textbooks, examining returned books, verifying issue numbers, and recommending fee assessment.

GENERAL OPERATIONAL PROCEDURES FOR TEACHERS

1. HOURS OF DUTY: 7:15 - 3:15. Teachers will sign in each morning in the office. The school day will end when the last group of students leave, except on days when faculty meetings, parent conferences, or other activities are scheduled. At the close of the school year, all employees will complete their work, their records, and all other requirements before leaving. No teacher will leave prior to time stated in the letter of "closing instructions" from the Superintendent. Principals are required to set a later date for leaving if such action is necessary for completion of a teacher's duties.

2. COMMUNICATION: Communication with all stake-holders is of utmost importance to our school's success in general and your success as an individual teacher. Please use all avenues at your disposal to communicate effectively. It is very important that you check your e-mail at the beginning and end of each day. This is one of the most effective ways to ensure that messages are delivered to the place that they need to go. Teachers are responsible for compliance with all directives issued through e-mail. All teachers will be required to set up a classroom REMIND account for parents and students, as well as, join the CHS REMIND account. The CHS REMIND class code is @7ea63dg.

3. LUNCH: Lunch: Students- breakfast- FREE
lunch- FREE
Teacher- breakfast- $3.50
lunch- $5.00

All enrolled students in our school district, regardless of income level, are eligible to receive a healthy school breakfast and school lunch at no charge each day. No further action is required of them. Students will be able to participate in these meal programs without having to pay a fee or submit a meal application. Student lunch numbers will be printed by the cafeteria manager and will be disbursed prior to the beginning of the school year.

4. CHAIN OF COMMAND: Teachers are requested to always follow the chain of command regarding any problem which might arise. If any problem exists which cannot be resolved by the principal to the satisfaction of the teacher, the teacher may then appeal the decision to the Superintendent, after informing the principal of that intent.

5. PROBLEM SOLVING: Every effort must be made to resolve internal problems internally. It is rarely, if ever, in anyone's best interest to polarize the community with regard to such problems. Most major school-level decisions will be discussed with the faculty before implementation.

6. LOYALTY: Once such a decision is reached, the Central High School Staff will be expected to support it. Any attempt to undermine a decision is probably not in the best interest of anyone involved, students, faculty, or parents.

7. SICK LEAVE AND SUBSTITUTES: Very few things are as important to the effectiveness of teacher as good attendance. Teachers may accumulate sick leave at a rate of one day per month to a maximum of 9 days per year. Unused leave may accumulate automatically at no limits. If you become ill while on duty, report it to

the administrator. A substitute will be secured for you. Teachers will be charged ½ day sick leave if they leave school at any time between 11:15 and 3:00 unless arranged otherwise. All absences taken for sickness must qualify under federal, state, or local guidelines. Should an absence not qualify, it must be charged to personal leave or docked from your monthly pay.

8. PERSONAL LEAVE: Teachers may request 2 days of personal leave per year. An additional 3 personal leave days may be purchased at the sub rate. It is suggested that personnel refrain from taking personal leave during the first or last two weeks of school or immediately before or after a holiday. If you choose not to use your personal leave, you will be paid the current sub pay rate(current-$68.00) for each day at the end of the year or you may convert them to sick leave days. Personal leave does not accumulate.

9. DETACHED DUTY LEAVE: If you find it necessary to attend a workshop, required meeting, etc., you may request detached leave from the Superintendent of Education. These requests must be in letter form, be signed by the principal, and be on the Superintendent's desk at least 10 days prior to the meeting date.

10. FACULTY MEETINGS: Total faculty meetings will be kept at a minimum during the year. It is requested, however, that Monday afternoons be kept flexible in the event a meeting is needed. Staff meetings of an administrative nature will be held on Mondays at 3:00 P.M. Please be prompt. These meetings are two-fold; to disseminate information and to solicit input for instructional improvement. You are expected to attend all staff meetings. Please arrange your affairs to do so, and do not request to be excused. If you miss a meeting because of an emergency or because other duties make it mandatory, it is your responsibility to determine what transpired and to carry out any directions which may have been given.

11. LEAVING CAMPUS: If it is necessary for a faculty member to leave campus, he/she should sign out through the office and have the permission of the principal or assistant principal. Doctor and dental appointments should be made at a time when they will not conflict with school activities in any manner.

12. MEDICATION: Parents of students needing to take medication of any nature while at school must bring a permission form signed and completed by their doctor, along with the medication, to the school nurse or assignee.

13. ASSEMBLY PROGRAMS: All teachers will be expected to attend assembly programs and sit with their students during the program. Those who may not have students at the time of assembly programs will be expected to supervise at designated locations.

14. SCHOOL FUNCTIONS: Any planned school function outside the normal school day routine must be coordinated through the principal.

15. STUDENT DISMISSAL: Teachers should not dismiss any student for disciplinary reasons from a class without notifying the principal or assistant principal.

16. FEES: It is the intent of the legislature that no fees shall be collected in the future in courses required for graduation. In courses not required for graduation, local school boards may set reasonable fees for courses requiring laboratory and shop

materials and equipment, provided, however, that such fees shall be waived for students who cannot afford to pay the fee. Any funds collected in fees shall be spent on the course for which the fee was levied. This section shall not be construed to prohibit community groups or clubs from fundraising activities, provided, however, that students shall not be required to participate in such fundraising activities.

17. DUPLICATING EQUIPMENT: The duplicating machines are in the two workrooms. See the bookkeeper to get your code for operating the machine you are assigned to. **Do not send students to use the copier**. Office aides or office personnel will make the copies if you are unable to make your own.

18. SAFETY DRILLS: In accordance with the School Law of Alabama, fire drills must be held monthly. Tornado drills are held seasonally. Instructions will be given to students at the beginning of the year as to the proper procedures to follow during these drills.
In addition, instructions will be posted in each room. Drills must be observed by all students and school personnel.

19. VISITORS: Parents and visitors are welcome at Central High School and may visit after following proper procedures to insure that instructional time is not compromised and the safety and well-being of all students, faculty and staff is protected. Visitors must report to the office to receive a written pass. Central High School operates on a closed campus policy.

20. GENERAL SUPERVISION POLICY: Students must be supervised at all times. Under no circumstances should you leave a classroom of students unsupervised. If an emergency situation arises that requires you to leave, ask a teacher next door or on their planning time to cover for you until you can return. The principal or assistant principal should be notified of any situation that would keep you out of the classroom for more than a brief period of time. Central High School provides regular school day supervision for our students from 7:15 a.m. to 3:15 p.m.

21. EXTRACURRICULAR/ATHLETIC ACTIVITIES SUPERVISION POLICY:
All students participating in athletic and extracurricular activities are to be supervised by approved CCBOE employees at all times. The students will be supervised 10 minutes prior to and 10 minutes after scheduled practices, games, or performances as long as they remain on campus. The Coosa County Board of Education and its employees assume no responsibility for students once they leave the premises of the school or the presence of their sponsors. (Ex: Students who leave the school for any reason and return to a practice or game at a later time are released to the responsibility of themselves and their parents while they are off campus.) Students are to leave campus immediately after completing their scheduled activities and should not remain on campus unless their coach or sponsor is providing supervision for them. Students are expected to secure transportation away from school after they have completed their activities in a timely manner. Coaches and sponsors must supervise all students until they leave campus.

22. FINANCIAL POLICIES: The principal is by law responsible for all organizations, staff members, etc., making purchases in the name of the school. For this reason, you are required to make all purchases of school materials through the office, deposit all funds received through it, and make your disbursements for purchases through a request to the principal for the authorization of a purchase order. See the bookkeeper for a purchase order. Purchase orders will be issued only on specified days unless an emergency exists. Plan well in advance for your purchasing.

23. ORGANIZATION AND CLUB FUNDS: These funds must be deposited in the Central High School account with credit being given to the class, club, or organization you designate.

This is in keeping with the Uniform Accounting System for Schools in Alabama. Necessary forms for keeping individual club records may be picked up in the office. The bookkeeper will explain the use of these forms. Purchase Order Forms are available in the office for placing orders. Signed purchase order forms are in order in making all purchases. Teachers are not to make purchases and expect them to paid from the school account unless they have been authorized to do so and have a completed purchase order.
Receipts will be written to students when teachers collect money from the students. When money is turned in to the office; a receipt will be issued to the teacher turning in the money. All money will be receipted daily and deposited in the bank. Therefore, please try to get the money you have collected turned in to the office by 1:30 P.M. so the office will have time to complete the daily deposit for the bank.

24. ABSENTEE REPORTING SYSTEM: During the first part of first period (or homeroom), the teacher will check roll and record absentees in PowerSchool. Attendance must be accurately recorded and coded in PowerSchool by each teacher. If a student is absent from your class and his/her name does not appear as being absent on PowerSchool, his/her name should be reported to the office immediately. This is important and it must be accurate each day.

25. GRADE REPORTS: Grade reports are issued four times per year. They are issued to the student to be carried home and signed by the parent and returned on the following day. It is expected that parents will be both interested and concerned about the quality of work their children are doing. They are invited to contact the teachers and the administration with regard to it.

The following system is used:

Grade A - 90 - 100 ……....outstanding progress
Grade B - 80 - 89 ……...good progress
Grade C - 70 - 79 ……..….satisfactory progress
Grade D - 60 - 69 ……. ……unsatisfactory progress
Grade F - Below 60 ……. ……. not passing

An incomplete (I) may be given if in the judgment of the teacher and principal, the reason for incomplete work warrants an extension of time. (Illness is the primary reason for giving the incomplete.)
Any incomplete (I) must be removed within two weeks from the end of the grading period (with the exception of extended illness), or the grade becomes an "F."

26. EVALUATION AND REPORTING OF PUPIL PROGRESS:

1. Under no circumstances will the administration support the use of grades for disciplinary reasons.
2. Grades will not be lowered because of behavior or attitude.
   Grades will not be increased by giving extra points for anything that does not directly relate to the subject under study.
3. If homework is given, some credit should be given for it toward their class average.

TEACHERS WILL BE EXPECTED TO DOCUMENT EXACTLY WHAT CONSTITUTES ANY GRADE THEY MIGHT ASSIGN AND BE PREPARED TO DEFEND THAT GRADE IN AN OBJECTIVE MANNER.
Wholesale failures in a given class will not be acceptable. In the event this should happen, the principal will step in with adequate guidelines to control the situation.

27. CLASSROOM RESPONSIBILITIES:

1. Class attendance is kept with the PowerSchool computer program.
2. Planning time may be the most important time that a teacher spends with regard to effective instruction. This time should be used to effectively plan, as well as, assess students' progress in your class. Failure to use this time wisely will result in school-wide changes in available time to plan.

3. DO NOT ALLOW STUDENTS TO LEAVE CLASS unless they have a classroom pass from you.
4. Teachers ARE NOT TO LEAVE CLASSROOMS UNATTENDED while students are under their supervision.
5. If a student has more than 10 unexcused absences during a semester, he/she will not receive any grades for that semester. You should put F/FA in the space for their grade on the report card.
6. If a student's work is incomplete at the end of a grading period, write "I" in the space designed for the grade (use a pencil). When work is completed, please go back and erase the "I" and put the correct grade in the space.
7. Textbooks should be stored in the teachers' classrooms. You will be given forms on which to write the student's name and book number when you issue books. Please duplicate and send a copy to the office to be filed.
8. Collect books at the end of the year and turn in to the office a list of students who have lost books.
9. Do not issue books to students who have lost books and have not paid for them. You will receive a list of these students at the beginning of the year.
10. Each teacher is expected to maintain bulletin boards in his/her room. It is recommended that bulletin boards be changed at least every nine weeks.

28. MAILBOXES: Each faculty member is provided a mailbox in the office. These mailboxes are very important to the administration of the school. They serve as a means to disseminate information to you from the office, as well as for any mail you may receive. A very important function of these mailboxes is the exchange of routine notes, etc. - administrative and otherwise, among the faculty. Check your mail box each morning before school and each afternoon after school. **PLEASE**, **do not send a student to check your mailbox**.

29. LESSON PLANS: Plans should be kept one week in advance. Lesson plans should include the following: An objective for the lesson, the standard being taught, the procedure for the lesson, and how you evaluate student understanding of the lesson. Please complete all plans through the principal's Google Classroom.

30. REPAIRS: A list of all needed repairs should be turned in to the office and a maintenance work ticket will be issued. If an emergency occurs and repairs need to be done immediately, contact the office.

31. LONG DISTANCE CALLS: Teachers are asked not to place long distance calls to be charged to the school's telephone without clearance from the principal. Afterwards, fill in the telephone long distance log provided by the office. **Never call directory assistance**. Please use MSN white or yellow pages to find unknown phone numbers.

32. ENROLLMENT PROCEDURES**:**

A. The following is completed by the Counselor when a new student arrives:
1. All enrollment forms are completed
2. Orientation to school by Counselor
3. Schedule prepared (based on transcript audit of needed courses)

B. The following is done by the classroom teacher:
1. Receive enrollment form and makes entry form into book registry
2. Issues textbooks (be sure student does not owe money for lost/damaged books)

33. WITHDRAWAL PROCEDURES:

A. A student who is withdrawing should report to the office before school on his/her last day in attendance where he/she will receive a notice of transfer form from the Counselor. Chromebook and accessories should be turned into the media specialist.

B. The withdrawee's teacher:
1. Indicate on book registry if any books are turned in.

2. Report to the office any lost textbooks or outstanding debt

34. HOMEWORK POLICY: (As outlined by the Coosa County Board of Education) Teachers shall give adequate homework which will be conducive to proper preparation for class work. Homework assigned shall be in line with recommendations of the State Course of Study.

35. FUNDRAISING: Fundraising activities are under the control of the Principal. Any and all fundraising activities shall be scheduled at such time as not to interfere with the school day, but school faculty and/or students shall be allowed, on a volunteer basis, to engage in fundraising activities which do not infringe on instructional time.

36. PARENT CONFERENCES: Teachers will not be available during class time for conferences. Conference time may be scheduled through the office and may be held Monday through Friday from 3:00 until 3:30 P.M. or during a teacher's planning period. Hallway or impromptu conferences take the teacher away from his/her students. Parents may confer with teachers. **BY APPOINTMENT ONLY.**

37. INSTRUCTIONAL TIME: The minimum instructional time is prescribed by law. Students are required to receive 360 minutes of instruction each day exclusive of breaks, recesses, and lunch breaks. Please use the instructional time wisely.

38. CLASSROOM MANAGEMENT: Education cannot proceed without good discipline. Good discipline requires a basic philosophy from which specific techniques emerge. A statement of a short philosophy of discipline may be described as the presence of a friendly yet business-like rapport in which pupils and teachers work cooperatively toward mutually recognized and mutually accepted goals; the absence of distractions, frictions, and disturbances which would interfere with the optimum functioning of the pupil, the class, and the school.

An ultimate, unique achievement for the classrooms of our democracy is to have pupils wanting to do what in an authoritarian classroom they would be made to do. The discipline of highest educational value is self-discipline on the part of the pupils.

A. Begin your class with the bell. If you expect your class to be prompt and business-like, you must first set the tone.
B. There is no substitute for good lesson preparation. Lack of preparation is an open invitation for problem beh avior.
C. Teach pupils that which is meaningful to them. Stress the relationship of what you teach to the pupils' own welfare. Pupils who are not geared to the maturity and interest of a particular class, will invite problem behavior.
D. Use every technique at your command, and keep them motivated.
E. Every new class ascertains at the outset, the standard of behavior which the teacher will maintain. It is therefore, better to start the year with definite, imposed controls, which should then be relaxed gradually as the class exhibits the necessary responsibility.
F. Whatever your individual room standards may be, make sure they are reasonable, kept to a minimum, well understood by the class, and fairly and consistently enforced.

39. SMOKING: The use and/or possession of tobacco products shall be prohibited within all school buildings, on school grounds, and in vehicles owned and/or operated by the system. This policy shall apply to all students, employees, sales persons, and visitors. (Board policy adopted 04/26/84)

40. SCHEDULE CHANGES: Schedule changes are made in case of misclassification or errors and in the case of absolute necessity. The student should consult the counselor for advice in changing schedules. The counselor will then present the change information to the administrator and the decision will be approved through the administrator. The counselor will initiate the change if it is determined that the change is necessary.

41. CLASSROOM PROCEDURES FOR STUDENTS:

a. Be seated when the tardy bell rings and get prepared for the daily class work.
b. Bring necessary books and materials to class each day.
c. Help maintain a neat and clean classroom.
d. Abide by classroom rules which the teacher has set.

42. STUDENT TRAVEL UNDER SCHOOL SUPERVISION: At any time our students are transported to and from a particular destination in the County's or sponsor's vehicle under the sponsorship of the school, a faculty member is required to accompany the students. Students must go and return with the group. Exceptions may be made if the parent/guardian contacts the sponsor in person at the function and requests that the child return with him/her. Written notes or phone calls will not be acceptable. All travel must be on school buses.

43. LIBRARY INFORMATION: The school library is one of the most important departments of the school. It contains books, magazines, newspapers and other materials needed by students and teachers. A great part of one's education is measured by how well he/she learns to use the materials found in a well-organized and well stocked library. It is our hope that every student will take full advantage of the services offered in this area.

The library will be open at all times during the school day. All students must have a library pass for admittance to the library during class time except when accompanied by a teacher.

Books may be checked out for two (2) weeks, and renewed once unless restricted by the librarian. To renew a book, the student must contact the librarian.

The school library is on a computer system. All books must be checked out through the computer.

Students will receive a reminder when their books are overdue. They will have a one (1) day grace period after the due date to return their books before a fine is charged. There will be a ten (10) cent per day charge on overdue books after the grace period. Since the student is responsible for the books he/she checks out, the fine will be charged whether or not they received the overdue notice. Copies can be made in the library. Black and white copies are ten (10) cents each and color copies are twenty-five (25) cents each.

Books that are lost or damaged will be charged to the student who checked them out. The Librarian will determine the amount to be paid.

Reference materials such as encyclopedias, dictionaries, newspapers, and magazines are for use in the library only.

Teachers may arrange with the Librarian for taking the entire class to the library for special work. Teachers should accompany their classes on such occasions.

44. PARENTAL NOTIFICATION OF SPECIAL IN-SCHOOL ACTIVITIES: Prior to any special, non-routine, in-school activity, you should send home the proper form to the parents. On one side is a description of the special activity, and on the reverse, a refusal or permission form. The form will then be returned only by those parents who wish to have their child(ren) excused from the activity. The teacher and principal will then be responsible for an alternative plan for the child(ren) who have been excused.

The following types of activities are included in this policy:

a. Any classroom video and/or presentation that is non-routine .
b. Any guest presenters who espouse any potentially controversial doctrines.
c. Any other non-routine in-school activity, i.e., any activity of a non-routine nature that occurs in the school or on the school campus.

NOTE: Non-routine is used in this policy to refer to those activities which (1) do NOT follow a regular procedure, (2) are NOT customary, and (3) are NOT habitual or regular parts of the school day.

45. MEDIA GUIDELINES: Through observation of classes and lesson plans, we believe that it is necessary to clarify our policy concerning the viewing of movies, television programs, and electronic media of any kind.

Guidelines:
1. No media should be shown that is not directly related to the topic or unit being studied.
2. No media should be shown without properly pre-viewing that media to check for inappropriate subject matter.
3. No media should be shown without including the title and any other pertinent information in your lesson plan in advance of the viewing.
4. All copyright laws should be strictly adhered to at all times.
5. Remember that there is no substitute for good judgement in choosing materials of this nature.

These guidelines are not an all-inclusive list but should be helpful in determining what is appropriate and inappropriate to show your classes. Please continue to use these types of audiovisual materials to provide a variety of instructional activities but use good judgement in your choice of materials.

46. REGULATIONS GOVERNING THE USE OF SCHOOL BUSES FOR ATHLETIC TRIPS:

1. Schools shall be permitted use of school buses for transporting athletic teams in which they compete away from school.

2. Only the following may ride the buses on such trips: Athletic team members, cheerleaders, other pupils and teachers covered by school accident insurance. A certified list of those to be transported shall be submitted to the Superintendent before the bus is used. Supplemental lists may be submitted later.

3. Only regular contract drivers will be permitted to drive the buses on these trips, except as authorized by the Superintendent.

4. A faculty member shall ride the bus on these trips, and other chaperones as shall be needed for 1 chaperone for each 10 students.

5. The local school shall reimburse the Board at the rate specified by the Board. Mileage is to be checked and recorded when bus completes its regular afternoon run, again before it departs for its regular run the next day. If it is necessary for the school to put in gasoline or oil on these trips, the Principal or his representative shall get a receipted ticket for same and attach to trip report to Superintendent—such amount to be deducted when payment is made for trip.

6. The Principal shall be responsible for reimbursing the Board by check at the end of each payroll period for the use of buses during that period.

7. The Principal shall be responsible for keeping such records and making such reports as shall be required by the Superintendent.

8. Buses shall not be permitted to make stops unless they can be removed completely from the highway. The only exception to this is in the event of an emergency at which time all emergency procedures are to be followed.

9. No trip interfering with the regular schedule of the bus shall be permitted without the express written permission of the Superintendent.

10. Any violation of these regulations shall cause local school to forfeit its privileges for the remainder of the school year.

11. The group using the bus shall be responsible for cleaning the bus after the trip.

48. FIELD TRIPS: (def.) Out of classroom learning experiences which grow out of the instructional program of the school.

The Superintendent of Education shall approve any field trip.

1. The school shall reimburse the Board at the rate of $_____ per mile, if using school bus.
2. The school principal shall report to the Superintendent on the same form used to report athletic trips.
3. Teachers proposing a field trip will complete a Field Trip Approval Form with signature of principal and turn in to Central Office at least one (1) week prior to proposed field trip. The Central Office (Supt.) will return Field Trip Approval Form to school principal who will notify teacher that field trip is approved or the request has been denied.
4. The field trip must be made according to information provided on Field Trip Approval Form. Changes in date, location of trip, departure/arrival times, bus drivers, or numbers of chaperones below 1 chaperone per 10 students will necessitate re-submittal of Field Trip Approval Form for approval or denial.
5. Each bus must have a driver who holds a proper license for operation of a school bus. The driver(s) must be indicated on the Field Trip Approval Form. Central Office (Supt.) approval of field trip indicates driver is licensed.
6. Field trips shall be conducted by a teacher or teachers with numbers of chaperones, including teacher(s) equal to 1 chaperone per 10 students. These chaperones must be indicated on the Field Trip Approval Form. Central Office (Supt.) approval of field trip indicates chaperones are approved. (see forms to copy)
7. If hours of field trip exceed length of school day, parents must indicate on field trip permission form, what arrangements they will make to get their child(ren) home from school site from which field trip originates.
8. The class using the bus for a field trip shall be responsible for cleaning the bus after the field trip.
9. No student shall be permitted to go on any field trip unless school has a completed, signed, returned field trip permission on file.
10. Due to the limited number of school buses available for use on field trips, teachers are encouraged to submit their requests for approval of field trips as soon as possible in order to insure that a bus can be reserved for the time requested.

Students in violation of the attendance policy will not be allowed field trip status for any school sponsored trips (clubs, academic classes, athletic teams, etc.).

Illegal School Fund-Raising Projects

Introduction:

Raffle contests used by local schools to raise money violate Alabama's gaming and gambling laws. When principals and administrators help coordinate fund-raising activities with their PTO-PTA officers or athletic booster clubs where prizes will be awarded by chance drawings rather than skill contests, they are conspiring to break the law.

Legal Framework:

Given Alabama gambling laws, there has been little or no doubt that "lotteries or gift enterprises are illegal." Article IV, Section 65 of the Constitution of Alabama prohibits such activities:

> The Legislature shall have no power to authorize lotteries or gift enterprises for any purpose and shall pass laws to prohibit the sale in this State of lottery or gift enterprise tickets in any scheme in the nature of a lottery.

With this in mind, the State Legislature passed Title 13A-12-122 Code of Alabama, making such activities a violation of the gambling laws of Alabama. Moreover, the Alabama Supreme Court and the Alabama Attorney General have consistently and repeatedly stated that "raffle contests" are illegal. One attorney general opinion states that, "Under Article IV, Section 65 of the Constitution of Alabama 1901, a school board is prohibited from selling tickets to a raffle in which a prize is awarded by chance. A school board may sell tickets for the chance to participate in a game of skill, with the winner of the game awarded a substantial prize, so long as the outcome of the game does not depend in a material degree upon an element of chance.

Policy:

"Raffle contests" whether by schools, PTAs, athletic booster clubs, or any school support group shall not be permitted in association with Coosa County schools. The Coosa County Board of Education shall not knowingly allow the violation of the gambling laws of Alabama.

Examples:

Legal Activities (based on skill)	Illegal Activities (based on chance)
Free Throw Shooting	Bingo
Ring Toss	Cake/Toy Walk
Country Store	Chance/Donation on $100/gun/quilt/etc.
Go Fishing	
Pumpkin Tree	
Bobbing for apples	
Auction/Sale	

FROM THE STATE DEPARTMENT OF EDUCATION
Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

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

How do you catch the disease?

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

What are the symptoms of the disease?

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

Meningococcal vaccine: Who should get the vaccine and when?

MVC4, or the meningococcal vaccine, is recommended for all children 11 – 12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to:

www.adph.org/immunization

HEAD COACH JOB DESCRIPTION

TITLE: High School athletic coach

QUALIFICATIONS: a) Valid Alabama teacher certification or NFICEP recognition

b) Employment as a teacher in Coosa County School District

c) Has the ability to organize and supervise a total sports program

d) Has previous successful coaching experience in assigned sport

e) The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field

REPORTS TO: The athletic administrator, who provides overall objectives and final evaluation in conjunction with the high school principal.

SUPERVISES: A staff of high school assistant coaches and middle school coaches in conjunction with the athletic administrator and the respective principal.

JOB GOAL: To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

GENERAL: a) The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.

b) The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.

c) It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

DUTIES AND RESPONSIBILITIES:

a) Organizational and Communication

1) send information/correspondence to players/parents
2) conduct orientation programs for parents, athletes and coaches
3) assume responsibility for schedule development or schedule validation
4) develop procedures for open communication with parents and athletes
5) establish dialogue with parents and players to address issues or concerns

b) Administrative

1) budget preparation
2) equipment inventory/ordering/management
3) repair and cleaning
4) select contest officials where necessary
5) make travel arrangements
6) implement school athletic code
7) ensure completion of health exam by athletes
8) ensure existence of medical insurance for athletes
9) ensure athletic participation fee payment by athletes
10) check for residence ineligibility and living arrangements that do not involve custodial parents
11) collect cautionary statements
12) distribute team rosters, contest schedules and descriptions of contest locations to all players and parents
13) monitor athlete attendance/behavior/academic status
14) check grades at quarter/semester
15) determine and procure team awards
16) administer season-ending program evaluation by athletes and parents
17) complete required state association rules exam
18) complete required administrative reports by designated date(s)

c) Training and Preparation

1) appropriate development of positive sportsmanship
2) sequential conditioning
3) appropriate skill training
4) appropriate tactical training
5) appropriate positive motivation
6) appropriate attention to maturity, readiness and pairing of athletes

d) Sports Medicine

1) ability to use approved first-aid and CPR skills
2) interact with team physicians, family physicians, parent(s) and athletic trainers following injury to an athlete

3) ensure athlete is cleared by M.D. in order to return to practice
4) develop and implement a site-specific emergency response plan

ASSISTANT ATHLETIC COACH JOB DESCRIPTION

TITLE: Assistant coach (high school and middle school)
PREFERRED
QUALIFICATIONS:
a) Valid Alabama teacher certification or NFICEP recognition
b) Is employed as a teacher or substitute teacher in the Coosa County School District
c) Previous coaching experience in assigned sport
d) Has knowledge and background in the assigned sport
REPORTS TO: Head coach, athletic administrator and principal
SUPERVISES: Athletes and team assigned. Assumes supervisory control over all athletes in program when such control is needed.
JOB GOAL: To carry out the aims and objectives of the sport program as outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.
DUTIES AND RESPONSIBILITIES:
a) Has a thorough knowledge of all the athletic policies approved the Board of Education and is responsible for its implementation
b) Has knowledge of the existing school district, state and league regulations; implements same consistently
c) Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance
d) Maintains discipline and works to increase morale and cooperation within the school sports program and school community
ADMINISTRATIVE DUTIES:
e) Assists the head coach in scheduling, providing transportation to tournaments and special sport events
f) Assists in preparation for scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees
g) Provides documentation to the athletic administrator needed to fulfill state and system requirements concerning physical examinations, parental consent and eligibility
h) Provides proper safeguards for maintenance and protection of assigned equipment sites
STUDENT RESPONSIBILITIES:
i) Provides training rules and other sport specific regulations to each candidate
j) Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant
k) Directs student managers and statisticians
l) Implements school conduct code. Delineates due process when the enforcement of discipline is necessary. Contacts parents when a student is alleged to have violated the athletic code
EQUIPMENT AND FACILITIES:
m) Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing, marking and storing of equipment and submits an annual inventory and current records. Responsible for cleanliness and maintenance of specific sport equipment
n) Recommends to the head coach budgetary items for next year in his area of the program
o) Monitors equipment rooms and coaches' offices and authorizes who may enter
p) Permits the athletes to only be in authorized areas of the building at the appropriate times
q) Examines locker rooms before and after practices and games, checking on general cleanliness of the facility
r) Secure all doors, lights, windows and locks before leaving building if custodians are not on duty
s) Instills in each player a respect for equipment and school property, its care and proper use
PROGRAM RESPONSIBILITIES:
t) Assists the head coach in carrying out his responsibilities
u) Issues press releases and school announcements
v) Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach.
w) Maintains a record of team statistics and requirements for lettering
x) Works within the basic framework and philosophy of the head coach of that sport
y) Attends all staff meetings and carries out scouting assignments as outlined by the head coach
z) Supervises players before and after practice. Adequately prepare and help players

aa) Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs
bb) Conducts discussions with other coaches in private
cc) Strives to improve skills by attending clinics and using resources made available by the head coach
dd) Attends contests of other teams in the program when possible
ee) Performs other duties that are consistent with the nature of the position and that may be required by the head coach

PLEASE COPY AS NEEDED ANY OF THE FOLLOWING SHEETS.

COOSA COUNTY SCHOOLS

You should look over the information below which describes a special activity which your child(ren) will be involved in at school. If, after reading over the information below, you do NOT wish for your child(ren) to participate, please complete the information requested, sign the form, and return the form to school.

School: _____

Teacher: _____

Date of Activity: _____

Description of activity:

_____

_____

_____

_____

_____

I hereby refuse permission for my child(ren) _____
(name of child)
to participate in the above described activity.

Signature: _____ Date: _____
(parent/guardian)

MAINTENANCE WORK ORDER

SCHOOL: _____ DATE: _____

Room Number_____ Teacher _____
Job needed: _____ Approved: _____
Work Performed:

_____

Maintenance Dept. Cost Estimate: _____

Room Number_____ Teacher _____
Job needed: _____Approved: _____
Work Performed: _____
Maintenance Dept. Cost Estimate: _____

Room Number_____ Teacher _____
Job needed: _____ Approved: _____
Work Performed: _____
Maintenance Dept. Cost Estimate: _____

Room Number_____ Teacher _____
Job needed: _____Approved: _____
Work Performed:

_____

Maintenance Dept. Cost Estimate: _____

Room Number_____ Teacher _____
Job needed: _____Approved: _____
Work Performed: _____
Maintenance Dept. Cost Estimate: _____

COMPUTER/NETWORK MAINTENANCE REQUEST

ENTER ALL TECHNOLOGY REQUESTS/TICKETS ON THE ORANGE HELP DESK ICON LOCATED ON YOUR COMPUTER!!!!!!!

Coosa County School System
FIELD TRIP APPROVAL FORM

Teacher in charge of proposed field trip: _____
Date of Trip: _____
School: _____ Proposed Field Trip to: _____
Departure time from school: _____ Return arrival time to school: _____
How does this field trip fit into your curriculum content (identify content area to which field trip relates)?
_____
_____
What activities in class do you plan prior to the trip in which you will ready the students for what they will see and experience during the field trip? _____
_____
_____
What activities will be done in class after the field trip in which you will use experiences from the trip to develop lesson content? _____
_____
_____
Number of students going on the field trip: _____
Number and names of chaperones (parents/other teachers) who will accompany you based on the ration of 1 chaperone per 10 students. (Indicate in parentheses whether the chaperone is a parent, teacher, principal, etc.)
_____
_____
Name(s) of Bus Driver(s): _____
Estimated Expenses: Payment Source: _____
Registration Cost-_____
Mileage Cost - _____
Bus Driver Cost - _____
Sub Cost - _____
Meal Cost - _____ Who are meals provided for: _____
Total Cost - _____

_____ _____
(Signature of Principal) (Date)

_____ _____
(Signature of School Nurse) (Date)

_____ _____
(Signature of Bookkeeper) * (Date)

Medical Staff required. ____yes _____no
Prior to nurse signing, attach a list of potential students going on trip to this form.

(Do not write below this line)

Field Trip: APPROVED_____ DENIED – Reason: _____
_____

_____ _____
(Central Office Signature) (Date)

*All fees, monies and invoices MUST be submitted to the bookkeeper at least 5 days prior to a field trip.
After all signatures are in place, please make four (4) copies. Give one to the lunchroom supervisor, one to nurse, keep one for your files, and send one to the Superintendent.
Revised January 9 2018, March 7, 2019, February 2023
Form must be fully completed before submitting for approval.

COOSA COUNTY BOARD OF EDUCATION

P.O. Box 37
Rockford, Alabama 35136

FIELD TRIP PERMISSION FORM

-Release-

In consideration of COOSA COUNTY BOARD OF EDUCATION (the Board) arranging a student trip to:

_____ - _____ - _____
(Place) (Date) (Time)

and in consideration of the Board's providing the opportunity for and permitting the undersigned Participant to go on, attend, participate, and/or take part in said activity, the undersigned Participant and the undersigned Parent(s) or Legal Guardian(s) of the Participant do hereby release, remiss, and forever discharge, indemnity and agree to hold harmless the Board, its officers, teachers, members, agents, servants, employees, and/or any one or more of any thereof against any claim, demand or cause of action whether now in existence, or hereafter arising, for any injury to the person of or for the death of the Participant or loss of or damage to the property of the Participant, arising out of, resulting from, caused by or contributed to in whole or in any part by any action or failure to act by the Board, its officers, teachers, members, agents, servants, employees, trustees, any other Participant in said student trip, any participating parent and/or any one or more of any thereof.

WITNESS our signature(s) this the _____ day of _____, 20____.

_____(L.S.)
(Participant)

_____(L.S.)
(Father/Guardian of Participant)

_____(L.S.)
(Mother/Guardian of Participant)

NOTE: If field trip exceeds length of school day, parent/guardian should complete section below:

Arrangements student should follow to get home: _____
_____

COOSA COUNTY SCHOOLS

NOTICE TO PARENTS ABOUT LOST OR DAMAGED BOOKS

School: _____ Date: _____

Dear _____:

According to our records, the school textbook(s) listed below has/have been lost/damaged by your child, _____.

In compliance with the State Textbook Law, the assessed charges should be paid immediately so that your child can be issued proper replacement textbook(s).

Thank you for your cooperation.

Sincerely,

Principal

GRADE	TITLE	AMOUNT OWED

COOSA COUNTY SCHOOLS

Teacher Textbook Inventory Sheet

TITLE OF COURSE: _____

TITLE OF TEXTBOOK: _____

_____

COPYRIGHT: _____ TEACHER: _____

ROOM: _____ PERIOD: _____

CONDITION CODE

Year 1 – New Year 2 - Excellent
Year 3 – Good Year 4 - Satisfactory
Year 5 – Fair Year 6 - Poor
Year 7 and Thereafter - Unsuitable

HOME ROOM	BOOK NUMBER	ISSUE DATE	ISSUE CONDITION	STUDENT SIGNATURE	RETURN DATE	RETURN CONDITION	ABUSE FEE COLLECT-ED

Upon the availability of a substitute, I would like to request a

_____Personal day _____Sick Day

On _____.
(Day, month, date, and year)

_____
Signature of Teacher

Approved _____ Denied _____

_____
Signature of Principal

Name of Substitute: _____

Upon the availability of a substitute, I would like to request a

_____Personal day _____Sick Day

On _____.
(Day, month, date, and year)

_____
Signature of Teacher

Approved _____ Denied _____

_____
Signature of Principal

Name of Substitute: _____

Detached Duty Request

Date: _____

I would like to request detached duty on _____

for the purpose of _____.

_____ _____

Employee signature Date

_____

Approved:_____ Denied: _____

_____ _____

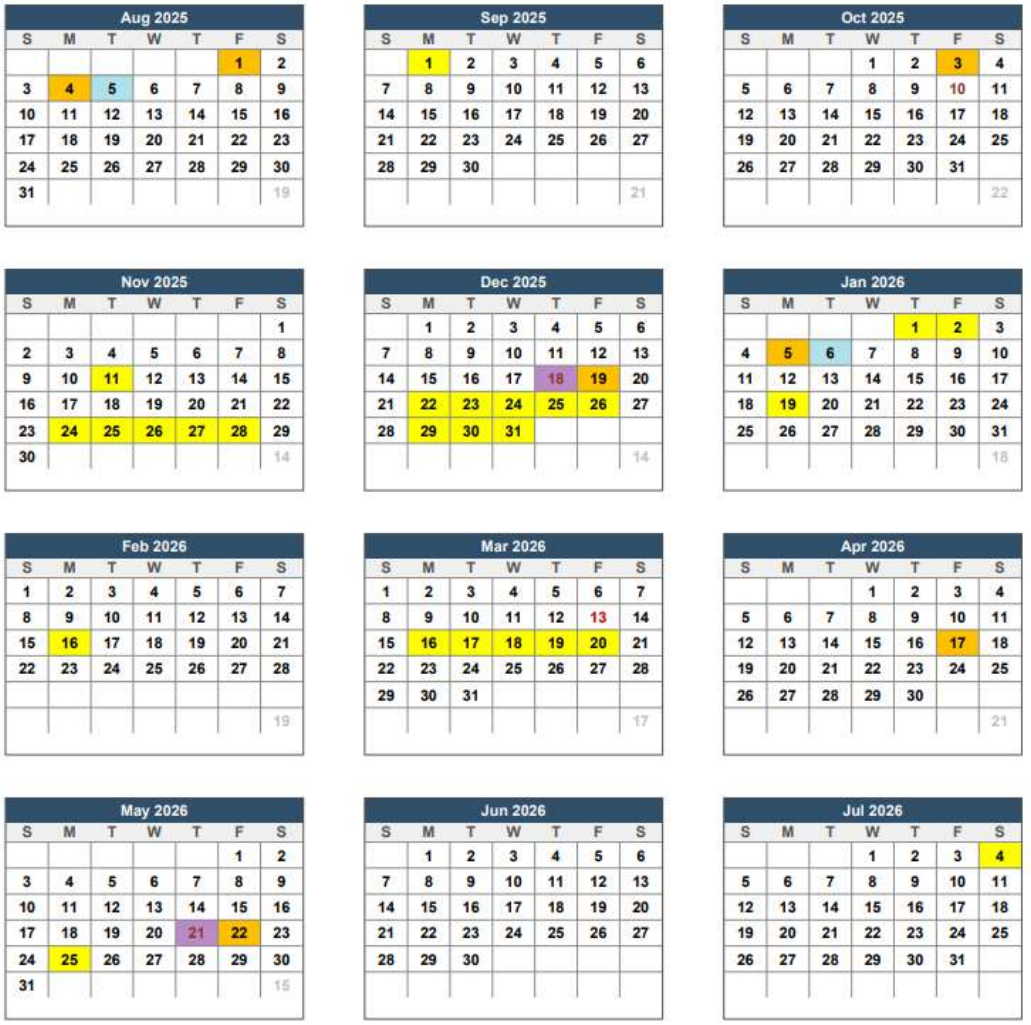
Supervisor Signature Date

Sub name: _____

One copy for teacher and one for payroll records

COOSA COUNTY BOARD OF EDUCATION
ACADEMIC YEAR CALENDAR
TEACHER DAYS=187 STUDENT DAYS=180
Orange=In-Service Yellow=Holiday Blue=Student Start Purple=Half Days

2025 to 2026



Fall Semester Dates To-From

August 1,4	Teacher In-service	November 11	Veterans Day
August 5	Student First Day	November 24-28	Thanksgiving Holidays
September 1	Labor Day	December 18	End of 2nd 9 Weeks/Student Half Day
October 3	Teacher In-service	December 19	Teacher In-service
October 10	End of 1st 9 Weeks	December 22-Jan. 2	Christmas Holidays

Spring Semester Dates To-From

Jan. 5	Teacher In-service	March 16-20	Spring Break
Jan. 6	Students Return	April 17	Teacher In-service

Jan. 19	MLK Birthday	May 21	Students Last Day/Student Half Day
February 16	Presidents Day	May 22	Teacher In-service/Teacher Last Day
March 13	End of 3rd 9 Weeks	May 25	Memorial Day

CALENDAR OF EVENTS
2025-2026

August 1-4	Teacher Workdays/Institute
August 5	Students Begin School, 1st Nine Weeks Begins
August 19	Fall Pictures/Senior Formal Pictures/Sitting Fee $15
September 1	Labor Day Holiday
September 11	Progress Reports
September 26	Homecoming
October 2	Student Led Conferences/Science Fair
October 3	Teacher Work Day(PD)
October 7-8	Pre-ACT 10th grade
October 9	1st 9wks Exam- Periods 1-4
October 10	1st 9wks Exam- Periods 5-7
October 13	2nd Nine Weeks Begins
October 16	Grade Reports
October 22-23	ACT Workkeys 12th grade
October 23	1st 9wks Academic Celebration
November 6	College & Career Fair
November 10	Veteran's Day Program
November 11	Veteran's Day Holiday
November 13	Progress Reports
November 24 - 28	Thanksgiving Holidays
December 16	Mid Term- Periods 1-4
December 17	Mid Term- Periods 5-7
December 18	Make Up Exams/Student Half Day
December 19	Teacher Work Day(PD)
Dec. 22 – Jan. 2	Winter Break
January 5	Teacher Work Days
January 6	Students return to School, 3rd Nine Weeks Begins
January 8	Grade Reports
January 15	2nd 9wks Academic Celebration
January 19	MLK Holiday
January 27 - 30	ACCESS for ELLS
February 6	Cap and Gown Pictures
February 12	Progress Report
February 16	President's Day Holiday
March 3	Retest ACT Workkeys 12th Grade
March 5	ACAP Alternate
March 9	Student Led Conferences
March 12	3rd 9wks Exam- Periods 1-4
March 13	3rd 9wks Exam- Periods 5-7
March 23	4th Nine Weeks Begins
March 10-11	ACT w/writing 11th grade
March 26	Grade Reports

March 16 - 20	Spring Break
March 23	Students Return to School
April 2	3rd 9wks Academic Celebration
April 7	Makeup ACT 11th grade
April 14-16	ACAP Summative 7th & 8th grade
April 17	Teacher Work Day/PROM
April 22	Progress Reports
May 7	Athletic Banquet
May 7	Senior Finals- Periods 1-4
May 8	Senior Finals- Periods 5-7
May 14	Academic Awards Program
May 18	Graduation Practice
May 19	Finals- Periods 1-4/Graduation
May 20	Finals- Periods 5-7
May 21	Make up Exams/Teacher Work Day/Half Day for Students
May 22	Teacher Work Day/ Grade Reports