

Policies and Procedures
2026 – 2027

ATTENDANCE - Regular, punctual attendance practices are essential in acquiring a solid education. Regular attendance facilitates the development of academic skills needed to function in our society. For students to receive the maximum benefit of the educational opportunities available in the Winston County School System, it is essential that they be consistent and punctual in attendance. Although work which is missed during an excused absence can be made up, the actual experience of that class can never be made up. We also believe that habits of regularity and punctuality must be encouraged and emphasized in order to prepare students for later responsibilities.

STUDENT ATTENDANCE - Parents are responsible for ensuring that their children are regular in school attendance. In compliance with Alabama Act 93-672, any parent, guardian, or other person having control or custody of any child required to attend school who fails to compel the child to attend school and properly conduct himself/herself in accordance with policies on student conduct shall be guilty of a misdemeanor. Parents and/or guardians must provide the child's teacher an explanation of each absence within two days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child's absence will be recorded as unexcused or truant. All students, grades K-12 are subject to the provisions of this policy. Departmentalized classes will be reported as individual classes and will be reported as full-day classes.

The following shall be followed to address attendance:

A. BEGINNING OF SCHOOL YEAR: Each student will receive a student handbook outlining the Early Warning Truancy Prevention Program. Parents/guardians are required to read the handbook, sign an acknowledgement statement, and return the statement to the student's school.

B. 1st WARNING-FIRST TRUANCY: (unexcused absence) The teacher shall present student with a notice of subsequent action to be taken by the school courts should a 2nd and 3rd truancy occur.

C. 2nd WARNING-SECOND TRUANCY: (unexcused absence) Parents should be notified by letter from the school attendance clerk and/or school principal (or designee) that said student was truant and the dates of truancies with notice of subsequent action to be taken by school and/or courts should a 3rd or 4th truancy occur.

D. 3rd WARNING-THIRD TRUANCY (unexcused absence) Parents shall attend a conference with the principal to discuss future action by the school system and/or courts should other truancies occur.

E. 4th WARNING-FOURTH TRUANCY: (unexcused absences) Parents shall attend an administrative conference at the Central Office to discuss future action by the school system and/or courts should other truancies occur.

F. 5th WARNING- FIFTH TRUANCY: (unexcused absences) Upon the fifth truancy of a student a petition shall be filed with the Juvenile Court System.

G. SEVENTH ABSENCE CODED EXCUSED BUT NOT SATISFACTORILY EXPLAINED. Students who accumulate seven questionable excused absences which have not been satisfactorily explained may also be required to attend Early Warning. This action will require approval of the principal (or designee). Questionable excused absences are absences coded as excused, but for which no doctor's excuse was presented.

H. TARDIES: Tardies will be addressed as student code of conduct offenses. See File: JCDA (1.05)

I. FOUTH TRUANCY OR 8 OR MORE "QUESTIONABLE" EXCUSED ABSENCES NOT SATISFACTORILY EXPLAINED OR UNEXCUSED TARDIES: File complaint/petition against student or parent/guardian. Parent/guardian and student will go to court.

ABSENCES AND EXCUSES - All student absences shall be designated as either excused or unexcused. A student shall be excused for absence from school for the following reasons:

1. Student is too ill to attend school;
2. Inclement weather that would be dangerous for students to attend school as determined by Superintendent of Schools or principal;
3. Legal requirements or legal quarantine;
4. Death in the immediate family;
5. Emergency conditions as determined by the Superintendent of Schools or principal;
6. Absence with prior permission of principal or a designee and consent of parent/guardian.

UNEXCUSED ABSENCES - Absences for reasons other than those defined above shall be considered as unexcused.

MAKE-UP WORK/EXCUSED ABSENCES - If a student is absent for any excused reason as defined above, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. The student shall be responsible for contacting the teacher or teachers to arrange for make-up work. Said student shall contact the teacher or teachers within two (2) days to arrange a time within a three (3) day period to make up work and/or examinations. Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

MAKE-UP WORK/UNEXCUSED ABSENCES - Teacher shall not provide make-up work or examinations for students absent for unexcused reasons.

DRESS CODE FOR STUDENTS - The following dress code requirements are applicable to grades 5-12:

1. Halters, tank tops, see-through blouses and shirts, undergarments worn as outer garments, or any other clothing that is determined to be too revealing, suggestive, or disruptive shall not be worn to school.

2. Shirts, blouses, and dresses must be buttoned or high enough to cover the chest, and the back of the body should not be exposed.

3. Shorts, skirts, and dresses should be approximately fingertip length when standing.

4. Shirts and blouses must meet pants and skirt bands so that no midriff shows while seated or standing.

5. Clothing with slogans or pictures that promote activities or products prohibited by the school code of conduct should not be worn.

6. Clothing imprinted with slogans, graphics or pictures that refer to alcohol, drugs, tobacco, or clothing with vulgar or suggestive writings, pictures or patches shall not be worn to school.

7. Students must wear shoes or sandals at all times. House shoes, house slippers, or wheeled shoes are prohibited.

8. Students shall not wear sunglasses inside the buildings unless prescribed by a medical doctor for health reasons.

9. Students shall not wear any type of cap or hat during school hours. Exceptions will be made for designated special occasions, athletic events, or head protection during career technical or agri-science classes.

10. Clothing with holes that are above the fingertip rule and that show skin is not to be worn at school.

11. All students' hair should be neat, clean, and well-groomed. The administration reserves the right to request students to alter their hair length and/or style if, in their opinion, it is disrupting the school environment or an endangerment to the health and safety of that student, other students, or employees.

12. When wearing leggings, yoga pants, or any similar fitting pants, the shirt must be fingertip length when standing.

13. Piercings for male and female students are only allowed in the ears. All other piercings may not be worn or must have a 'nude or clear' spacer.

14. Pajama pants may not be worn as outerwear and will only be allowed for designated special occasions.

15. Tattoos with slogans, graphics, or pictures that refer to alcohol, drugs, tobacco, or with vulgar or suggestive writings and pictures, or with slogans or pictures that promote activities or products prohibited by the school code of conduct shall not be allowed. School administrators may request that you cover these tattoos with a dressing or Band-Aid, long sleeves, or long pants.

16. Blankets may not be used as a jacket or outer garment and worn during the school day.

***Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home (suspended) to correct the situation.**

SEMESTER EXAMINATIONS - All students in grades 7-12 shall take 9 week examinations for the courses in which they are enrolled. No teacher shall schedule a 9-week exam other than in accordance with the Board-approved schedule for such examinations. *Grades K-6 have no semester or 9 week exams*

Electronic Communication Devices

In accordance with the FOCUS Act (HB166), the Winston County School System prohibits the use of all electronic communication devices, unless it follows guidelines as outlined in board policy. This includes but is not limited to using cellular telephones and/or other devices (i.e. "smart" watches) to make voice calls, to take photos, and/or to send/receive text messages. Students shall be allowed to possess such electronic devices; however, such devices are not to be used during the school day and must be stored in their vehicle, locker, or off their person.

Students in violation of this policy will be disciplined under the Student Code of Conduct. Administrative responses for violations include but are not limited to the following:

1st Offense:

1. Student conference with the principal
2. Device kept with the principal or in office
3. Student will have device returned at the end of the school day

2nd Offense:

1. Parent conference with the principal
2. Device kept with principal or in office
3. Parent or approved individual pickup of device required

3rd Offense:

1. Parent conference
2. Device kept with principal or in office
3. Choice of corporal punishment or 3 days alternative school
4. Parent or guardian pick up of device required

4th Offense:

1. Alternative school for 5 days
2. Parent or guardian pick up of device required

5th Offense:

1. Alternative school for 10 days
2. Parent or guardian pick up device required

Subsequent offenses will result in a conference with the principal and superintendent.

The Board assumes no responsibility for theft, loss, or damage to any personal/electronic device.

The possession of an electronic device is strictly prohibited during the administration of a secure test. If a student is observed in possession of an electronic device during the administration of a secure test, the device will be confiscated. If a student is observed using an electronic device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. (See ALSDE Digital Device Student Assessment Policy for further information)

Any action using an electronic communication device that is deemed inappropriate behavior by the school administration will be subject to consistent, appropriate, and suitable administrative responses

STUDENT DISCIPLINE -

CLASSIFICATION OF OFFENSES:

CLASS 1 OFFENSE
1.01 Excessive distraction
1.02 Illegal organization
1.03 Intimidation of a student
1.04 Gambling

CLASS II OFFENSES
2.01 Defiance of authority
2.02 Possession or use of tobacco
2.03 Battery upon students
2.04 Fighting

CLASS III OFFENSES
3.01 Drugs and Alcohol
3.02 Arson
3.03 Battery upon Bd. employee

3.05 Stealing -Larceny-Grand Theft

1.05 Tardiness
1.06 Profanity
1.07 Non-Conformity to dress code
1.08 Disruption on school bus (minor)

1.09 Inappropriate display of affection
1.10 Unauthorized absence from class

1.11 Providing false info to Bd. Emp.
1.12 Refusal to complete assignments
1.13 Vehicular violations

1.14 Any other violation which the principal deems reasonable to fall into this category

2.05 Vandalism (less than $200)
2.06 Stealing
2.07 Possession of stolen property
2.09 Threats---Extortion

2.10 Trespassing
2.11 Possession of fireworks

2.12 Offensive touching or pinching
2.13 Written or verbal proposition to promote sexual acts
2.14 Use of obscene manifestations (verbal, written, physical)
2.15 Directing profanities to employee

2.16 Leaving school without permission
2.17 Any other offense which the principal deems reasonable to fall into this category

3.06 Burglary of School property
3.07 Criminal mischief
3.08 Possession of a firearms
3.09 Discharging a firearm or device
3.10 Possession of weapons
3.11 Bomb Threats

3.12 Explosions
3.13 Sexual Acts
3.14 Aggravated battery

3.15 Inciting or participating in student disorder
3.16 Unjust activation of a fire-alarm system

3.17 Igniting fireworks

ADMINISTRATIVE INTERMEDIATE OFFENSES - CLASS II and CLASS III (further explanation)

2.01 Defiance of Board employee's authority:
Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board employee

3.13 Sexual acts
Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape

3.14 Aggravated battery
Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon

3.15 Inciting or participating in major student disorder
Leading, encouraging, or assisting in major disruptions that result in destruction or damage of private or public property; personal injury to participants or others.

3.16 Unjustified activation of a fire alarm system

3.17 Igniting fireworks and/or firecrackers

3.18 Any other offense which the principal may deem reasonable to fall within this category.

ADMINISTRATIVE RESPONSES - CLASS 1

Administrative responses for Class I violations include but are not limited to the following:

- student conference
- parent contact(s) conference(s)
- after-school detention
- suspension from school/bus
- out-of-school suspension not to exceed three (3) days (not to exceed a cumulative total of 9 days per
- semester for non-special education students.
- corporal punishment
- assignment to in-school suspension

ADMINISTRATIVE RESPONSES - CLASS II

Administrative responses for Class II violations include but are not limited to the following:

- parent contact(s)/conference(s)
- corporal punishment
- out-of- school suspension
- assignment to in-school suspension

ADMINISTRATIVE RESPONSES – CLASS III

Administrative responses for Class III violations include but are not limited to the following:

- out-of-school suspension
- expulsion
- legal action

"NO-FIGHT" POLICY - The Board is obligated to provide a safe and orderly environment that is conducive to teaching and learning; therefore, it is the policy of this school system that **fighting** in school buildings, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle **will not be tolerated**. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion**. Refer to Title 13A of The Code of Alabama 1975**.

The Superintendent of Schools, working cooperatively with the local police, sheriff, the district attorney, and the juvenile court, shall enforce this **"no-fight" policy** at all middle/junior high schools and senior schools within the system.

The procedures outlined below shall be followed:

1. Fighting in a school building, on school grounds, at any school sponsored event, or on a school owned/maintained vehicle shall be classified as a major violation of the code of student conduct.
2. The principal or designee shall investigate the fight and take the appropriate action as identified in the code of student conduct.
3. The principal or designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses.
4. The principal or designee shall secure reliable witnesses for court appearances.
5. The principal or designee shall call the police and file a complaint/petition with the juvenile court.
6. A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officers.

All students and parents/guardians of students within the system and system employees shall receive sufficient and ample notice of the passage of this policy. This policy shall be outlined in the code of student conduct and shall be communicated to all students on the first day of school and at intervals throughout the school year. In addition, this policy shall be discussed at meetings involving parents/guardians.

STUDENT EXTRA-CURRICULAR DRUG TESTING PROGRAM - All extra-curricular student will be subject to random drug testing FILE: JCDAE. Extra-Curricular will be defined as any athletic, band, club, or privilege of student activity outside the regular school day. (.i.e. Driving on / to campus).

** Actions Taken in Response to Positive Results

1st Positive Result – The extra-curricular student will be suspended from participation in interscholastic/extracurricular athletics for 10 consecutive school days to include a minimum of two events.

2nd Positive Result – The extra-curricular student will be suspended from participation in interscholastic/extracurricular activities for 20 consecutive school days to include a minimum of four events.

3rd Positive Result – The extra-curricular student will be suspended from participation in interscholastic/extracurricular events for one calendar year.

Technology - All students / parents or guardians must agree and sign FILE: IFBGC-F1 STUDENT TECHNOLOGY USE AGREEMENT COMPLIANCE FORM prior to a student being able to use a computer or comparable device owned by the Winston County Board of Education. Students who are issued an electronic device which is found to be in violation of the rule (i.e. inappropriate material, reboot, etc.) will be taken from the student and considered a disciplinary matter.

Student Organizations - for 10th, 11th, and 12th grade career/technical education students

Student organizations are an integral part of the instructional program. Student fees and/or membership dues vary with each Career Technical Student Organization (CTSO) and are determined by the program instructor.

DECA – An association for Marketing Education students
FCCLA – Family and Consumer Science classes
FFA – Agriscience Courses
HOSA – An organization for future health professionals.
SKILLS USA - Skills USA is for students enrolled in Automotive Technology, Cosmetology, Welding, or Electronics
NTHS – National Technical Honor Society for students who are enrolled in a career/technical program and for the first three nine-weeks had (1) an average of 90 or better in that program, (2) no more than 5 absences per semester, and (3) no disciplinary reports.

See your instructor for further details. Active members who fail to meet these standards are placed on probation for one semester. If they fail to meet these standards for two concurrent semesters their membership is withdrawn.

Admission

Admission is open to all students in grades 10, 11, and 12 with priority being given to students with maximum opportunity to complete the entire program. New students who are interested in attending the Winston Career Academy will be registered for the career/technical course based upon availability. Students are asked to state their career objective and give a first and second choice on their registration form. A student's career objective is the first priority for course assignment. The first choice will be observed until classes are filled. Students are assigned to courses according to the following priority ranking: 1-returning 12th graders; 2-returning 11th graders; 3-beginning 11th graders; 4-beginning 10th graders; 5-beginning 12th graders. If a student's 1st or 2nd choice of courses are filled, students will be offered a selection of available courses. Career/Technical courses taught in a shop setting are considered filled at 20 – 25 students due to safety factors.

Completer of a Program

A student who enrolls in a program and successfully completes three (3) or more credits, with a 70 in each class, related to the student's career objective is considered to be a program completer.

Pre-enrollment

Program information shall be made available to potential students containing course description, course goals, course projects, course outlines, employment opportunities available, and other information needed to assist students in making career educational decisions. This information will be provided by the Winston Career Academy counselor and career coach.

Provisions are provided to help students in selecting the career/technical program which is in keeping with the needs, interests and ability of the student to benefit from the training and which provides employment potential. Students shall identify their career goal. Once enrolled, all students will be required to perform training objectives. Pre-enrollment is performed in the spring for returning and incoming students. This data is used to ensure that all assignments are equitable among schools and students based on enrollment, class size, and diploma requirements.

Withdrawal

Any student withdrawing from the Winston Career Academy should notify the instructor(s) and director so that his/her records may be cleared for any future reference he/she may need. A student may withdraw from the Winston Career Academy with the approval of the parent, the director, the instructor(s), and the home school principal. No credit will be given for incomplete semesters. Upon student withdrawal, the home school will assume responsibility for student's academic progress and scheduling needs.

Transfers to other Programs

A student will be permitted to transfer from one course to another if an opening exists, on the approval of the parent, the director, the instructor, and the home school principal. **Any transfers must be related to the student's career objective and must be made prior to the beginning of the school year**. Special provisions to this rule may be made at the discretion of the Director. In addition, a transfer can only be made when adequate space is available as determined by the director.

Lab Fees

A lab fee is necessary for the maintenance of the shops, replacement of equipment, supplies, instructional materials, and servicing costs on equipment. Each department has a specific lab fee and information regarding this fee will be provided to you at the beginning of the year. All lab fees are due each semester. The first semester lab fee is due on the first Tuesday in September. The second semester lab fee is due on the first Tuesday in February. **NO REFUNDS** will be made after fees have been paid.

Books and Tools

Certain courses may require books and/or tools that the student must furnish. Instructors will make these known to students at the beginning of the year.

First Aid

A first aid kit is provided in each department. Instructors **are not** permitted to give aspirin or medicine of any kind to students. Parent/guardian of students who must take medicine (non-prescription or prescription) during the school day must bring a completed form JGCDBA-F1 (School Medication Prescriber/Parent Authorization) to school nurse. Parent/guardian must sign in all medication with the school nurse. Members of the school staff may take a student to the nearest emergency medical treatment facility for emergency treatment.

Safety

Safety is an integral part of each course. Safety habits are extremely important, and every student should practice safety at all times. Students will receive instruction regarding safety rules for the department and the workplace. Disregard of safety rules will not be tolerated. **All students must answer all portions of the safety test correctly before entering shop areas**. Student who do not pass

the safety test during the first two weeks of the semester may be required to choose another program or withdraw from the Winston Career Academy.

Illness

If a student becomes ill while at the Winston Career Academy, he/she should notify the instructor and report to the main office. Every effort will be made to contact the parent/guardian. Parents/guardians are requested to arrange transportation. The Winston Career Academy cannot be responsible for taking the student home.

Student Property

Students must assume responsibility for their own billfolds, purses, and any other valuable items.

Pick-up and Check-Out of Students from the Winston Career Academy

The pick-up and checkout of students is in accordance with the Winston County Board of Education policy. All checkouts (except for medical reasons) must be by parental pickup unless the parent has made prior approval with the Winston Career Academy principal. All students checking out must sign out in the main office. Students are not to leave their assigned shop or class without permission from their instructor and must have a hall pass. All students enrolled in Work Based Learning must sign out daily with the Work Based coordinator or designee.

Unauthorized Vehicles

No unauthorized vehicle or person will be allowed on the campus. An unauthorized person will be one who has not contacted the main office nor received the director's permission to be on campus.

Visitor's Passes

Any visitor who plans to visit a classroom or department must come into the main office to get a visitor's pass. Student visits (from class to class) are discouraged, but sometimes necessary. Students should have permission and a hall pass from their instructor before making a visit. The visit should be limited to 3 minutes.

Conduct on the Bus

Problems of poor conduct on school buses should be reported to your home school principal or the director of the Winston Career Academy on the same day that it occurs. Unsafe practices or unacceptable conduct on the bus can void your privilege to ride the bus or to attend the Career Academy. The primary responsibility for safe conduct on the buses rests with each home school.

Missing the Bus

Missing the bus to the Winston Career Academy will be recorded as an unexcused absence. Repeated violations are subject to disciplinary action by the home school principal or the Winston Career Academy director. Students missing the bus at their home high school must get written approval from the principal at the local school and prior approval from the Winston Career Academy before driving to campus. This must be given to the director upon arrival at the Winston Career Academy. Students have no excuse for missing the bus back to their home high school. However, if this should happen the student should report to the main office immediately and make arrangements for transportation.

Driving Permits

All students must ride regular school buses, except in certain instances when it is necessary for a student to drive a car (ex. - live work, CTSO activities, etc.) Upon these occasions, the student must get a Permission to Drive Form signed one day prior to driving. This form must be signed by the instructor, the director, the home school principal, and his/her parents or guardians. Students must bring driver's license to the office in order to get a Permission to Drive Form. Upon arrival at the Winston Career Academy, the student must present the signed Permission to Drive Form to the main office. Students driving to the Winston Career Academy should travel along the same route as the bus. No other student will be allowed to ride to or from the Winston Career Academy with the student driver. Any violation of this regulation will result in the permanent loss of any future driving privilege to the Winston Career Academy and/or result in other punishment commensurate with the severity of the violation. Campus traffic rules will be observed at all times.

In an emergency situation (missing the bus is not an emergency), the home school principal must telephone the director to give permission for a student to drive to the Winston Career Academy. WCHS students should walk to the Winston Career Academy. Students should not move vehicles between campuses without prior permission from the Director or other school personnel.

Live Work

The purpose of live work is to provide realistic experiences for students. All live work performed should be within the instructor's teaching outline. The instructor shall accept or reject live work according to their discretion. **THE WINSTON CAREER ACADEMY WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO ARTICLES BROUGHT TO THE SCHOOL FOR LIVE WORK.** All work will be performed by students and may not leave the center until the costs of all parts and supplies are

paid. Live work will be done in the following priority: 1st -students, 2nd-faculty and schools, and 3rd-public. **Live work appointments must be made by calling the WCA office at 205 489-2121. NO WORK will be done unless an appointment is made**.

Clean-up and Care of Facilities

There will be an allotted clean-up time before the end of class when deemed necessary by the instructor. All students are required to help keep shops and classrooms clean and in good order. Clean-up time is to be used only for the purpose of cleaning up and changing of shop work clothes where necessary. Specific duties will be assigned within the Simulated Workplace Environment of each individual program (See Simulated Workplace Handbook).

Extracurricular Activity Eligibility

In order for students to be eligible to participate in extracurricular activities associated with the career tech student organizations (DECA, HOSA, NTHS, and SkillsUSA), they must meet eligibility requirements as outlined in Board Policy:

6.6.1 General – Students may be offered an opportunity to participate in extracurricular activities and organizations. Extracurricular activities must meet the following criteria: a. The organization or activity must be approved by the school principal and must have an assigned faculty supervisor or sponsor; b. The organization or activity must promote or serve the intellectual, cultural, personal, or physical development of the student in a manner that is consistent with the purposes of public education, the Board's legal mandate, mission statement, policies, and regulations, and with applicable requirements of state and federal law; c. The organization or activity must operate under and subject to general supervision of school officials; and d. The nature of the organization and its activities are not inconsistent with and do not interfere with instructional activities of requirements. Student participation or membership in such organization activities may be governed by the specific policies of the organization and is subject to review and approval by the principal.

Students may be limited or prevented from participating in CTSO activities due to absences, discipline referrals, or failure to fulfill class fee obligations. In addition, students may be selected to participate in the District wide drug policy to determine eligibility to participate in extracurricular activities. Extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s).

Work Based Learning

Work Based Learning is a structured component of the Career and Technical Education (CTE) curriculum that integrates classroom instruction with productive progressive, supervised, work-based experiences/apprenticeships (Paid) and internships (Unpaid), related to students' career objectives. Content is planned for students through a cooperative arrangement between the school and employer as a component of work-based learning. The student should have a minimum of 140 hours of paid apprenticeship hours per semester or 140 hours of unpaid internship hours per semester. The 140 clock hours represents the required hours for a Carnegie Unit. The student will be awarded one credit each semester for successful completion of the career experience. Determination of student eligibility:

- is at least 16 years of age,
- is classified as an 11th or 12th grader
- student has completed required Career Preparedness course

* special provisions to these criteria may be made at the discretion of the Director