HALE COUNTY SCHOOL DISTRICT

&

Moundville Elementary School

Together Everyone Achieves More

"Failure is not an Option"

Parent-Student Handbook
2026-2027

August 2026



Dear Hale County Schools' Students, Staff, Parents, and Residents,

Welcome to another phenomenal school year. It is indeed an honor to serve as your Superintendent of Schools. I regard the Hale County School System as one of the finest school districts in the nation and will continue my pledge to maintain this established legacy.

It is truly a great time to be a part of the Hale County School System. Although the upcoming school year may look different, we will provide the most interactive, innovative, and safest options possible for our students. We will continue to be a school system immersed in innovation, high expectations, and excellence. As a product and educator of this system, I have learned that the existing tradition of excellence is due, in large part, to the wonderful people who comprise our communities and the hard-working students and staff within our school walls.

I take very seriously the honor you have given me in entrusting your children, who are your most prized possessions, to the care of our exceptional faculty and staff. Therefore, I charge myself and my staff to give their very best each day, all day.

My mission and passion are to grow and maintain a rigorous teaching and learning environment that provides every student with a sense of belonging while helping them to grow intellectually, emotionally, and socially. I genuinely believe in a quality, comprehensive education for all students.

As we continue to aid in moving Hale County forward, I expect that the Hale County School System not only be known for its academic excellence and extracurricular programs but also for the positive and healthy relationships cultivated between staff and students.

I urge you to take the time to read this Parent-Student Handbook and to take into account its importance in the success of your student in our school district. This handbook provides valuable information and serves as a resource that will assist both parents and students in understanding many of the policies and procedures put forth by the Hale County School System.

Sincerely,

Michael C. Ryans

Michael C. Ryans
Superintendent of Schools
Hale County School System

HALE COUNTY SCHOOL CALENDAR

2026-2027

1115 Powers Street · Greensboro, AL 36744

PHONE: 334-624-8836 www.halek12.org FAX: 334-624-3415

2026

JULY

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AUG 3	(Mon)	Institute Day
AUG 4-6	(Tues-Thurs)	Prof Dev/Teacher Work Days (No Students)
AUG 7	**(Fri)**	**Students' First Day**
SEP 7	(Mon)	Labor Day (No School)
OCT 8	(Thurs)	Extended Employee Day
OCT 9	(Fri)	Elearning Day
OCT 12	(Mon)	Fall Break
NOV 11	(Wed)	Veteran's Day (No School)
NOV 23-27	(Mon-Fri)	Thanksgiving Holidays (No School)
DEC 17-18	(Thurs-Fri)	End of 1st Sem - 1/2 Days Students
DEC 21-JAN 1		Winter Break
JAN 4-5	(Mon-Tues)	Prof Dev/Teacher Work Days(No Students)
JAN 6	**(Wed)**	**Students Return**
JAN 18	(Mon)	Martin Luther King Holiday (No School)
FEB 11	(Thurs)	Extended Employee Day
FEB 12	(Fri)	Elearning Day
FEB 15	(Mon)	School Holiday (No School)
MAR 22-26	(Mon-Fri)	Spring Break (No School)
APR 16	(Fri)	School Holiday (No School)
MAY 20-21	(Thurs-Fri)	End of 2nd Sem - 1/2 days for Students
MAY 24	(Mon)	Teacher Work Day

Teacher Collaboration/Data Days: Dec 17-18 and May 20-21 (1/2 days for students)

Extended Work Days for Personnel(7:30 AM-7:30 PM): Open House, Graduaton, Oct. 8 and Feb 11*

Elearning Days - Oct 9 & Feb 12

*Flexible Dates

- Student Instructional Days
- Teacher Workdays/Professional Development Days (No Students)
- Holiday - Employees/Students (No School)
- Teacher Collaboration/Data Days - End of Semester Testing (1/2 Days for Students)
- Extended Employee Day (No students)
- Elearning Day-Students
- Extended Employee Day (Regular Student Day)

	Student Days	Teacher Days
First Semester	88	93
Second Semester	90	94
Total Days	**178**	**187**

NOTE: Elearning Day for 9th, 10th and 12th grade students March 9, 2027 (11th grade ACT Writing Test Date).

	Grading Period	Days	3rd Wk	Due Out	6th Wk	Due Out	Report Card	Due Out
1	8/7/26-10/9/26	45	8/27/2026	8/31/2026	9/18/2026	9/22/2026	10/9/2026	10/14/2026
2	10/13/26-12/18/26	43	11/2/2026	11/6/2026	12/1/2026	12/4/2026	12/18/2026	1/8/2027
3	1/6/27-3/12/27	46	1/27/2027	1/29/2027	2/18/2027	2/23/2026	3/12/2027	3/17/2027
4	3/15/27-5/21/27	44	4/9/2027	4/14/2027	5/3/2027	5/6/2027	5/21/2027	5/21/2027

2027

JANUARY

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HALE COUNTY BOARD OF EDUCATION

Mrs. Verlander Jones, Chairman
Mr. Chris Carter, Vice Chairman
Mr. Chad Payne
Mrs. Keisha Thigpen
Mr. Ray Grantham

BOARD MEETINGS

The Hale County Board of Education meets regularly on the first Thursday of each month at 5:30 p.m., at the R. E. Ramey Educational Center in Greensboro or an announced location.



Together Everyone Achieves More

Questions from parents and students are always welcome. Contact school building principals for answers to questions regarding concerns at the local school.

HALE COUNTY SCHOOLS DIRECTORY

SCHOOL	PRINCIPAL	PHONE
Greensboro Elementary School	Stephanie Richey	334-624-8611
Greensboro High School	Tony Pittman	334-624-9156
Greensboro Middle School	Tracy Jemison	334-624-4005
Hale County High School	Ronnie Garner	205-371-2514
Hale County Middle School	Eric Perry	205-371-7000
Hale County College and Career Academy	Lakessiah Franklin	334-624-3691
Moundville Elementary School	Jonathan Posey	205-371-2679

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CENTRAL OFFICE STAFF

NAME	POSITION	PHONE
Michael Ryans	Superintendent	334-624-8836
Lakessiah Franklin	Career/Tech. Ed. Director	334-624-3691
Kelley Whatley	Child Nutrition Program Director	334-624-3051
Robert Stewart	Federal Programs Director	334-624-3051
Michael Ryans	Maintenance Director	334-624-8836
Donald Anderson	Transportation Director	334-624-7101
Vangi Rose	Student Services Director	334-624-3051
Robert Stewart	Technology Coordinator	334-624-3051
Andrew Shackleford	Technology Support Coordinator	334-624-3051
Malinda White	Curriculum/Instruction Director	334-624-3051
Jenny Huett	Special Education Director	334-624-2286
Kelly Brown	System Psychometrist	334-624-3051
Ashley Clary	Special Education Collaborative Specialist	334-624-3051
Charles Bass	Chief School Financial Officer	334-624-8836
Tonya Means	School Improvement Specialist	334-624-3051
Belinda Stewart	System Nurse	334-624-3051
Evelyn Seale	Payroll and Personnel	334-624-8836
Dianne Colburn	System Bookkeeper/Bids & Purchasing	334-624-8836
Geraldine Paster	System Bookkeeper	334-624-8836
Brenda Bester	Data Collections/Teacher Certification	334-624-8836
Melanie Crawford	Title I/CNP Bookkeeper	334-624-3051
Anita Elliott	Secretary to the Superintendent	334-624-8836
Starwanthia King	Title I Secretary	334-624-3051
Jamaria Williams	Mental Health Services Coordinator	334-624-3051

PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT

The board hereby advises parents/guardians of their responsibility for the conduct of their child(ren) based on Legislative Act No. 93-672 which amends Section 16-28-12 of The Code of Alabama. The Act has important implications for parents and students of the Hale County School System. Applicable sections of The Code of Alabama now read as follows:

SECTION 1 – TITLE 16, CODE OF ALABAMA, 1975, is amended to read as follows:

"(A) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section."

"(B) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report such suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public school."

I. ATTENDANCE

The Hale County Board of Education believes the fundamental right to attend public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program. With these beliefs in mind, the Hale County Board of Education has adopted this mandatory Attendance Policy for all students, regardless of age.

All absences from school shall be designated as excused or unexcused. School related absences, approved by the principal, will not count as absences. **Absences resulting from suspensions will be marked as excused. Students who accumulate ten (10) or more absences will be required to submit an official statement from the courts or a physician explaining each absence for the remainder of the school year.** Failure to provide an official statement from the courts or a physician will result in the absence being marked unexcused. In accordance with state law, only the following absences shall be considered excused absences, provided that in each instance parental confirmation has been received of the reason for the absences. Parents will be requested to explain in writing all unexplained and unexcused absences.

Excused Absences

1. **Illness.**
2. **Inclement weather which would be dangerous to the life or health of the pupil if he/she attended school.**
3. **Legal quarantine, death in the immediate family, emergency condition as determined by the superintendent or principal.**
4. **Permission of principal and consent of parent.**

When a student returns to school after being absent, he/she shall bring a written statement from his/her parents with an explanation of the reason for the absence and the date of the absence. This written statement, signed by the parent(s), must be returned within three days, or the absence will be recorded as an unexcused absence.

Unexcused absences will be reported in the following manner:

1. **The principals are required to submit a weekly list of unexcused absences of all students to the Superintendent's office.**
2. **When such a student accumulates five (5) unexcused absences, his or her name and correct address will be reported to the Juvenile Court. The parent and student will be notified by letter to participate in the "Early Warning or Intervention Program."**
3. **On the seventh (7th) unexcused absence, the attendance officer from the school will send a non-compliance letter to the parent and file a petition with the Juvenile Court Probation Officer, which could lead to a warrant being issued for your arrest.**

Excessive Excused Absences

The principal is charged with the responsibility of determining whether a student is abusing excused absences. An investigation of excessive excused absences will be conducted by the principal and the attendance supervisor. If abuse is determined, the principal may require official verification of excused absences from the parents/custodians, doctors, Juvenile Court or the Department of Human Resources. In accordance with State Law, the determination of whether an absence is “excused” or “unexcused” will be made by the principal.

Excessive Unexcused Absences

The Principal has the final authority at the school building level to make decisions regarding excessive unexcused absences in the categories listed below:

1. After an investigation has been made by the principal and the attendance supervisor, a student, not mandated by the State of Alabama to attend school, who accumulates ten (10) or more unexcused absences during the school year, may be withdrawn for the remainder of the school year. The student will be afforded due process prior to consideration for withdrawal.
2. After an investigation has been made by the principal and/or attendance supervisor regarding unexcused absences, students in grades 9-12 who have accumulated five (5) or more unexcused absences during a Term may be denied course credit by the principal. The student will be afforded due process prior to credit denial.
3. Students who are seventeen years of age or older and who are consistently truant from school may be withdrawn from school after an investigation of the truancy has been made by the principal and the attendance supervisor.

Fraudulent Excuses:

For any student/parent who submits an excuse found to be fraudulent, the following will occur:

1. The absence is unexcused.
2. The documentation shall be reported to law enforcement and the District Attorney.
3. Any further excuses for the student must be submitted to the school directly from a doctor's office.

Absence to Accompany Parent(s) on a Trip

A student's absence from school to accompany their parents and/or custodians on a trip is not an excused absence except as determined in advance by the principal.

Absence Due to Medical Appointment

Every effort should be made to schedule medical or dental appointments outside of school hours; however, if an exception is necessary, the student must report back to school at the appropriate time. The student must supply a statement from the doctor upon request from the principal.

Check-Outs from School

No student shall leave the school premises during normal school hours without the principal's permission granted upon **written request** of the parent or custodian, or for a good cause known to the principal. The principal shall handle cautiously telephone requests for excuse of pupils from school.
Students must check in and check out of school through the principal's office in compliance with established procedures. Check-ins and check-outs shall be considered as unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent that such absence was for an excused reason.

Blanket permission to leave campus during the lunch hour will not be granted except for the following reason:

Health or dietary problems requiring special attention at that hour, documented with a doctor's statement upon written request by the parent. No classes shall leave the premises during school hours without permission of the Superintendent.

Checking Students into School

Any person who brings a student to school after the school day has started may be required to wait with the student until a change in the class schedule for that day. No one who drops a student off at school may leave the student until the student is cleared to go to class by the person in charge at the school.

Make-Up Work

Students absent for an excused reason, including suspension, shall be allowed to do make-up work at an appropriate time determined by the teacher. At the elementary level, parents/ custodians shall be responsible for arranging necessary make-up work with their child's teacher(s). At the secondary level, students shall be responsible for contacting their teachers within two (2) days after their return to school to arrange for making up the work. The period for make-up work may be lengthened in cases involving extended absences that are

validated and excused. Students may not be given make-up work for unexcused absences such as (1) truancy as determined by the school or (2) detainment in a detention facility. After careful investigation of extenuating circumstances, make-up work may be considered by the principal and selected personnel.

Tardiness

Students are required to attend school and classes on time each day. Individual schools will devise rules that will insure compliance with this regulation. A tardy is defined as a student's arrival after the official time set for the opening of the school's regular daily activities, i.e., homeroom, roll call, etc., or the arrival at a class after the tardy bell has sounded.

Checking Students Out of School

All parents/custodians or other authorized persons coming to the school to check a student out of school must do so through the principal's office using the school's approved checkout plan. **Such persons are not to go directly to the classrooms for this purpose.** Students will not be released to persons other than the parent or custodian without verifiable written permission, or in the case of emergency, good cause known to the principal.

Dropping Out/Withdrawing from School

Students who drop out or withdraw from school during any given semester cannot return to the regular school program during the semester in which they dropped out or withdrew without official permission from the superintendent and/or designee.

Notification of Loss of Credit

It is the responsibility of the principal or designee to inform parents when students have accumulated three (3) unexcused absences and are in danger of losing credit.

a) The teacher will submit to the principal names of students who have accumulated three (3) or more unexcused absences during a semester (9 weeks). These absences are to be calculated in homeroom and in individual classes.
b) The principal will notify the student and parent/custodian in writing within two days after the student is reported by the teacher regarding the possible loss of credit.
c) After receiving notification, a hearing with the principal may be requested by the student or parent/custodian.

Truancy

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. **Seven unexcused absences within a school year constitutes filing a petition with the Court**. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any students as follows:

1. First truancy/unexcused absence (warning)
    - Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
    - Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. No earlier than the fifth unexcused absence (conference)
    - The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
    - Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
    - Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of complaint/petition against the parent under *Code of Alabama (1975), Section: 16-28-12* © (failure to cooperate), or truancy against the child, whichever is appropriate.
3. No earlier than the seventh unexcused absence, but within ten (10) school days (court)
    - File complaint/petition against the child and/or parent/guardian, if appropriate.
4. Child under probation
    - The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by they juvenile court as consistent with state statue, *Code of Alabama (1975) Section : 12-15-100 and 105*
    - Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer

Excessive Absences and Suspension or Denial of Driver's License

Based on Alabama Legislative Act 93-386, **a student who drops out of school prior to age 19 or who does not maintain an acceptable attendance record will be denied an Alabama driver's license/learner's permit or have his/her Alabama driver's license/learner's permit revoked.** At the time of application to the Alabama Department of Public Safety for a driver's license/learner's permit, the student must present a Diploma, Certificate of Graduation or documentation that he/she

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

Suspension of Current Driver's License/Learner's Permit

Students in grades 9-12 who have 10 consecutive unexcused absences, or who have 15 unexcused absences in a semester, shall have their information sent to the Alabama Department of Public Safety to have their driving privileges suspended. Appeals to the Board must be in writing and within 5 days of the notice of the driver's license suspension being made.

The procedure to remove that label from the Alabama Department of Public Safety will be provided to the student upon request for a hearing to the Department of Public Safety.

Variance/Exemption

Students who are enrolled in the Hale County School System are able to request a variance from the Hale County Board of Education to attend another school within the system. Students must first be enrolled in the school for which they are zoned and then must complete a form provided by the Hale County Board of Education.

The completed form must be turned in to the Central Office and must be presented at a regularly scheduled meeting of the Board. The Board typically meets the first Thursday of each month. If the variance is not approved, whether denied or continued, the student must continue to attend the school for which he/she is zoned.

Students enrolling in the Hale County School System for the first time shall not be able to seek a variance prior to enrollment in the school for which they are zoned. Students who might have a choice pursuant to other state laws must still enroll and have a completed variance form prior to transfer.

HALE COUNTY VIRTUAL EDUCATION

To allow students an opportunity to earn credits and scheduling flexibility through a virtual option for students in Grades 9-12, while creating a pathway to graduation through a virtual education program.

I. The Hale County Board of Education shall create a virtual pathway or virtual education option that will lead to an online pathway to earn a diploma for students in Grades 9-12 who reside within the attendance areas served by the Board. This program shall be known as Hale County Virtual Education.
II. The Superintendent shall cause to be created guidelines for enrollment and participation for students choosing the Hale County Virtual Education option, consistent with Alabama Legislative Act No. 2015-89, and any subsequent legislation or directives provided by the Alabama State Department of Education.
III. The Hale County Board of Education may allow students at any grade level to work remotely for extended periods of time. Where that provision has been made by school administration and approved by the Superintendent, the student shall receive instruction by the platform designated at the local school. The school shall set up regular means and times to monitor the student and shall report progress to the Superintendent or his designee.

Saturday School

The Hale County Board of Education, in an effort to assist students with attendance issues, may create a Saturday School. The purpose of this additional education opportunity is to allow students with unexcused absences to erase one unexcused absence from their attendance folder with the attendance of a Saturday school.

The School dates/times will be announced for each grading cycle and a student must attend the entire day to have one absence erased. Students may not attend in advance to "bank" days nor will a substituted day provide an avenue for perfect attendance or any other award that presumes attendance during the regular school day. Attendance days may only be substituted if it is within the same grading cycle as the absence and no student may replace more than 3 in a semester.

Students who wish to attend Saturday school will be given a form in advance to complete and must turn that in prior to attendance.

Married Students

Married students are eligible to attend the schools of the school system and participate in regular school programs. Such students must maintain a responsible relationship to the school and other students and shall be expected to abide by all rules and regulations applicable to all students.

Pregnant Students

Students who become pregnant while enrolled in the local schools shall notify the school principal as soon as possible after the pregnancy has been confirmed. A pregnant student shall provide the principal and school nurse a written statement from a licensed physician, including recommendations concerning advisability of school attendance for the pregnant student. **An additional statement from her physician shall be provided each six weeks, verifying that she is physically able to continue in school**. A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements and rules and regulations as all other students. However, the physical education program shall be adapted to special needs of pregnant students. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy.

CODE OF CONDUCT

It is the policy of the Board for the principal of the school and his/her faculty to use whatever reasonable and lawful system of discipline will most effectively meet the needs of the children in the school. This system may include such measures as consultation with parents and pupils, suspension from school, detention halls, recommendation for alternative placement, and/or expulsion from school (Board action necessary for expulsion), and other procedures decided upon by the principal and his/her faculty.

JURISDICTION OF THE SCHOOL BOARD

Students are subject to the Student Code of Conduct, and possible disciplinary action, while:

a. on school property even if the student is not enrolled at the school in which the violation occurs;
b. attending a school-sponsored activity or event, on or off school property;
c. being transported to and from school, or a school-sponsored activity or event, via transportation provided or arranged by the Hale County Board of Education (including school bus stops); or,
d. off school property if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of a school or a school-sponsored activity or event.

If the student withdraws from Hale County School System while disciplinary action is pending, then returns to the school system, disciplinary action will resume. The student's conduct while not enrolled in Hale County School System may be considered in determining the appropriate discipline.

DUE PROCESS

It is the policy of the Board of Education to adhere to the basic tenets of due process when carrying out the procedures contained in this guide. Furthermore, the Board and the education staff employed by the Board will comply with the legal elements of due process, which include procedural due process and substantive due process. With regard to procedural due process, students should be informed of the rules and regulations applicable to them; should receive adequate notice of any charges that they have violated those rules and regulations; and should be given an appropriate opportunity to be heard on any disciplinary matter. With regard to substantive due process, the rules and regulations adopted by the Board should be reasonably related to the legitimate purpose and function of the school system.

It is the belief of the Board that the policies, rules, regulations, and other information contained in this guide deal with matters of legitimate interest with the intent of protecting the health, safety, and educational welfare of students and personnel and ensuring the efficient operation of the schools.

PARENTAL RESPONSIBILITY FOR PUBLIC SCHOOL STUDENTS

Under §16-28-2 of the Alabama Code, principals may implement legal action and file appropriate petitions when the parents, guardians, or other persons in charge or control of a student do not correct truancy or improper conduct in school. The principal may also file petitions with appropriate law enforcement agencies when the behavior of the student is deemed detrimental to the safety and welfare of other students, school personnel, and others who have a vested interest in school affairs. It is the responsibility of the parents, guardians, or other persons in charge or control of a student to ensure that toy weapons or look-alike weapons are not brought on the premises of Hale County School System. Administrators will investigate the intent and follow the code as it relates to weapon possession. Additionally, if a student is deemed responsible for vandalism of Hale County School System property, administrators will investigate and follow the code of conduct, including restitution for destruction of school property.

CLASSIFICATION OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into three classes: minor, intermediate, and major. Before determining the classification of a violation, the principal or designee will consult with the involved students and school personnel. Once the classification of the violation is determined, the principal or

designee will implement the appropriate disciplinary procedure. Each teacher will deal with general classroom disruption through effective classroom management and involvement of parents or school counselors. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee.

MINOR OFFENSES – CLASS I

Code **Offense: Description**

1. **Disorderly conduct:** Any act which disrupts the conduct of a school function or which disrupts the orderly learning environment.
2. **Excessive tardiness:** Three or more incidents of reporting late to school, class, or an assigned area.
3. **Nonconformity to dress code:** Failure to comply with the dress code set forth in this handbook.
4. **Inappropriate public display of affection:** Including, but not limited to, embracing and kissing.
5. **Minor disruption on a school bus:** Failure to comply with the Rules of Conduct for Transported Students set forth in this handbook.
6. **Continued refusal to complete class assignments and/or failure to follow instructions:** This includes, but is not limited to, failure to carry correspondence home; continuous refusal to bring notebook, pencil, books, or other classroom materials; and failure to obey directions in the hallways, at assemblies, etc.
7. **Unauthorized use of school or personal property:** Including but not limited to the use of computers, personal technology devices, online services, or websites to access inappropriate or pornographic material.
8. **Littering or defacing school property:** Knowingly depositing rubbish, refuse, waste, garbage, paper, glass, cans, bottles, trash, debris, or any foreign substance of whatever kind and description on Board property; or, spoiling the appearance of Board property by drawing or writing on it.
9. **Displaying unsportsmanlike conduct at school athletic events:** Any act contrary to the generally understood principles of sportsmanship, whether as a participant or spectator, leading to a substantial disruption of the competition or which poses a threat to the health, safety, and/or welfare of others.

Any other offense which the principal may reasonably deem to fall within this category after investigation and consideration of all relevant circumstances.

CLASS I ADMINISTRATIVE RESPONSES:

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

- Parent contact/conference
- Before-/after-school detention
- Work assignments before or after school, in-school intervention
- Out-of-school suspension not to exceed one day
- Discipline Review Committee for an alternative educational program apart from the normal setting
- Positive behavior support program interventions
- Suspension/in-school intervention combination
- Counselor referral

- Social worker referral

Prior to determining the appropriate administrative response, the principal or his/her designee will consider the student's prior disciplinary history.

INTERMEDIATE OFFENSES – CLASS II

Code **Offense: Description**.

10. Possession of products with THC, which are legal to purchase - including edibles of any kind. All Vape products shall be treated as below, the contents of the vape may indicate additional/more severe actions. In addition to a ban on all tobacco products, including all forms of tobacco whether in solid or liquid form, the Hale County Board of Education continues to ban products which may contain nicotine, including but not limited to "vapes" by all students.

The first offense shall be a 3 day suspension when a student is found in possession of a vape or similar product. The parent shall be notified as with any suspension.

On a second offense, a student will be referred to the alternative school for 10 days.

On a third or subsequent offense, the student will be referred to SOAR for 30 days and shall be required to provide to the Hale County Board of Education documentation that the student and parent have received counseling for vape, as required by law.

In addition to a school punishment, any time a student is found in possession of vape, a referral should be made to the Juvenile Court.

** If the student's possession was also a charge in juvenile court, the Board shall accept that certificate.

11. Possession of medication (including over the counter medication) which belongs to or is prescribed to the student in possession.

12. Hemp products: In addition to the Hale County Board of Education not allowing any clothing or anything with gang signs, drug symbols or marijuana pictures, the Board does not allow anything on campus that has any such insignia, including hemp products, to be on campus. This shall be the case for all products, including hair products, lotions, gels, and/or anything else not listed.

13. **Trespassing:** To enter or remain on Board property without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on Board property after being directed to leave by an authorized Board employee. A person commits the offense of trespass if he/she knowingly enters or remains in a building or upon real property that is fenced or enclosed in a manner designed to exclude intruders.

14. **Fighting:** Mutual participation in a fight involving physical violence where there are at least two participants, but no one main offender and no major injury. This does not include verbal confrontations, tussles, or major confrontations. This conduct creates a substantial **risk** of serious physical injury to another person.

15. **Excessive disorderly conduct:** Any continuous and disruptive act that substantially disrupts the conduct of a school function or which substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.

16. **Defiance of authority:** Opposition or disregard of an order of instruction from a school board employee or others having legal authority (policeman, fireman) openly expressed in words or actions.

17. **Disruptive demonstrations:** Demonstrations consisting of five or more participants who, in the course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance, or alarm, and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer, or other public servant lawfully engaged in executing or enforcing the law.

18. **Unjustified activation of a fire alarm system, fire extinguisher, AED, emergency, or security system:** Rendering a false alarm occurs when a person knowingly causes a false fire report to be transmitted to or within an official fire department or to any other governmental agency.

19. **Inciting or participating in a disturbance**: Leading, encouraging, or assisting in a major disturbance which results in one or more of the following: destruction/damage to property or injury to others; or a substantial disruption of the learning environment which poses a threat to the health, safety, and/or welfare of students, staff, or others.

20. **Persistent, willful disobedience:** Recurring, intentional violation of the Code of Conduct which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. Using a VPN while connected to halek12 wifi/internet or on any halek12 issued equipment is also considered academic dishonesty. ** More information regarding CHAT GPT and similar programs will be included at the end of the policy manual.

21. **Profanity or Vulgarity:** The use of obscene, abusive, vulgar, or irreverent language.

22. **Gambling:** To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage where the stakes are $100 or less.

23. **Leaving class or campus without official permission:** Leaving class or school without permission or skipping class or school**.**

24. **Misuse of personal technology devices (PTDs):** Any violation of the Cell Phone/Personal Technology Devices policy, as set forth in this handbook.

25. **Vandalism:** The willful and/or malicious destruction, damage, or defacement of public or private property, without the consent of the owner or person having control over it. This includes graffiti, carving initials in school furniture, etc.

26. **Petty theft:** The unlawful taking, carrying, leading, riding, or driving away of another's property valued at $100 or less, with intent to convert it or deprive the owner thereof.

27. **Possession of stolen property:** The possession of stolen property valued at or less than $100 with knowledge that it is stolen.

28. **Extortion by threat:** Maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any person, to do any act or refrain from doing any act against his or her will. **Note:** Completion of the threat by the victim's complying with the demands, or the carrying out of the threats against the victim, constitutes a Class III offense.

29. **Unauthorized organizations:** Any campus participation in non-sanctioned fraternities, sororities, secret societies, gangs, or non-affiliated school clubs.

30. **Academic dishonesty:** Cheating, including both giving and receiving information on an academic assignment and assessment; plagiarism, i.e., use of another's words, ideas, or data without acknowledgment; or fabrication/falsification, distorting, or inventing the origin or content of information used as authority. The student may receive reduced credit or no credit on the particular assignment, along with other appropriate disciplinary action, at the discretion of the classroom teacher. This includes the use of automated research tools such as ChatGPT. Using a personal digital device during state assessments or a VPN while connected to halek12 wifi/internet or on any halek12 issued equipment is also considered academic dishonesty. **More information regarding ChatGPT and similar programs will be included at the end of the policy manual.

31. **Forgery:** A student commits the act of forgery if, with purpose to defraud or injure anyone, or with knowledge that he/she is facilitating a fraud or injury to be perpetrated by anyone, the student (a) alters any writing of another without his/her authority; (b) makes, completes, executes, authenticates, issues, or transfers any writing so that it purports to be the act of another who did not authorize that act, or to have been executed at a time or place or in a numbered sequence other than was in fact the case, or to be a copy of an original when or if such original existed; or (c) alters the contents of any writing which the student knows to be forged in a manner specified above.

32. **Continuous disruption on bus:** Continual failure to comply with the Rules of Conduct for Transported Students as set forth in this handbook.

33. **Computer records, destruction:** The destruction of computer records by an individual who has no right to do so nor any reasonable grounds to believe that he/she has such a right.

34. **Possession and/or use of prescription or non-prescription medication, inhalants, aerosol sprays, or other over-the-counter drugs:** Failure to comply with the Student Medication Procedures set forth in this handbook.

35. **Unauthorized recording:** Creating, publishing, or forwarding video or audio recording of a student, Board employee, or authorized guest of the school system, without that individual's permission.

36. **Possession of pornographic, suggestive, or inappropriate material:** Possession of any visual depiction of sexual conduct, breast, nudity, genital nudity, or material that appeals to a person's prurient interests.

37. **Use of racial or ethnic insults or slurs:** Oral or written affronts of a racial or ethnic nature.

38. **Unauthorized use of a computer or computer system:** Unauthorized usage or tampering which may cause a major disruption in the education process. This includes distribution of restricted passwords, unauthorized access to restricted computer sites, intentionally tampering with another student's work, intentionally damaging and/or sabotaging computer equipment belonging to the system, and other misuse of computers other than for instructional purposes.

39. **Fleeing from a school board employee:** To intentionally flee, by any means, from any Board employee who the student knows is directing them to stop.

40. **Repeated and/or excessive commission of Class I disciplinary infractions.**

Any other offense which the principal may reasonably deem to fall within this category after investigation and consideration of all relevant circumstances.

CLASS II ADMINISTRATIVE RESPONSES

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

First offense: in-school intervention, denial of bus privileges, and/or extended work assignments before or after school, and/or suspension for one to five school days, with a parent or guardian conference required before the student may return to school.

- With some first offenses, where the Administration does not feel a 5 day suspension is enough or with subsequent violations of the same or a similar nature, pending a full investigation, the violation may warrant suspension for up to ten days, a suspension/in-school intervention combination, or a recommendation for alternative placement or expulsion.
    - Disciplinary probation or before-/after-school detention
    - Work assignments before or after school, in-school intervention
    - Special circumstances may warrant a recommendation to the Board's hearing officer for an alternative educational program apart from the normal setting, which may include remote learning
    - Positive behavior support program interventions

Prior to determining the appropriate administrative response, the principal or his/her designee will consider the student's prior disciplinary history.

MAJOR OFFENSES – CLASS III

Code **Offense: Description**

41. Homicide: Killing of one human being by another, either intentionally or through negligence.

42. Sexual battery: Sexual contact forcibly and/or against the person's will or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth, or because of temporary or permanent mental incapacity. This includes rape; fondling, which includes touching of private body parts of another person (either through human contact or using an object); indecent liberties; child molestation; and sodomy.

43. Robbery: The taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

44. Assault on Board employee: A student who, with intent to cause serious physical injury to a Board employee during or as a result of the performance of his/her duty, causes said physical injury.

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

46. Violence/threat of violence: The infliction of force with the intent to cause injury to another or damage to the property of another; or an expression of an intention to inflict violence on another with the apparent ability to carry out that threat.

47. Intimidation: A threat or other action that is intended to cause fear or apprehension in another, especially for the purpose of coercing or deterring a student from participating in or taking advantage of any school program, benefit, activity, or opportunity for which the student is or would be eligible.

48. Aggravated fighting: Mutual participation in a fight involving physical violence where there are at least two participants but no one main offender and at least one of the participants sustained a serious

physical injury. If any one participant sustains a serious physical injury, all participants are guilty of a Class III offense.

49. **Assault:** An actual and intentional touching or striking of another person against their will or intentionally causing bodily harm to an individual, i.e., when one physically attacks or "beats up" another individual.

50. **Offensive touching of another person:** Touching another person's genitalia or intimate body parts (breasts, buttocks) or touching any part of another person, or subjecting them to physical contact, if done with an intent to harass, annoy, or alarm that person.

51. **Burglary:** The unlawful entry into a building or other structure with intent to commit an offense.

52. **Grand theft:** The unlawful taking, carrying, leading, riding, or driving away of another's property, valued at more than $100, with intent to convert it or deprive the owner thereof.

53. **Kidnapping:** The unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without the consent of his/her parent.

54. **Arson:** Intentionally damaging property or putting property at risk of damage by starting or maintaining a fire or causing an explosion.

55. **Drugs:** The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment and devices used for preparing or taking drugs or narcotics. This includes being under the influence of or possessing drugs or substances represented as drugs. This also includes prescription or over-the-counter medication if abused by the student or the possession of said drugs/medication at the school without a properly completed School Medication Prescriber/Parent Authorization Form. Sharing any medication (whether over the counter or not or any product containing thc or purporting to contain thc) shall be treated as distribution of a controlled substance.

56. **Possession of tobacco, tobacco products, alcohol or vape products which are not legal for purchase by students or which are not legally sold to juveniles.**

57. **Harassment:** A continuous pattern of intentional behavior including, but not limited to, written, electronic, verbal, non-verbal, or physical acts that (a) place a person in reasonable fear of harm to his or her person or damage to his or her property; (b) have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student; (c) have the effect of substantially disrupting or interfering with the orderly operation of a school; (d) have the effect of creating a hostile environment; or have the effect of being sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

58. **Bullying:** Any intentional written, electronic, verbal, non-verbal, or physical behavior or action against another, including but not limited to any threatening, insulting, or dehumanizing gesture that a reasonable person should know will have the effect of**:**

- placing another in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial harm to his or her property;
- creating a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness or persistence of the actions or due to a power differential between the bully and the target;
- interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits; or

- perpetuating bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological, or physical harm to another person.

59. Cyberbullying: An act of harassment, intimidation, discrimination, or bullying committed through the use of digital technology, including but not limited to email, blogs, cell phone, social media (Facebook, Twitter), chat rooms, instant messaging, or the use of data or computer software that is accessed through a computer, computer system, or computer network.

60. Cyberstalking: To engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose.

61. Sexual harassment: Any unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

62. Sexual offense: This includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the other party is capable of giving consent.

63. Explosives: Preparing, possessing, or igniting an explosive on Board property likely to cause serious bodily injury or property damage. This includes any of various weapons detonated to release destructive material such as gas or smoke.

64. Possessing and/or igniting fireworks, firecrackers, or smoke bombs: Possession and/or ignition of any device containing gunpowder or other combustible chemicals that explode when ignited.

65. Bomb threats: To unlawfully place any person in fear of bodily harm, or interfere with the educational environment, by threat of explosives by any means of communication, regardless of whether or not a bomb actually exists.

66. Discharging of any firearm: The discharge of any firearm as defined in section 3.54.

67. Criminal mischief/vandalism: Willful and malicious injury or damages of $200 or more to public property, or the real or personal property of another.

68. Possession of firearm – Carrying a firearm is a violation of the Safe Schools Act of 2013: Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded), including, but not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun, etc.

69. Possession of weapon: Possession, use, or intent to use any instrument or object to inflict harm on another person, or to intimidate any person. Including all knives, chains, pipes, razor blades or similar instruments with sharp cutting edges, ice picks, other pointed instruments (including pencils or pens when not being used for their intended purpose), nunchucks, brass knuckles, Chinese stars, billy clubs, tear gas guns, chemical weapons or devices (mace/pepper spray), electrical weapons or devices (stun guns), BB or pellet guns, explosives or propellants, etc.

70. Alcohol: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as

alcohol. This includes being intoxicated or under the influence of alcohol while under the Board's jurisdiction.

71. **Indecent exposure:** Exposure of a student's genitals, breasts, or buttocks under circumstances where the student knows his/her conduct is likely to cause an affront or alarm.
72. **Gambling:** To bet on the outcome of a game, contest, or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage where the stakes exceed $100.
73. **Extortion by act:** Completion of a threat as described in 2.36.
74. **Other criminal acts:** Commission of any criminal act, not herein listed, as defined by relevant laws.
75. **Dissemination of Obscene Matter:** To expose, exhibit, show, or in any way display, by electronic means or otherwise, any visual depiction of sexual conduct, breast nudity, genital nudity, or material that appeals to a person's prurient interests. This includes, but is not limited to, a visual depiction of the person disseminating the obscene material.

    No student shall distribute, display, solicit, possess, or produce a sexually or pornographic explicit image of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person nor whether the age of the individual can be determinted. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence.

76. **Repeated and/or excessive commission of Class I or Class II disciplinary infractions.**

Any other offense which the principal may reasonably deem to fall within this category after investigation and consideration of all relevant circumstances.

CLASS III ADMINISTRATIVE RESPONSES

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

- Out-of-school suspension.
- Denial of bus privileges
- Suspension/in-school intervention combination
- Referral to the Superintendent for placement in an alternative program.
- Referral for placement as a remote learner.
- Recommendation for expulsion, which requires joint action of the superintendent and Board of Education
- Threat assessment

Prior to determining the appropriate administrative response, the principal or his/her designee will consider the student's prior disciplinary history.

AGGRAVATING CIRCUMSTANCES

Any student committing one of the offenses listed herein, whether Class I, II, or III, based on one or more of the following characteristics of the victim of such offense, will be subject to additional, or more severe, disciplinary action:

1. race;
2. color;
3. gender;
4. religion;
5. national origin;
6. disability;
7. age;
8. ethnicity;
9. genetic information;
10. pregnancy, childbirth, or related medical condition;
11. socioeconomic status;
12. family background;
13. linguistic preference;
14. sexual orientation;
15. gender non-conformity;
16. marital status;
17. political beliefs; or
18. physical appearance.

Likewise, any student committing one of the offenses listed herein, whether Class I, II, or III, where the victim of such offense is an employee of the Board, will also be subject to additional, or more severe, disciplinary action.

DEFINITIONS OF ADMINISTRATIVE RESPONSES TO DISCIPLINARY INFRACTIONS

Before School Detention/After-School Detention Hall

The principal or designee has the authority to assign students to a designated room (detention hall) on campus at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. The parent or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parents or guardian prior to the assignment of a student to detention hall. If the parents or guardian can be notified on the day of the misbehavior, the student will be assigned on that day; if not, the student will be assigned for the following day.

Disciplinary Probation

Disciplinary probation is a period of time specified by the principal or designee during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or designee has the authority to place a student on disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment. The principal and team will establish probation standards that will describe the conditions under which the student will correct his/her behavior within a reasonable and specific period of time. School counseling, parent involvement, and other forms of assistance will be a part of the probation standards agreements.

In-School Intervention Program
In-school intervention is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or designee has the authority to assign students to the in-school intervention program for a reasonable and specified period of time. All principals will follow the Board-adopted In-School Intervention Program and procedures.

Writing Assignments
Repetitive writing of sentences as a consequence for violating school rules will not be used. If writing assignments are used as a part of consequences, they will be used as a teaching and learning tool. For example, students may be required to write an essay on discipline or appropriate behavior in the classroom, or a plan on how to correct their behavior.

Physical Restraint/Crisis Management
The principal or designee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse him/herself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

Corporal Punishment
Corporal punishment will be used as a corrective technique when deemed necessary by administration as long as we have proper documentation from parents.. Corporal punishment is defined as paddling.

Suspension
The Board defines suspension as "the temporary removal of a student from a school for violation of school policies, rules, or regulations, or otherwise causing interference with or disruption of the orderly operations of the school." The principal or designee will have the authority to suspend a student from school. The suspensions will be enacted in accordance with due process. Suspensions will be viewed as serious and the student will be removed from school immediately. If there are extenuating circumstances in which a suspended student is not removed from school immediately, the principal or designee will assume full responsibility for the student until the student is removed. During the suspension period, suspended students cannot attend school functions, participate in extracurricular/athletic activities, or enter school property for any reason.

Suspension/In-School Intervention Combination (Middle School)
Suspension should not exceed three days and in-school intervention should not exceed 5 days unless it is a repeated offense. The principal or assistant has the authority to assign students to this combination. This response to disciplinary infractions can be used for students engaging in Class I and or Class II behaviors or other infractions that disrupt the orderly operation of the educational process and are not addressed under offenses that **require** referral to the Superintendent or another program. The following guidelines are applicable to the combination:

- Previous disciplinary record will be taken into consideration.
- Incidents that may result in the prevention of reduction of days or increase in days include but may not be limited to tardies, failure to complete assignments, or any other violations of the HCSS Code of Conduct.
- Students will have the opportunity to attend core content classes on an alternating schedule to be determined by principal or his or her designee. Violation of the HCSS Code of Conduct during placement may forfeit this accommodation.
- The need to attend elective classes will be addressed individually.

Students receiving special education services require the implementation of their Individual Education Plan (IEP).

STUDENTS CHARGED AS AN ADULT OR COMMITS SERIOUS CRIME(S)
If a student is charged as an adult or is alleged to have committed a serious crime, regardless of age, his/or her parent/guardian should contact the Director of Student Services or designee to determine appropriate school placement during this time. Identified students will not be allowed back on any school property until the appropriate placement is determined**.**

RE-ADMISSION

When a student returns to school after suspension, the readmission must be preceded by a conference with the principal or designee. The conference must include the parents or guardian unless otherwise approved by the principal. If the student is returning after a conference with the superintendent or designee, the superintendent or designee may choose to attend the readmission conference.

Transfers from Outside Hale County School System
Students transferring into Hale County School System with unresolved disciplinary issues, e.g., pending hearings, expulsion, or alternative placement, may not enroll until discipline status is cleared. A meeting with school administration must be held to determine enrollment and placement of the student.

Students Returning from Department Youth Services (DYS) and other Residential Placements
Each student returning from a DYS placement or other residential placement will meet with administrators and be referred to the Superintendent for transition through SOAR or by some other means. No student will come from a long term placement without some transition approved by the Superintendent.

REGARDLESS of the classification of any particular offense or series of offenses, this Code of Conduct is meant as a guideline only and an Administrator may vary from the recommended discipline with the approval of the Superintendent.

All discipline involving ChatGPT or other AI tool will be filtered using the following approach:

Purpose

This policy is designed to guide the responsible and ethical use of Artificial Intelligence (AI) programs, such as ChatGPT, across all educational activities within the school. While AI can significantly enhance the educational experience by supporting learning and creativity, its improper use may undermine academic integrity and learning objectives. This policy ensures that the use of AI tools aligns with our educational values and standards.

Policy Guidelines

1. **Approval and Oversight:**
   - The use of AI programs for any school-related activity must receive prior approval from the relevant authority (teacher, department head, or administrator). This ensures that the integration of AI tools into the curriculum or administrative tasks is pedagogically sound and meets our educational objectives.

2. **Responsible and Ethical Use:**
   - AI programs should be used to supplement and enhance learning, not to replace student effort or traditional learning methods. Users must engage with these tools ethically, respecting copyright and privacy laws.

3. **Originality and Attribution:**
   - Work produced with the aid of AI must be original and include proper attribution when AI-generated content is used. The school does not tolerate plagiarism, regardless of whether the content is generated by AI or obtained through other means.

4. **Academic Integrity:**
   - Students and staff must maintain the highest levels of academic integrity when using AI tools. This includes honesty in how AI-generated work is presented and used within the school's academic and administrative frameworks.

5. **Privacy and Data Security:**
   - Users must respect privacy and data security guidelines when using AI programs, ensuring that sensitive information is protected and that AI tools are used in compliance with data protection regulations.

6. **Educational Enhancement:**
   - AI should serve as an educational tool to assist learning and understanding, not as a substitute for critical thinking or personal academic effort. It is crucial that the use of AI remains aligned with the educational goals.

7. **Verification and Accountability:**
   - Assignments or projects created with the assistance of AI are subject to review. Students may be required to verbally explain their work and the extent of AI's role in it to ensure understanding and original contribution.

Consequences for Policy Violation

Violations of this policy will be taken seriously and may result in disciplinary action, including but not limited to:

- **First Offense:** Warning and mandatory educational session on ethical AI use.
- **Second Offense:** Loss of AI tool access privileges for a specified period, parent/guardian notification, and a reflective assignment on the importance of academic integrity.
- **Repeated Offenses:** More severe disciplinary actions, such as detention, suspension, or expulsion, based on the school's disciplinary framework. Academic penalties may also apply, including grade reduction or failure for the related assignment or course.

Conclusion

By adhering to these guidelines, our school community can leverage AI technologies to enrich our educational environment while upholding our commitment to academic excellence and integrity. This policy encourages all stakeholders to engage with AI tools thoughtfully, responsibly, and ethically.

In addition to any and all actions or punishments taken by the school authorities, any act which may be criminal will also be referred to the appropriate law enforcement agency and/or juvenile court. No action taken by the school shall in any way supercede or replace any other action by the court or other agency.

Privacy and Property Rights Student Searches

Federal and State laws and recent court rulings uphold the authority of school officials to conduct reasonable searches and seizures of property where there are "reasonable grounds." The law permits the Hale County Board of Education, its employees, agents, or designees to conduct reasonable searches of students and seizure of student property to protect the health, safety, and welfare of all students. Searches may include the student's person, school lockers, automobiles and other personal belongings while on campus. Such student searches shall be in accordance with Board policy. The principal or his/her designated person(s) has the authority to confiscate weapons, any items prohibited by school rules or unlawful products found in the possession of a student. Parents will be notified of any such confiscation.

Legal authorities may make unannounced visits in order to detect the presence of illegal drugs or other types of contraband.

ELECTRONIC COMMUNICATION DEVICES

As per Hale County Board of Education Policy Number 6.21 and Alabama State Law (HB166,2025), the use of personal wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus, except as provided for herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, "walkie talkies," or any other electronic communication device. Students are permitted to keep personal wireless devices only in lockers, the school office, or other locations approved by the principal or his designee. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other school rules. Students who violate this policy are subject to having their device taken by the principal or his designee. The device will be returned in accordance with the local school procedures.

DUE PROCESS

Students suspected of violating school rules and/or the code of conduct which could result in corporal punishment, suspension, or expulsion shall be notified of the rules they are suspected of violating, the evidence supporting the charge(s), and an opportunity to present evidence in their defense.

OFF-CAMPUS CONDUCT

The authority of school officials to control student conduct off school grounds and outside school hours is well settled in the law. **When students engage in off-campus conduct that has a direct negative impact on the school, its employees, or student body, such conduct is subject to review and action by school officials.**

CORPORAL PUNISHMENT

The Board of Education permits reasonable corporal punishment. When such punishment is required, it shall be administered with extreme care, tact, and caution, and in accordance with Board policy.

SUSPENSION

Suspension is defined as the temporary removal of a student from a school for violation of school rules or regulations. **The principal has the authority to suspend a student from school for up to ten (10) days for any single offense**. The decision to suspend will be based upon violation(s) of the Student Code of Conduct. The suspension will be in accordance with prescribed Board Policy. Principals must consult with the Director of Student Support Services when a student with an IEP/504 is in danger of being suspended 10 days or more in the same school year.

Any time a student is suspended for five days or more, the principal shall provide to the superintendent the appropriate documentation regarding the need for the suspension.

Supporting Our Adolescents Resourcefully, Responsibly, and Respectfully (S.O.A.R.) Academy

The Hale County Board of Education recognizes that proper discipline is a necessary component for any successful school and school system. In order to help maintain this proper discipline, sometimes it becomes necessary to remove students, who cannot properly conduct themselves, from the classroom. Often this removal has resulted in repeat suspension and sometimes expulsion of our most flagrant offenders.

The S.O.A.R. Academy is designed for students to work as individuals on specific class work and on basic educational skills that they may have missed. During their stay at the academy, students will also receive instruction about proper behavior at school.

Principals may refer any student to the academy based on the individual student's behavior and history. All referrals that are not mandatory must be made in consultation with the superintendent. The placements shall be for a specific period of time (30 days, unless approved by the superintendent) or until a specific event occurs (end of grading cycle, parent conference, etc.)

Parents of students referred to the academy will be notified by the home school prior to referral for an intake meeting. The academy will notify parents prior to the students' referral back to the home school for an exit conference. There are specific rules governing academics, conduct, and transportation to the academy that will be provided at the intake meeting.

Mandatory Referral to the Supporting Our Adolescents Resourcefully, Responsibly, and Respectfully (S.O.A.R.) Academy:

In the following cases, students shall be referred by the principal of the home school to S.O.A.R. Academy. The principal shall give appropriate notice to the superintendent of the referral and the reasons therefore:

1. **In every incident in which a student has been charged with a crime or an offense in juvenile, municipal, district or circuit court that involves another student, a faculty member, or an employee of the Hale County Board of Education, the student so charged or indicted, shall be referred to S.O.A.R. Academy until the case is resolved**. There shall be periodic reviews of the status of the case with the court and any case that remains without resolution for an extended period of time, shall be reviewed by the superintendent. Resolution, for this purpose, may be adjudication, conviction or dismissal. The Hale County Board of Education will attempt, in all cases, to comply with court recommendations regarding students.

2. Anytime an Individual Education Plan (IEP) requires placement to S.O.A.R. Academy, the student shall attend for the duration required by the IEP. A copy of the plan shall be provided to the academy instructor.

3. Anytime a Multi-Tiered System of Supports (MTSS) team from the home school recommends a student attend S.O.A.R. Academy, the student shall attend pursuant to that plan. A copy of the plan devised by the team shall be provided, along with a copy of the reintegration plan that the team has already prepared.

4. **Students coming into the home school during a grading cycle from a structured facility shall spend some time at S.O.A.R. Academy prior to reintegration to the home school setting. The length of stay will be determined as the situation requires.**

5. Students who are charged with a felony, once the arrest/indictment is made known to the school, may be referred to SOAR pending the disposition of the charge. These students will be trespassed from their home school and home school activities, as any student from SOAR. Students who are suspected or involved with incidents involving weapons, drugs or serious physical injury may be removed while the situation is being investigated by the proper law enforcement agency. This placement will be reviewed periodically to ensure that the safety of the student(s) is an issue that must be addressed.

EXPULSION

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations for a period of time prescribed by Board Policy relating to Due Process. The principal has the responsibility to recommend student expulsion to the superintendent for Board action.

FIREARMS AND WEAPONS

In accordance with the Gun-Free Schools Act of 1994, a student who brings or possesses a firearm or a reasonable facsimile of a firearm and presents it as a real firearm, or weapon as defined below on school property or to any school sponsored activity, will be expelled for school for not less than one calendar year. Such student shall be referred for criminal or juvenile prosecution.

Further, such student, in accordance with Alabama Legislative Act 94-817, may be guilty of a Class C felony. In accordance with Alabama Legislative Act 94-820, such student's Alabama driver's license/learner's permit may also be revoked or denied.

For the purpose of this policy, the term "weapons" means a firearm as defined in section 921 of title 18, United States Code.

INTERROGATIONS BY LAW ENFORCEMENT OFFICIALS

At the Request of School Officials

When the principal or designee has evidence and/or reasonable cause to believe that a crime has been committed on campus by one or more students, law enforcement officials, to include juvenile authorities, may be requested to come to the school to investigate the incident. Such investigations may include interrogation of students.

In the event a student is to be interrogated about a crime committed on campus, the law enforcement official must read the juvenile Miranda rights pertaining to the student being interviewed. The juvenile Miranda rights are distinguished from the adult Miranda rights based on the student's right to contact a parent or custodian through the provided reasonable means. The decision to contact a parent or custodian is solely up to the student to be interviewed. A waiver of the Miranda rights is available to the student who agrees to an immediate interview.

School officials have no duty to notify the parent/custodian of any student to be interviewed. If the parent/custodian cannot be contacted by the student through reasonable means or cannot be present within a reasonable time, the law enforcement official may proceed with the interview in the absence of the parent (Attorney General Ruling, December 9, 1974).

School officials have no duty to intervene in the interview process on the ground that the parent/custodian cannot be reached. A school official must be present at the interview, but cannot refuse the law enforcement officer permission to conduct the interview.

At the Request of Law Enforcement Officials

When law enforcement officers make it known that they wish to talk to a student concerning an off campus crime while under the supervision of the school, the student will be called to the office of the principal. The law enforcement officer must read the student the juvenile Miranda rights from which the student becomes aware of the right to notify a parent or custodian of the impending investigation.

Neither the law enforcement officer nor the principal or designees have the duty to contact the student's parent/custodian. The decision to communicate with a parent/custodian is a decision to be made only by the student to be interviewed. The student may exercise the right to communicate with a parent/custodian through provided reasonable means.

If the parent/custodian cannot be contacted through the provided reasonable means or cannot be present within a reasonable time, the law enforcement officials may proceed with the interview (Attorney General Ruling, December 9, 1974). The student may sign a waiver to the Miranda rights and agree to an immediate interview with a law enforcement officer. If the parent wants to be present, then the law enforcement officer can take the student into custody and conduct the interview with the parent present.

DRESS CODE

The following dress code is applicable at all schools:

1. Students must wear shoes unless special permission is granted by the principal. No flip flops, slides or slippers will be allowed in grades PreK – 5th grade. Foot wear must be appropriate to the class in which the student is participating.
2. Students attending the College and Career Academy shall wear clothing appropriate to their classes. No students shall be permitted to wear slides, flip flops or similar footwear to attend/participate in a class which has a lab component.
3. Apparel which renders one's appearance as suggestive (e.g., cleavage) shall not be worn. Clothing must be in good taste for the age, maturity and size of the student.
4. Shorts, skirts and dresses should be loose fitting and no shorter than mid-thigh, when the arms are raised.
5. Slogans, symbols, patches, and obscene writings which are disruptive or suggestive are not to be worn.
6. Caps, hats, sunglasses or other headgear shall not be worn inside a building, whether in a classroom or not, unless required by a medical condition (with proper documentation on file with the nurse) or by special permission of the principal.
7. Apparel deemed by the principal to be gang related shall not be worn.
8. Students shall wear no article of clothing, jewelry, or any other apparel that depicts alcohol, drugs, guns or other symbol of violence.
9. When the dress, appearance, or actions of an individual substantially disrupt the teaching-learning process, the principal has the authority to take disciplinary actions regarding such dress, appearance, and behavior.
10. The waist of pants should be worn at waistline. (No sagging pants)
11. Team shirts are acceptable but not uniforms unless the uniforms meet all aspects of dress code.

12. Leggings, jeggings, skinny jeans and form-fitting pants are allowed if the shirt still covers the bottom and the front to the upper thigh when arms are raised.

13. Tights should be worn under any pants/shorts with rips above the knee.

14. No spaghetti straps, cami straps or racerbacks. Bras, including straps, must be covered. Tanks should be at least one inch (1") wide in elementary school. In high school, the sleeve must be more than one inch (1") wide.

15. In elementary school (Grades PK-5), mesh, see-through, and elastic-waisted shorts must have a proper lining. In middle and high school (Grades 6-12), those shorts must also be worn, properly lined, with sliding shorts or something similar.

16. In middle and high school, only clear or mesh backpacks will be allowed.

Gang Activity or Association

For the purpose of these policies, a gang is a group of three or more people who:

- Interact together to the exclusion of others;
  - claim a territory or area;
  - have a name;
  - have rivals/enemies; and,
- Exhibit antisocial behavior--often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees;
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or policy, the principal or designee will ask the student to make the appropriate correction. If the student refuses, the parent/custodian may be notified and asked to make the necessary correction. The principal or designee will take appropriate corrective and disciplinary action.

School Uniforms

The Hale County Board of Education permits school uniforms at all schools within the school district that choose to participate. The use of such uniforms must be in accordance with Hale County School Board policy.

Student Competitive Extracurricular Activity Substance Abuse Policy

In order to promote the safety and welfare of students who participate in competitive extracurricular activities, to insure that such participation is neither impaired nor any risk of injury exacerbated, to provide incentives to students to maintain safe and healthful practices, and to promote a school environment that is free of alcohol and illegal drugs or controlled substances, the Board reserves the right to require any student who participates

in extracurricular competitive programs or activities to submit to sobriety tests or screening for illegal drugs or controlled substances prior to, during, or following a competitive event, practice, competition, or at any other time while the student is under the supervision of the school system. Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws, and procedures that are developed by the Superintendent for approval by the Board.

III. CHILD NUTRITION

A hot, well-balanced lunch and breakfast meal is served at each school. All meals are nutritious and reasonably priced. For the 2024-2025 school year, the Federal Child Nutrition Program is allowing all students to eat breakfast and lunch for free during the school year. However, items which are sold a la carte will incur a cost, which will be posted at the lunchrooms where available. Classroom teachers at MES and GES may have a free breakfast if they are serving breakfast to their students. Lunch for MES and GES teachers/faculty are the same as all other teachers. There are no free meals provided for teachers or faculty/staff at either the middle or high schools or at the College and Career Academy.

CNP Charging Policy and Procedures

The following charging policy and procedures are in effect:

- Child(ren) should bring money first thing Monday morning for extras and a la carte items.
- A la carte items may not be charged for any reason.
- Employees of Hale County School System are NOT allowed to charge a meal.
- Guests/Visitors of Hale County School System are NOT allowed to charge a meal.
- Visitors in the lunchroom must have signed in at the office of the school which their child(ren) is attending and must be attending a school-sponsored lunch for their child. No other visitors will be allowed in the lunchroom during meal service by the Child Nutrition Program.
  * Other visitors to the school may be invited to lunch by the school administrators if they have consulted in advance with the Child Nutrition Program Director.

Meal Prices

Meal prices are as follows:

Breakfast: Student– Free, Staff $3.75, Visitor $4.25
Lunch: Student-Free, Staff $5.25, Visitor $6.50, Extra Milk $0.75.

Child Nutrition Program
Refund Policy

Monies deposited into a child nutrition account for a student in the Hale County School System shall only be refunded upon the following conditions and at the following times:

1. A written request must be made on a form designated by the Child Nutrition Program signed by a

parent or guardian.

2. The withdrawal may only be made at the end of the school year or when the student withdraws from the Hale County School System.

3. The refund shall be made by check from the Child Nutrition Program to the parent or guardian only.

4. Checks may take up to 72 hours to process.

IV. COMMUNICATIONS

The Hale County School System communicates information and upcoming events in a variety of ways. Local schools distribute newsletters, submit articles to local newspapers, and utilize social media to keep parents informed of events. The Hale County Board of Education and each school also maintains a website with information for parents and students, including the school calendar, lunch menus and contact information. Please visit www.halek12.org.

Parent-Teacher Conferences

Parents/custodians are urged to contact their child's teacher or school office to arrange a time for a conference. Conferences will be scheduled when the teacher is free of classroom duties.

Rapid Calling System

The Hale County School System uses a rapid calling system called Finalsite Messenger to inform parents of upcoming events as well as school closings. Notifications may be sent by the local school or from the central office.

Changes in Vital Information

School personnel must have accurate student information. Parents/custodians should **provide correct and reliable information such as names, addresses, telephone numbers, emergency telephone numbers, custody rights, etc. at the beginning of each school year** when enrollment forms are filled out. Parents/custodians should contact school officials when any vital information changes during the school year.

Chain of Command

Constructive criticism of the schools is welcomed by the Board of Education whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to complete their tasks more effectively.

Members of the Hale County Board of Education have confidence in the professional staff and desire to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. These statements do not supersede any employee's or citizen's rights to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible resolution.

The Board advises the public that the proper channeling of and most effective way to resolve complaints involving instruction, discipline, curriculum/instruction, or transportation is to contact the individual at your student's school who is designated by position in the chart below to deal with such concerns. Any issue outside of this chart's listing should be addressed to the principal. The Board will consider hearing complaints when they cannot be resolved through the use of the channels below:
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Discipline	Curriculum	Transportation	Athletics
Teacher	Teacher	Assistant Principal	Coach
Assistant Principal	Assistant Principal	Principal	Athletic Director
Principal	Principal	Transportation Director	Principal
Superintendent	Curriculum Director	Superintendent	Superintendent
Board Member	Superintendent	Board Member	Board Member
State Dept. Education	Board Member	State Dept. Education	Alabama High School Athletic Association
	State Dept. Education		

School Visitors

All school visitors are required to secure a visitor's pass from the principal's office upon arrival at a school campus. Further, students are not permitted to bring student visitors from other school systems or spend-the-day guests during regular school hours without prior approval by the principal.

V. EMERGENCY

Emergency School Closings

Cancellation or Delay Due to Inclement Weather

In the event schools must be closed, the Hale County School System's Central Office will utilize its rapid calling system and social media, as well as notify the media to broadcast or televise details of the situation. Please DO NOT CALL the Central Office, individual schools, or radio or television stations. Necessary details will be broadcast or televised, as information is available.

For delay in openings, early closings, or cancellation of school, the following media outlets will be notified: Television (ABC 33/40, WVTM, WVUA, FOX6, WAKA, CBS 42)

Emergency Drills

Fire, tornado, and lock down drills are conducted on a regular basis. Students and teachers are familiar with these emergency procedures. During a tornado watch or warning, students are normally safer at school than at home.

Tornado Warning

In the event a tornado warning is issued at the end of the normal school day, students will not be released, and school buses will not run until the warning has expired. Therefore, parents/ custodians should anticipate their children's late arrival at home during such weather conditions.

During a tornado warning, students will be released only to their parents/custodians at the end of the school day who personally come to school to pick up their children.

PARENTS/ CUSTODIANS ARE HIGHLY DISCOURAGED FROM COMING TO SCHOOL TO PICK UP THEIR CHILDREN DURING TORNADO WARNINGS.

VI. ENROLLMENT

Student Records

Student record files are kept on all students and contain information needed for making appropriate educational decisions. Student records are treated with confidentiality and contain information that is relevant, accurate, and appropriate. Such records are maintained in keeping with the Federal Act, 93-380. As such, parents/custodians have the right to the following:

1. Inspect, review, and challenge any information contained in records directly relating to your child.
2. Be protected from the release of personal identifiable information related to your child other than legally authorized persons or agencies without the consent of the parent, custodian, or eligible student. (Eligible students are those 18 years of age or older.)

*Release of records of students 17 years of age or younger who attend an elementary or secondary school requires the signature of the parent or custodian except when released to other educational institutions or when subpoenaed by the courts.

Admission to School

Age Requirements
Children entering PRE-K must have reached their fourth birthday ON OR BEFORE SEPTEMBER 2.

Children entering KINDERGARTEN must have reached their fifth birthday ON OR BEFORE SEPTEMBER 2.

Children entering FIRST GRADE must have reached their sixth birthday ON OR BEFORE DECEMBER 31.

Students 17 years of age or older
Any student seventeen years of age or older who has not registered within the first five school days of the beginning of a new school term/semester will be denied admission unless extenuating circumstances are approved by the Superintendent or his/her designee and/or the student qualifies for services under applicable state and federal law. In such instances, any student seventeen years of age or older may be enrolled and is eligible for educational services until age of twenty-one. Admission may be denied to a resident student who is seventeen years of age or older based upon a review of the student's disciplinary history, attendance, academic progress or who may have criminal charges pending or criminal convictions, unless the student qualifies for services under applicable state and federal law.

Immunization Requirements
Immunization certificates as required by Alabama law must be presented to the principal upon a child's enrollment in public school. Certificates are available from local physicians or local health departments.

Papers and Documents Required
A child enrolling in school for the first time in either kindergarten or first grade must present to the principal the following: (prior to enrollment)

- official birth certificate
- copy of a valid social security card
- current immunization form
- proof of residence (ex. Current utility bill, rental lease, home mortgage, driver's license)
- **Homeless and Immigrant students will be admitted upon presentation of application**

All students who transfer into the school system, regardless of age, must present the following:

- official birth certificate
- copy of a valid social security card
- proof of residence
- recent report card or release from last school attended
- copy of immunization form
- legal custody papers, if applicable FILE: (JBCA)
- **Homeless and Immigrant students will be admitted upon presentation of application**

RESIDENCE REQUIREMENTS

Students whose parent/custodian lives in Hale County shall be entitled to be admitted, subject to policy limitation and judicial constraints, to the school serving their attendance zone.

WITHDRAWALS FROM THE SCHOOL SYSTEM

When a student's parent(s) or custodian(s) moves and establishes residence in another school district, the student shall withdraw in accordance with such rules and regulations as may be prescribed by the School System and the local school. It shall be the responsibility of the student and his/her parent(s) or custodian(s) to withdraw in accordance with the following rules and regulations:

1. The student's parent/custodian should come to the school if at all possible to approve the withdrawal. Principals are required to have an exit/withdrawal meeting with the student and parent/guardian prior to withdrawal from the school system.
2. The parent/custodian or student will be asked to complete a Withdrawal Form (Form A222), with a copy given to the student or parent/custodian.
3. Proper documentation of the enrolling school must be provided within five school days of withdrawal, or the student shall be presumed truant and the information turned over to the Juvenile Court.
4. All textbooks must be turned in prior to withdrawal.
5. All library books must be turned in prior to withdrawal.
6. All legally permissible financial obligations must be paid prior to withdrawal.
7. The student's Immunization Form will be given to the student or parent/custodian. School personnel should make a copy of the Form to keep in school files.
8. The student's report card or approved grade report form will be given to the student or parent/custodian.

Enrollment mid-year

Students who are beginning school in the midst of a school term shall have to prove current residency within the school zone. Students who were withdrawn from the Hale County School System shall not be re-enrolled in the same semester unless the parent/guardian is able to show a bonafide move has occurred or the student fits some specific criteria (i.e., Mckinney Vento or returning from a placement).
Students who reside within the school zone but began the school year in a different school shall not be enrolled unless permission is granted by the superintendent. Students transferring schools within the Hale County School System mid-year must have completed a variance form and/or have permission from the superintendent.

VII. FEES

Elective Courses

Band	$25.00 per course
Career Tech Electives (Grades 9-12)	$25.00 per course
Computer Electives	$25.00 per course
Athletic Participation Fees	$50.00 (regardless of sport)

***Additional fees may be required as indicated in each local school's supplemental portion of this handbook.**

Fee Refund Procedure

Courses dropped during the drop-add period (first week), 100% refund. For in-system transfers, no refund/no additional charge at new school.

Textbooks

The textbooks issued to students are the property of the Hale County Board of Education. Parents/custodians are responsible for textbook and other materials issued to their children and are liable for any loss, abuse, or damage in excess of normal use.

Lost or Damaged Repayment Scale

The amount of payment for lost or damaged textbooks will be determined by the following scale:

1st year ..... ……	Original cost
2nd year.....	75% of original cost
3rd year and there after.....	50% of original cost

Students will be charged full price, regardless of age of book, for malicious destruction of textbooks or materials.

Copies

Students (or their parent/guardian) shall be provided, free of cost, one copy of any record to which they are entitled to have or are required to receive. Should additional copies be requested on behalf of the student or by anyone acting on behalf the students, each additional copy shall be reproduced at a cost of $.10 per page and said sum shall be paid before the copies will be made. There may be a delay in receiving copies. This does not apply to transcripts.

Worthless Checks

Hale County Board of Education is partnered with Envision Payment Solutions for the collection of worthless checks submitted to any and all locations in the school district. The following procedures must be adhered to when making payments by check:

- All checks must contain the following information:
  - Maker's Name
  - Maker's Street Address and Mailing Address
  - Maker's Phone Number

- No check may be written for an amount greater than $300. Should the balance due exceed $300, separate checks must be written.
- No more than two worthless checks will be accepted from any maker.
- All worthless checks must be resolved through Envision Payment Solutions. **No payment for worthless checks will be accepted by Hale County Board of Education or any of its affiliated sites.**

For additional information, please see the following letter from Envision Payment Solutions:

P.O. Box 157
Suwanee, GA 30024-0157

Dear Parents/Students:

Envision Payment Solutions™ is pleased to have been selected by Hale County Board of Education as its check service provider.

Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

Specifically, per *Alabama Code Annotated § 8-8-15*, the service fee for returned checks is *$30*. (Note that the fee structure will change according to any amendments made to AL law during a school year.)

If you wish to inquire about a returned check written to Hale County Board of Education and its affiliated sites, please contact **Envision Payment Solutions™** directly at the information listed below.

Thank you. We wish you and your children all the best for this year and beyond.

Sincerely,

Envision Payment Solutions™



Customers (check writers) with returned check inquiries should contact:

Envision Payment Solutions™
Tel 877.290.5460, or 770.709.3100
Fax 770.709.3007
P.O. Box 157
Suwanee, GA 30024-0157
customerservice@envisionpayments.com

VIII. GRADES & CREDITS

Promotion and Retention

The Hale County Board of Education recognizes that the process of making decisions as to placement, promotion or retention of students should involve consideration of a variety of factors including academic progress, age, maturity, and capacity for learning.

Any student absent from a class for more than ten (10) unexcused days in any one school term (fall or spring) shall be considered as failing the class for that year. Any student who is absent for more than five (5) unexcused days of a one-semester course shall be considered as failing the course. Exceptions to this rule are only those cases discussed and approved by the teacher(s) and principal. Attendance shall always be considered as a factor in promotion/retention.

Kindergarten
Students must have a passing grade in both reading and math in order to be promoted. While students should pass each semester, in no event shall a failing first semester overcome a failing second semester. Students who have a failing grade in either subject must have agreement in writing by the principal, counselor, and teacher in order to be promoted.

Grades 1-3
Students in grades one (1) through three (3) should be retained if they do not maintain a passing grade in reading. Students in grades one (1) through three (3) should also be considered for retention if they fail mathematics while making a low passing grade in reading.

Grades 4-6
Students in grades four (4) through six (6) should be retained if they make a failing grade for the year in two major subjects. Major subjects are English, Reading, Math, Social Studies, and Science. Students can be retained only one (1) time in each elementary grade.

Grades 7-8 Requirements for Promotion
Students in grades seven (7) and eight (8) should be retained if they fail more than one core subject (English, Math, Science, Social Studies) or more than two classes overall.

Accelerated 7th/8th Grade Math Pathway
Middle School Students may be eligible to participate in an Accelerated 7th and/or Accelerated 8th Grade Math Pathway. This approach to math, beginning in the 2021/2022 school year will be geared to those students who have received the appropriate score on an evaluation given by the middle school. The students, if the minimum score is achieved, will be given an interest survey to determine their interest in this math program. If the student achieves the score and shows interest, the parent will be invited to attend a meeting to determine if this is the correct math placement. Parents may opt their student out of the program but no student may be included in the program without meeting the first two criteria.
*More details are available at the school

Alabama High School Graduation Requirements

- Students will meet the requirements of the new Alabama High School Diploma. These requirements are included in the tables on the following pages.

- In Hale County School System, students are required to have a minimum of 28 credits to graduate.

- To be promoted from 9th grade to 10th grade, students must earn 4 credits (at least 2 must be core classes). To be promoted from 10th grade to 11th grade, students must earn a total of 12 credits. To be promoted from 11th grade to 12th grade, students must earn a total of 20 credits.

- Qualifying students with special needs may fulfill the requirements for the Alabama High School Diploma by completing the Essentials/Life Skills Pathway or Alternate Achievement Standards (AAS) Pathway. Considerations for these courses are as follows:
    - These courses are not appropriate for students who are planning to attend a four-year college after graduation.
    - These courses are not accepted by the National Collegiate Athletic Association (NCAA).
    - The Essential Pathway courses may be accepted by community colleges, depending on the admission requirements of the community colleges.
    - Students who follow the Essential Pathway must complete the following work components:
        1. Community-Based Work Instruction
        2. Two Career Technical Education courses (in sequence)
        3. Workforce Essentials or Transition Services II
        4. Cooperative Education/Work-Based Experience or Life Skills Occupational Preparation
        5. Cooperative Education Seminar

    The Alternate Pathway courses are not accepted by community colleges.

Students who wish to participate in college athletics may have additional requirements. Since NCAA requirements are not part of Alabama High School Graduation Requirements, student-athletes are encouraged to seek more information from the AHSAA or NCAA prior to graduation.

Alabama High School Graduation Requirements for students who were scheduled to graduate in May 2015 or prior thereto are available in the counselor's office.

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

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

GRADUATING CLASS OF 2026 and 2027

OPTION A

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

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

***Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

***These requirements are the same as the requirements for graduating classes of 2016 through 2025.**

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

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

GRADUATING CLASS OF 2026 and 2027

OPTION B

COURSE REQUIREMENTS		
English Language Arts	**Four credits to include:**	**Credits**
	English 9	**1**
	English 10	**1**
	English 11	**1**
	English 12	**1**
	English Language Arts credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits	**4**
Mathematics	**Two credits to include:**	**Credits**
	Geometry or its equivalent/substitute	**1**
	Algebra I or its equivalent/substitute	**1**
	Mathematics Total Credits	**2**
Science	**Two credits to include:**	**Credits**
	Biology	**1**
	A physical science (Chemistry, Physics, Physical Science)	**1**
	Science Total Credits	**2**
Social Studies	**Four credits to include:**	**Credits**
	World History	**1**
	United States History I	**1**
	United States History II	**1**
	United States Government	**0.5**
	Economics	**0.5**
	Social Studies credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the *Civics Exam.*	
	Social Studies Total Credits	**4**
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	**1**
Career Preparedness		**1**
Health Education		**0.5**
Career and Technical Education	Credits must be earned from an approved CTE Program of Study, resulting in CTE Completer status.	**3**
Electives		**6.5**
	Total Credits	**24**

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

***Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))
GRADUATING CLASS OF 2028 AND BEYOND
OPTION A COURSE REQUIREMENTS

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

**Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit a FAFSA.*
***Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS
(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2028 and Beyond
OPTION B

COURSE REQUIREMENTS		
English Language Arts	Four credits to include:	Credits
	English 9	1
	English 10	1
	English 11	1
	English 12	1
	English Language Arts credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
English Language Arts Total Credits		4
Mathematics	Two credits to include:	Credits
	Geometry or its equivalent/substitute	1
	Algebra I or its equivalent/substitute	1
Mathematics Total Credits		2
Science	Two credits to include:	Credits
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
Science Total Credits		2
Social Studies	Four credits to include:	Credits
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
	Social Studies credit-eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement		Students are required to earn a passing score on the *Civics Exam.*
Social Studies Total Credits		4
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	1
Career Preparedness	Students are required to complete an accompanying financial literacy examination as part of this course.	1
Health Education		0.5
Career and Technical Education	Credits must be earned from an approved CTE Program of Study, resulting in CTE Completer status.	3
Electives		6.5
Total Credits		**24**

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

***Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

ALABAMA HIGH SCHOOL DIPLOMA REQUIREMENTS
Essentials Pathway and Alternative Pathway
***for qualifying students with disabilitiles**

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	English 9, 10, 11, and 12 or any AP/IB or postsecondary equivalent option of these courses. Or * Essentials/Life Skills English 9, 10, 11, and 12. Or **AAS English 9, 10, 11, and 12.	4
Mathematics	Algebra I, Geometry, and Algebra II with Trig or Algebra II or their equivalent. Additional course(s) to complete the four credits in mathematics must be chosen from the *Alabama Course of Study Mathematics* or CTE/AP/IB equivalent courses. Or *Algebraic Essentials A & B and Geometry Essentials A & B (students taking Algebraic Concepts in Grade 9 are not required to take Geometry B). Or **AAS Mathematics 9, 10, 11, and 12.	4
Science	Biology and a physical science. The third and fourth science credits may be used to meet both the science and CTE requirement and must be chosen from the *Alabama Course of Study: Science* or CTE/AP/IB equivalent courses. Or * Essentials/Life Skills Science I, II, III, and IV. Or **AAS Science 9, 10, 11, and 12.	4
Social Studies	World History, U.S. History x 2, and Government/Economics or AP/IB/Dual Enrollment equivalent courses. Or * Essentials/World History for Living, Essentials/U.S. History for Living 10, Essentials/U.S. History for Living 11, and Essentials/Economics for Living/U.S. Government for Living or **AAS Social Studies 9, 10, 11, and 12.	4
Physical Education	Beginning Kinesiology One JROTC credit may be used to meet this requirement. Or Adapted Physical Education.	1
Health Education	*Alabama Course of Study: Health Education.* Or **AAS Pre-Vocational, AAS Vocational, AAS Community Based Instruction, and/or AAS Elective Course.	0.5
Career Preparedness	Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy) Or **AAS Life Skills	1
CTE and/or Foreign Language and/or Arts Education	Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence. Or *two CTE courses and Workforce Essentials (or Transition Services II in school systems that do not offer Workforce Essentials). Or **AAS Life Skills.	3
Electives	*Students earning core credit through the Essentials/Life Skills courses are required to take Cooperative Education Seminar/Work-Based Experience (or LS Occupational Preparation in school systems that do not have a Cooperative Education Program). **AAS Pre-Vocational, AAS Vocational, AAS Community Based Instruction, and/or AAS Elective Course.	6.5
Total Credits Required for Graduation		**28**

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

Credit Recovery

All high schools in Hale County will afford students in grades 9-12 the opportunity to regain lost credit by participating in The Hale County Credit Recovery Program. Eligible students will be responsible for completing and submitting application requirements for the program. The admission criteria for the program are based on the governing rules set out by the Alabama State Department of Education, other local policy, and at the discretion of the principal. **Students must have an <u>average of at least 40 in order to participate in Credit Recovery.</u>**

Dual Enrollment

Eligible students may enroll at post-secondary institutions in order to earn credits for a high school diploma and/or a post-secondary degree. Students must be in grade 11 or 12 or have an exception granted by the participating post-secondary institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9-.17 regarding gifted and talented students. A student must have a 3.0 GPA to apply for academic coursework. The Hale County School System currently has an agreement for dual enrollment with local community colleges. Please contact your local school for more information. Students may participate in Early College programs at University of Alabama and University of West Alabama. Only courses that meet the guidelines of the articulation agreement with the college or university will be placed on the high school transcript. Furthermore, the high school transcript will only reflect those courses in which the student will receive high school credit. Courses taken for the sole purpose of attaining college credit will not be placed on the high school transcript.

Beginning Summer 2026, the following will be used to increase credit for successfully completing dual enrollment classes:

Dual Enrollment Courses: Upon successful completion of dual enrollment courses with a final average of 70 or higher, numerical grades will be weighted. When calculating on a four-point scale, one quality point will be added for approved dual academic courses, and one-half quality point will be added for approved dual elective courses. The scale will be as follows:

Numerical Grade (core / elective)	Standard Non-Weighted Quality Points	Dual Weighted Quality Points
90-100+ (A)	4	5.0 / 4.5
80-89 (B)	3	4.0 / 3.5
70-79 (C)	2	3.0 / 2.5
60-69 (D)	1	1 /1
0-50 (F)	0	0

Also beginning summer of 2026, students eligible for dual enrollment classes will be 10th, 11th and 12th grade students. Students must have a 2.5 GPA (unless the College allows a different GPA) and must have the approval of the local school administrator

Students may begin taking dual enrollment classes after successful completion of 9th grade.

Students may take no more than 2 dual enrollment classes per semester unless there is prior written approval by the Principal.

DETERMINING PASS/FAIL

Course grades at the first grade through eighth grade levels shall be determined for full-unit courses by averaging the two (2) semester grades to determine pass/fail.

GRADES 9-12

Full Unit Courses

One half credit will be given for passing only one semester (nine weeks) of a course.
Students must pass each nine weeks (18 weeks total) of any class in order to receive full credit for that class.
Students must make a 60 or higher in order to receive credit.

Half Unit Courses

In courses which are one half unit courses, each nine weeks must be passed for the student to receive the half credit.

It will not be the responsibility of Hale County Schools to reschedule failed required subjects.

Summer School Credit

Students who do not pass courses in a logical and sequential order are strongly encouraged to attend an approved summer school to earn the required credits/units necessary for orderly progression through course work. The school system will not accept summer school credit from schools and programs that are not approved by the State Department of Education or other agency approved by the State of Alabama.

GRADES K-3

Students must have a passing grade in both reading and math in order to be promoted. While students should pass each semester, in no event shall a failing first semester overcome a failing second semester. Students who have a failing grade in either subject must have agreement in writing by the principal, counselor, and teacher in order to be promoted.

GRADES 5-6

Based on the prior approval by the teacher(s) and principal, summer school attendance and successful participation may be required for promotion to the next grade level when the student has been retained at the end of the regular school year. Such attendance in a summer school will not guarantee promotion to the next grade level.

GRADES 7-8

When a student in grades seven or eight fails to achieve a final passing grade average for a full-year's course during the regular academic year, the student may attend summer school and make up the failed semester(s).

GRADES 9 - 12

Full unit Courses

One half unit credit will be given for passing only one semester of a course.
Students must pass each nine weeks of any class in order to receive full credit for that class.
Students must make a 60 or higher in order to receive credit.

Half Unit Courses

In courses which are one half unit courses, each nine weeks must be passed for the student to receive the half credit.

**All grading procedures are periodically reviewed.

Report Cards

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parent(s) or custodian(s). Report cards shall be issued at least four (4) times during the scholastic year to all students enrolled in grades K - 12 in the Hale County Schools. However, you may check your child's progress on a daily basis by going to www.halek12.org. At the Home page, click on the PowerSchool Parent Portal tab located under the Parents/Guardians tab and follow the instructions.

All report cards used by the Hale County Schools shall be approved by the Board. Report cards approved for use within the Hale County Schools must include a section outlining grading symbols with specific explanations defining said symbols and grade placement categories. The number of absences and tardies shall be included on the report cards at all grade levels for all grading periods.

Grading Scale

Numerical grades shall be mandatory in grades 1 through 12. Grades will be recorded on report cards and permanent records in numerical form. The following scale will be used:

A = 90-100 B = 80-89 C = 70-79 *D = 60-69 F = below 60

For learning activities such as reports or projects and any other situations where numerical grades are not available, letter grades are converted to numerical values to get the average for the nine (9) weeks by using the following values for letter grades:

A+ = 100	B+ = 89	C+ = 79	D+ = 69	F = 59 & below
A = 95	B = 85	C = 75	D = 65	
A- = 90	B- = 80	C- = 70	D- = 60	

In averaging grades, any fractional part 1/2 (0.5) or over will be rounded up to the next whole number (examples: 90.5 = 91, 81.6 = 82, 72.4 = 72).

Conduct Grades

Conduct grades should be included on report cards in grades one (1) through five (5) for all grading periods.

Exemptions

Exemptions may be granted for all students with an 85 or above in each nine-week grading cycle, provided:

- The student has no more than 1 excused absence in the nine weeks. Students with unexcused absences shall not be eligible.
- The student may not have any discipline issues during the nine weeks.
- For every three tardies to school or in class, the student will have one absence.

- Students must attend homeroom as required by the school. Any student who is otherwise eligible under the above requirements, but who has not attended homeroom, shall not be exempt in the nine-week period.

Acceleration

No student shall be double promoted without observing the following procedures:
1. Consultation with child's parent(s)\custodian(s)
2. Consultation with child's teacher(s)
3. Consultation with school guidance counselor (if available)
4. Approval of principal
5. If a student's acceleration involves another Hale County school, a conference will be necessary with the principal of that school
6. Approval of the Superintendent or his designee

High School Acceleration:

While the Hale County Board of Education is dedicated to providing quality instruction for 8 semesters for all 9^{th}-12^{th} grade students, it is possible for students to complete early and graduate in the middle of the 12^{th} grade year. Students, with counselor, principal and parental consent, shall be allowed to take a class out of order or in the summer in order to facilitate a mid-year completion for a specific goal.

In no way shall a student be permitted to take additional classes or to take classes out of the recommended order to complete earlier than mid-year of their 4^{th} high school year.

Replacement Report Cards

A replacement report card will be completed and reissued for a $5.00 fee.

Progress Reports

Progress reports, both academic and behavioral, shall be sent at the end of the third and sixth week, and at other times when necessary. Reports should be sent for all students.

Dropping and Adding Courses

Students in grades 9-12 may drop or add elective courses during the first week of the course with their principal's permission. A fee of $5.00 will be assessed for all student initiated drops or adds.

Schedule changes must be made during the first two weeks of a term.

Transfer Credits

Students who are entering the Hale County Board of Education from another school system shall have their credits counted by the school counselor. Students who are coming from a standards based grading system shall have their grades transferred to a 4 point scale.

Students who have International Baccalaureate credit shall have it applied as AP credit by having 1 credit added to their grade on a 4 point scale. It will be applied and weighed as AP credits. Other credit shall be granted to the student as dictated by the State Department of Education.

Students transferring from a system that weighted honors classes will be credited as any Hale County Board of Education class.

Valedictorian and Salutatorian

Beginning with the 2025-2026 school year, in order for a student to be eligible for Valedictorian and Salutatorian in the Hale County School System, the student must have completed the following criteria:

1. The semester grades for all courses taken in grades nine (9) through the first semester of grade twelve (12) will be averaged. Each candidate must have a cumulative average of at least 90 to be eligible. Candidates with at least a 90 overall average will then have the average of all required courses (including State requirements*) computed. The person having the highest overall grade point average, with a minimum of 90 or higher in those required courses, will be the Valedictorian. The person having the second highest overall grade point average, with a minimum of 90 or higher in those required courses, will be the Salutatorian. Averages will be carried to the decimal place necessary to eliminate a tie.

   **If only 1 course is required (i.e. Physical Education) and more than one course in that subject is taken, the highest grade in that subject will be computed.*
   If no candidate for graduation meets the minimum requirements, then no Valedictorian or Salutatorian will be named.

2. The candidate may neither transfer nor drop from a major academic subject once enrolled during the entire length of the course (unless required by the school).

3. Candidates must be on schedule to complete the following academic subjects in grades 9-12. Only these courses shall be calculated to determine Valedictorian and/or Salutatorian:

   a. Four units of English
   b. Four units of science
   c. Four units of social studies
   d. Four units of math, including Algebra I, geometry, Algebra II with trigonometry
   e. Two units of a foreign language or arts education or CTE
   f. Fine Arts
   g. Physical Education (LIFE, beginning 2009/2010)
   h. Career Preparations
   i. Health

4. The standing of the candidates must be computed on a numerical basis through the first semester of the senior year. If any letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form, or he/she shall not be considered for the position of Valedictorian or Salutatorian. The alternative would be that Valedictorian and Salutatorian will be determined after all grades for seniors are due and counted.

5. Candidates for Valedictorian or Salutatorian must be enrolled at the local high school for one full calendar year by the date of graduation.

6. Students must be enrolled in Pathway A in order to be eligible for Valedictorian or Salutatorian.

   Not needed if the determination is made at the end of the collection of grades for seniors.

**Candidates who qualify for Valedictorian and Salutatorian at the end of the first term will not be supplanted by a student who has an equal or higher average at the end of the third nine weeks.

***Grades/Rankings for Valedictorian and Salutatorian shall be hand-scored and may not be the same as the class ranking as published on report cards, which includes grades for all classes.

ALL VALEDICTORIANS WILL BE RECOGNIZED BY THE SUPERINTENDENT PRIOR TO GRADUATION.

Extracurricular Activity Eligibility

The Board prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities:

1. Students entering Grades 10th, 11th and 12th must have passed during the last two semesters in attendance and summer school if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science, social studies are core curriculum courses.)
   Note: A new unit is one that has not been previously passed.

2. Physical education may count as only one (1) unit per year.

3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.

4. Eligibility established at the beginning of the year shall remain in effect for one (1) complete school year. A student not eligible at the beginning of the school year may regain their eligibility at the end of the first semester (term) by meeting the academic requirements listed above during their last two semesters (terms) in attendance and summer school, if applicable. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.

5. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.

6. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

7. Students entering Grades 8 and 9 must, for the preceding two semesters (terms) in attendance including summer school if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12.

8. Students promoted to the seventh grade for the first time are eligible.

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

required to submit a request for each curricular activity that occurs outside the regular school day and/ or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, shall be granted if the principal, superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s).

Eligibility for athletics will also be determined by regulations prescribed by the Alabama High School Athletic Association.

IX. HEALTH & WELLNESS

Medication

The school nurse recommends that, when possible, medication be administered before and/or after school hours under the direct supervision of the child's parent or legal custodian. However, students with certain medical conditions may require medication to be given during the school day. The school nurse or trained medication assistant will be responsible for administering this medication to the student. Medications may be prescription or over the counter. The following guidelines will be used to administer the medications:

- A "Prescriber/Parent Authorization Form" must be completed by the physician and parent before a prescription medication may be administered in the school setting. This must be done yearly. In the absence of such form, your child will not be allowed to receive medication at school. **Prescription medication must be in the original container, properly labeled (pharmacy label) with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administering, and the date of drug's expiration.**

- A "Prescriber/Parent Authorization Form" must be completed by the parent for all Non-prescription medication/ Over the Counter Medication. This must be done yearly. In the absence of such form, your child will not be allowed to receive medication at school. A physician's signature is not necessary unless the Registered Nurse determines the non-prescription medication requires a provider signature. Non-prescription/over the counter medication will be supplied by the student's parent/guardian. **Non-prescription medication must be in the original, unopened, sealed container with label and dosage clearly visible and must be age appropriate.**

- Some students with their doctors, parents and school nurse's permission will be allowed to self-carry and/or self- administer their medications. For example students diagnosed with chronic and/or serious health conditions e.g. asthma (requiring an inhaler), severe allergic reaction (requiring an Epi-Pen), diabetes (requiring Insulin), and/or other chronic conditions, may carry their medication on-person, if deemed appropriate by the delegating RN. No controlled medications will be kept on-person.

- All medications with the exception of those student's that self-carry and self-administer will be stored in a designated, locked area.

- The parent/legal guardian should bring all medications to school. Students are not allowed to transport controlled medications to the school nurse.

- Hale County School System nurses do not carry stock medications in their health room, nor do they provide over the counter medications to the students unless the student's parent has provided the school nurse with this medication.

- Any changes in medication will require a submission of a new and completed "Prescriber/Parent Authorization Form".

- The school nurse does keep for first aid use the following: Aloe vera gel, calamine lotion, triple antibiotic ointment, moisturizing lotions, petroleum jelly, hydrogen peroxide, alcohol, eye wash, saline solution, lip balm

- The nurse may occasionally contact parents by text with non-critical information. Parents must keep their contact information up to date. Parents who do not wish to receive **any text** communication must let the school nurse know in writing.

Students in possession of controlled substances, even with a valid prescription, are subject to discipline pursuant to the Code of Student Conduct.

Sunscreen

Students may have/use/possess FDA approved sunscreen during school activities if needed. Employees shall not apply sunscreen to any students without written approval. Items that are otherwise prohibited (i.e. hemp products) are not allowed for use on on Board property at all.

Emergency Illnesses and Accidents

Illnesses and Injuries
If a child becomes ill or is injured at school, appropriate personnel will make a reasonable attempt to notify the parents or custodians. Parents/custodians should provide the school with current emergency phone numbers.

Emergency Medical Treatment
If an accident requires immediate medical attention or the service of a doctor and the parent cannot be reached, school officials shall act in loco parentis and take reasonable action. Such action may be to obtain emergency medical services at parental expense.

Medical Problems
All students will have a completed Health Assessment form on file in the school nurse office. These forms are updated annually. The Health Assessment will provide information to the school nurse regarding any health problems, limitations or chronic conditions (i.e., diabetes, epilepsy, asthma, allergies, etc.) that the student endures.

Head Lice Parasites
A student with suspected head lice should be examined by the teacher first and then taken to the school nurse for confirmation. If the case is confirmed by the school nurse, the parents will then be notified. A child with active head lice may remain in the classroom at the discretion of the school nurse but be discouraged from close direct head contact with others. Care must be taken not to embarrass the student and confidentiality must be a priority. Students diagnosed with live head lice should be treated at home that evening and may return to class after appropriate treatment has begun. The Hale County School System does not have a "no-nit" policy. The American Association of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention advocate that "no-nit" policies were based on misinformation rather than objective science and were, therefore, unjust and should be discontinued. The burden of unnecessary absenteeism to the students' families and communities far outweighs the risk associated with head lice.

School Insurance
The School System provides parents/custodians the opportunity to purchase low-cost student accident insurance for their children. The insurance program is a service to students on a voluntary basis. Athletic insurance is available at each school.

X. SCHOOL CLUBS & ORGANIZATIONS

Student Clubs

Student clubs or organizations sponsored by the school shall be under the direct control of the school principal. A member of the faculty, approved by the principal, shall sponsor each school club or organization.

PTA'S, PTSA'S, And PTO'S

The Board and local schools encourage the organization and operation of PTA's, PTSA's, or PTO's at all schools. Parents/custodians are urged to join these organizations and to participate actively in their efforts to assist our schools and children. **SCHOOLS WITH THE MOST CREATIVE ACTIVITIES TO GET PARENTS INVOLVED IN THEIR CHILD'S EDUCATION WILL BE RECOGNIZED BY THE SUPERINTENDENT**.

Student Publications

Local schools may permit student publications, provided they are approved by the local school principal. A certified staff member shall serve as advisor and consultant to students in the preparation of all student publications. In accordance with current Supreme Court precedent, appropriate school staff members may work with student publication leaders to ensure that the school, its employees, or other students do not receive an undue direct and negative impact as a result of student publications.

Students provided the opportunity to participate in activities at the Hale County College and Career Academy, including The Portal, must adhere to all usage and safety guidelines. Failure to do so may result in removal from the program, suspension, expulsion, and the obligation to pay for damage to equipment.

No student may profit from publishing anything that occurred on halek12 property or during a school day or event without permission from the administration.

XI. SPECIAL PROGRAMS

Special Education Services

Special services are provided for the following qualifying exceptional children and youth in accordance with the federal and state mandates concerning education for the disabled:

Autism	Multiple Disabilities
Deaf-Blindness	Orthopedic Impairment
Developmental Delay	Other Health Impairment
Emotional Disability	Specific Learning Disabilities
Gifted	Speech and Language Impairment
Hearing Impairment	Traumatic Brain Injury
Intellectual Disability	Visual Impairment

General information or procedures for evaluation and diagnosis is available at local schools. More specific information regarding referral procedures and/or classes may be obtained from Central Office personnel in Greensboro by telephoning 334-624-3051.

Enrichment Education

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

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for enrichment services.

To make a referral, contact the administrator at your child's school.

CHAMPS and Foundations

The Greensboro and Moundville feeder pattern schools, through a grant from the State Systemic Improvement Program (SSIP), are implementing and utilizing two positive approaches to classroom management. CHAMPS stands for
C - Conversation
H- Help
A- Activity
M- Movement
P- Participation
S- Success
Teachers have been trained through Safe and Civil Schools and to utilize these acronyms for effective classroom management. Foundations is the school wide approach to positive behavior, and the behavior expectations in all common areas are taught to students by faculty and staff at the beginning of the school year.

504/ADA

Any individual within the local education agency who is believed to possess a disability as defined by section 504/ADA (Americans with Disabilities Act) is entitled to an individual evaluation. The evaluation shall be conducted with the local education agency by a building level determination team. Should any questions or concerns arise regarding these policies, inquiries may be made to the Hale County Board of Education Central Office at 334-624-3051.

The Hale County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries regarding the non-discrimination policies, please contact Hale County Board of Education at (334) 624-3051.

TITLE I Programs

All schools in Hale County are eligible for Title I Schoolwide funds based on the number of students who receive free or reduced meals. These funds help with programs in such areas as academics, homeless, migrant and EL students, and parent involvement activities, etc. The Hale County School System has a Parent Involvement Policy and a System Parent Involvement Plan which consists of general expectations of the system regarding parental involvement and how the policy/plan components are implemented. A copy of the System Parent Involvement Plan is available upon request at your child's school. All schools have School-Parent Compacts and a Parent Involvement Plan. A copy of the School's Parent Involvement Plan is distributed to all students at the beginning of the school year. At the beginning of each school year, the school works with parents to develop written compacts that will assist their child in becoming successful in school. For more information regarding Title I Schoolwide programs, please contact the Federal Programs Director at 334-624-3051.

Student Religious Liberties Act

The Hale County Board of Education, in regards to the Alabama Student Religious Liberties Act of 2015, will not discriminate against any student or parent on the basis of religious viewpoint or religious expression in school. The Board will allow religious expression in class assignments, coursework and artwork (evaluating the

same based on standards regarding ordinary coursework, without punishment or enhancement for religious expression) and the Board will allow religious groups and activities to organize in the same manner it allows non-religious activities. This policy allows students to voluntarily express religious viewpoints, where appropriate.

Guidance and Counseling Services

Guidance and Counseling personnel help students in the areas of academic, career and social development. Counselors are available at your child's school for assistance, guidance, and support. If you have questions/concerns regarding the personal, social, educational, or career development of your child, please do not hesitate to contact a counselor assigned to your child's school.

Students planning to attend college should be aware that many colleges require an entrance exam for admission and/or scholarship selection. The entrance examination most used by colleges in the Southeast is the tests of the American College Testing Program (ACT). Course selection should be made after careful consideration and consultation with the school counselor.

Erin's Law: The Hale County Board of Education will provide a curriculum that is age-appropriate to all students based on the recommendations of the Governor's Task Force on the Prevention of Child Sexual Abuse.

Jamari Terrell Williams Student Bullying Prevention Act: The Hale County Board of Education will enforce the Jamari Terrell Williams Student Bullyinh Prevention Act, which includes student against student bullying, intimidation, violence, and threats of violence that occur off school property. The Act specifically includes cyberbullying, which may also occur off school property.

Mandatory Training of Faculty and Staff

The Hale County Board of Education requires all employees to receive mandatory trainings required by the State of Alabama Department of Education. The sign-in sheets are reported annually to the state for each training, as required. These currently include Erin's Law, Suicide Prevention, Annalyn's Law, the Jamari Terrell Williams Act, Mandatory Reporting, and others. Each employee of the Hale County Board of Education takes the physical and mental health of our students and staff seriously.

Career/Technical Education

Hale County College and Career Academy

"Building a Community of Workers, One Student at a Time"

Hale County College and Career Academy (HCCCA) is preparing tomorrow's leaders. Hale County's faculty and staff members are dedicated to providing students with the necessary resources, tools, and experiences needed to gain real-world application and knowledge. Career Technical Education is transitioning to simulated workplaces that teach students about modern workplace requirements and industry best practices.
Currently, Hale County College and Career Academy offer the following CTE pathways, foreign language, and academic programs:

- Robotics/PLTW
- Cosmetology
- Health Science
- Theater
- Modern Manufacturing
- Welding
- Dual Technical Welding (Wallace Community College Selma)
- Jobs for Alabama Graduates (JAG)
- Alabama Career Essentials
- Spanish
- English

Each pathway is an area of study that blends academic, occupational, and life skills leading to a credential, employment, and further education. The ultimate goal of CTE programs is to provide instruction in the knowledge and skills necessary to manage the challenges of living and working in a diverse, global society and provide preparation for continued learning. To ensure each program meets the state requirements, instructors shall use a state-approved course of study. Instructors will incorporate research-based instructional strategies that validate technical skill attainment.

Students
All CTE students must take the KUDER assessment and create Educational Plans based upon their interests and aptitude assessment results to pursue a career cluster.

The Career Technical Implementation Plan (CTEIP) shall be developed as part of the Individualized Education Program (IEP) process before the student enters the CTE program if accommodations and/or modifications are required. The plan shall remain on file with the CTE teacher while the student is enrolled in the program. Each plan shall be evaluated, as needed, using student performance objective criteria as prescribed in the plan.

Student Program Continuance
The three levels of CTE program involvement are:

- ***Participant***- A student earning one credit in a CTE program.

- ***Concentrator***- A student earning two credits in a CTE program.
- ***Completer***- A student earning concentrator status in a CTE program and one additional CTE credit.

Hale County College & Career Academy Simulated Workplace Expectations

All CTE courses will continue to replicate the components of a simulated workplace. Simulated workplaces provide students with modern workplace requirements and industry best practices. Students will gain real-world experiences and knowledge daily. Transforming CTE courses to simulated workplaces will provide each student with an understanding and knowledge of how career technical courses incorporate project-based learning, along with work ethics, workplace processes, and behavior integral skills to successful employment. In a simulated workplace, students will experience the following structures and procedures:

- utilize time clocks or some other formal attendance recording process;
- adhere to the district Random Drug Test policy (upon district approval);
- conduct an application/interview process for positions;
- develop a company name and procedures/protocol manual;
- promote and conduct safety training;
- begin each class period/session with a 5 to 10-minute company meeting;
- submit data reports developed by students and instructors;
- establish work teams and organizational systems with students rotating across teams;
- integrate the 6S Continuous Quality Improvement principles;
- participate in Business and Industry or NCCER/MSSC evaluations; and
- utilize a portfolio system for students to document learning, a credential earned, and projects completed. (Ex. KUDER program).

Simulated Workplace Dress Code Expectations

- Wear the designated program uniform when applicable.
- Wear shoes that completely cover the feet while working in laboratory settings.
- Wear approved safety glasses in all designated lab areas.
- Wear steel-toed shoes while working in the Welding Lab.
- Wear an approved welding hood while performing welding operations.
- Follow all additional program-specific personal protective equipment (PPE) and safety requirements as directed by the instructor.

Hale County College & Career Academy Evaluative Tools

Each nine weeks CTE students will receive a grade for attendance, safety, work ethics, and projects/portfolio. Students' attendance will be calculated based on weekly timesheets. Safety and work ethics will be determined based upon program requirements using a Hale County CTE safety/work ethic rubric. The student projects and/or portfolio will also have a rubric. All rubrics will be given to the students during the first week of school.

Program Fees

General fees of $25 are required for each program per semester. Additional fees may vary depending upon the program. *Please see HCCCA Student Handbook.*

Career and Technical Student Organizations

As a CTE student, it is highly encouraged for students to participate in a Career Technical Student Organization (CTSO). Career Technical Student Organizations function as an integral part of the CTE instructional program with state and national affiliates providing support for skill attainment and leadership development. Each student is required to pay his or her CTSO fees by **September 1st (first semester)** and **February 1st (second semester)**.

Safety Procedures

CTE students must achieve 100% proficiency in the application of safety procedures before participating in laboratory work, work-based learning, and other times, as needed, using locally designed safety assessments that address the unique needs of the program.

All LEA shall ensure that Health Science students assigned to clinical experiences are protected from malpractice and liability through a contractual agreement between the LEA and health agency practitioners or student malpractice insurance policies.

All CTE programs will operate in compliance with federal, state, and local health and safety requirements.

Live Work

Students may participate in Live Work experiences in the various programs. Live Work can only be related to the knowledge acquired and skills currently being taught in the program or reinforce acquired knowledge and skills previously taught. Students must abide by the Hale County Live Work district policy.

Alabama Career Essentials (ACE)

ACE is a program designed for students who desire to enter the workforce directly after high school. **ACE's** workplace environment provides trainees the entry-level skills required for employment with most businesses and industries in Alabama. Training is provided at no cost to students. ACE is a training course designed by the Alabama Community College System to provide Alabamians with relevant, cutting-edge, and industry-driven employability skills training to better prepare individuals for the Alabama workforce. The main goal of the new **ACE** course is to ensure current and future workers are equipped with the skills necessary to enter the 21st-century Alabama workforce.

Alabama Career Essentials Curriculum

The **ACE** curriculum consists of training modules in computer literacy, math for work, financial literacy, communication, workplace etiquette, resolving problems in the workplace, healthy workplace environment, employment preparation, and workplace safety and ACT WorkKeys. Each module is comprised of 3 to 6 lessons that build upon and reinforce common concepts. All curriculum modules, including **ACT WorkKeys**, are structured to reinforce the essential skills of reading, writing, listening, speaking, and arithmetic.

ACE Credentials

Certification Requirements include:

- 95% Attendance and Punctuality rate.
- Satisfactory achievement of work ethic, organizational skills, attitude, and motivation.
- 80% or higher all required assessments.
- Successful completion of **ACT WorkKeys** assessments with level 3 or higher**.**

Upon successful completion of the ACE program, graduates will receive two industry-recognized credentials and access to college credit:

- ACT's National Career Readiness Certificate (NCRC)
- Alabama Certified Employee Certificate (ACE)
- One free college course (up to 4 credit hours)
- Articulated credit for WKO 110 (3 credits) when enrolling in one of the state community colleges.

XII. TECHNOLOGY

Computer Assisted Instruction - (Internet Acceptable Use)

The term "computer", as used in this document, is intended to have a broad interpretation. "Computer" as used herein, means the computer itself along with all of the accessories and peripherals used in connection with the computer such as, but not limited to, the servers, backup drives, backup disk, network servers, communication servers, modems, Internet access software, CD ROMS, CD drives, printers, software, stored data, computer hardware, E-mail and any and all data and programs used on the Computers.

All use of computers must be in support of education, research, or business applications consistent with the purposes of the Board. Students and employees are to adhere to these acceptable use practices and any other acceptable use guidelines devised by the local school.

1. Computer accounts are to be used only by the authorized owner of the account for the authorized purpose.

2. The illegal installation or use of copyrighted software for the use on computers owned or operated by the Board is prohibited. Appropriate license (s) must be possessed by individual schools or the school system before copyrighted software may be installed or used.

3. Any use of computers for commercial or for-profit purposes is prohibited.

4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the computer or network.

5. All communications and information stored on computers owned or operated by the Board shall be considered property of the Board.
6. No use of the computer shall seek to disrupt the use of computers by others. The computers shall not be destroyed, modified, or abused in any way without express permission of school administrators.

7. Malicious use of the computer to develop programs that harass other users or infiltrate a computer and/or damage the software components of the computer is prohibited.
8. Antisocial behaviors (harassment, cyber bullying, discriminatory remarks, etc.) are prohibited on the computer. The computer will not be used to access internet sites or to run programs which are offensive, illegal or otherwise not suitable or proper for use in public schools.

9. Use of computers to access files dangerous to the integrity of individual computers (i.e., viruses) is prohibited.

10. The Board reserves the right to remove users' files without warning.

11. The Board reserves the right to amend this policy.

12. Penalties for students who violate this will be commensurate with those outlined in the student code of conduct. Board employees will be subject to disciplinary action for violation of this policy. The Board will not defend or provide assistance to any employee who breaches any law governing computer or software usage.

Internet and Electronic Mail Usage

We are pleased students have access to electronic mail and the Internet. To gain access to E-mail and the Internet, all students under the age of 18 must provide a signed parental permission form to the school office. Students 18 and over may sign their own forms.

Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Parents are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Board's intent is to make Internet access available to further educational goals and objectives. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages.

Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The Board supports and respects each family's right to decide whether or not to allow their child access to the Internet and electronic mail.

Email

All halek12 gmail addresses are to be used for Hale County Board of Education business only. Whether being used as a student or employee, this address is not for personal use.

Gmail accounts will be established by the Hale County Board of Education when a student is fully enrolled and will continue until the student is withdrawn, either voluntarily or because of a lack of attendance, or graduates. Upon withdrawal, the gmail account will be suspended immediately. Upon graduation, gmail will continue for approximately six months. Should students need access after the account is suspended, they will be directed to make a request for reactivation for a specific purpose.

Employee gmail accounts will be made active upon employment and will be suspended immediately upon dissolution of employment, if the dissolution is by request of the Hale County Board of Education, on a case-by-case basis. Employees who depart from the Board voluntarily by transfer to another position or retirement shall have their account suspended within 6 months from the date of the last pay period for the employee or from the date of the last W-2 for the employee, whichever is later. Retired employees who remain active with the Board shall continue to have access during that active period of employment and may request to keep their account open even during non active times if their employment is regular but sporadic.

No procedure regarding email shall interrupt or change the procedure for distancing an employee or student for access into other forms of access, for example, PowerSchool, ACCESS or district-maintained learning applications.

Internet and Email Rules

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply.

The Internet access is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege—not a right. Access entails responsibility.

In order to comply with CIPA (Children's Internet Protection Act) and school system objectives, the school staff will monitor student use to provide guidance and instruction in the appropriate use of the Internet, including E-mail. The Hale County Board of Education will also "provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response" in accordance with the Federal Communications Commission (FCC) Protecting Children in the 21st Century Act.

Computer storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on computers will be private. In our schools, Internet filtering software will be used to protect students from viewing inappropriate sites.

The following are examples of behaviors that are not permitted. This list should not be considered exhaustive.

- Sending, linking, or displaying inappropriate sites, messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks (including hacking).
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for personal commercial purposes.
- Posting student pictures, names or other personal information on Internet without parent/custodian's consent.
- Posting student work on Internet without student's permission.

Violations may result in a loss of access as well as other disciplinary or legal action.

This policy complies with the Children's Internet Protection Act (CIPA). The Internet Safety Policy requirements of CIPA are incorporated in our Computer-Assisted Instruction policy that also serves as our Internet Acceptable Use Policy.

Internet

Internet (wifi or hotspots) owned/operated or maintained by the Hale County Board of Education SHALL be for the exclusive use of business directly related to halek12.org business. Internet, wifi access is NOT approved for any other purpose.

Halek12.org gmail is only to be used for Hale County Board of Education business. There is no personal use allowed or authorized.

Computers use will be closely monitored by school employees. In addition, due to the possible harmful effects to our computer systems, such as viruses and/or computer crashes, students shall not be permitted to bring, to any campus, musical or software CD's, disks, or any other software that is not purchased by the local school or the Hale County School System.

Devices owned/operated by the Hale County Board of Education are for the exclusive use of Hale County employees or students. Such usage is only for halek12.org business. No personal use or shared use is authorized or permitted.

Without specific written approval of the principal or the superintendent, students shall only use school-issued devices for technology.

Employees using personal devices or devices not issued by the Hale County Board of Education must keep the identifying information on file with their supervisor in the event of a breach. A form shall be offered to each employee to keep updated throughout the school year.

Employee devices, even if personal, are subject to seizure should a breach occur. In that event, the Hale County Board of Education may not be able to provide a timeline as to when or if the device will be returned. No compensation shall be provided for the loss of any personal device. Employees using devices not issued by the Hale County Board of Education do so at their own risk.

Anyone connected to halek12.org wifi/internet/hotspot/or other device shall be subject to all restrictions imposed by the Hale County Board of Education. Any such devices may be searched and/or seized by the Hale County Board of Education or law enforcement. Such seizure is at the risk of the user and the Board of Education does not approve payment/reimbursement for any item so seized.

This does not in any way supplant other policies/laws regarding data governance. One example of such a violation, for illustration only, would be checking personal email at work, whether or not on a halek12.org issued device, connected to halek12.org wifi/internet, and such email releases a virus that infects the network. Any damage to the halek12.org system will be the responsibility of that user.

Cell Phone Use/Possession

Students are required to have any personal devices turned off and stored away from them for the instructional day. Students found in violation of this law shall be punished within the Code of Conduct. The recommendations for punishment include, on a first offense, to be treated as a Class 1 offense, with additional punishments for additional offenses.

School-Wide Handbook Policy for the Use of AI Programs

Generative AI (Artificial Intelligence) is a continuously emerging technology. As such, its uses and the implication of its use is still being discovered. However, for the purpose of the Code of Conduct, its use will be treated like any established technology. Any work produced must be properly cited and/or attributed to the generative engine, and any malicious use will be subject to the disciplinary actions of the Code of Conduct.

Alabama State Department of Education Digital Device Policies

The following digital device policies must be adhered to by all Hale County Board of Education employees and students:

***Alabama State Department of Education Digital Device Policy for the Alabama Comprehensive Assessment Program* (ACAP) Testing**

Each local education agency (LEA) shall have in place a *School Test Security Plan* for each school that includes a digital device collection plan for both school personnel and students who will participate in the ACAP. This collection shall take place **prior to entering the testing room** for both school personnel and students.

For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes, but is not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets. Additionally, classroom computers must be powered off during testing. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved in writing by the Building Test Coordinator or the school Principal by completing the *Digital Device Exception Request* form.

LEAs shall make all school personnel and students participating in the ACAP, parents, and/or guardians aware of this prohibition through inclusion of this policy in the employee handbook, the Student Code of Conduct Handbook, and may also publicize this policy through other normally accepted methods.

LEA PERSONNEL POLICY:

LEA personnel shall not **possess** any digital device within the testing room when administering or proctoring an ACAP test. This prohibition does not apply to school personnel who are serving as hall monitors during a test.

The possession of a digital device by school personnel participating in ACAP testing is strictly prohibited during the administration of a test. The **ONLY** exception to this policy is for school personnel who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of school personnel.

If school personnel are in **possession** of a digital device during the administration of an ACAP test, the device may be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered. Additionally, school personnel shall be dismissed from testing, and students' tests may be invalidated in accordance with ACAP policy. **Violation(s) may result in disciplinary action by the LEA and by the Alabama State Department of Education (ALSDE), up to and including possible employment termination and certification revocation.**

To be completed by school personnel:

By signing, I am affirming that I understand, accept, and will comply with this policy.

_____	_____	_____
Printed Name of School Personnel	**Position/Title of School Personnel**	**Signature**

_____

Date

Policy updated 6.23.2022

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LEAs shall make all school personnel and students participating in the ACAP, parents, and/or guardians aware of this prohibition through inclusion of this policy in the employee handbook, the Student Code of Conduct Handbook, and may also publicize this policy through other normally accepted methods.

STUDENT POLICY:

Students shall not **possess** any digital device within the testing room when participating in ACAP testing. **The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of a test.** The **ONLY** exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of the student.

If students are in **possession** of a digital device that is within their reach during the administration of an ACAP test, the device will be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may be subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered. Additionally, the student will be dismissed from testing immediately and the test may be invalidated in accordance with ACAP policy. **Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.**

Principal's Acknowledgement

By signing, I am affirming that I will ensure, to the best of my ability, that students at my school who participate in ACAP testing will be aware of this policy.

_____	_____	_____
Printed Name of School Principal	**Principal's Signature**	**Date**

Policy updated 6.23.2022

XIII. TRANSPORTATION

Student Transportation and School Bus Conduct

School buses are considered as an **EXTENSION OF THE CLASSROOM** and all students are required to conduct themselves on buses in a manner consistent with established standards for classroom behavior. In accordance with established law, **student transportation at public expense is a privilege and not a right.** Students may have bus-riding privileges suspended or revoked for failing to follow established school bus rules and regulations.

In order to continue to have the safest means of transportation, we must all have a deep understanding of bus policies and procedures since they are designed to keep students safe and enable students to be successful.

The following regulations shall apply to all students riding school system-owned or leased buses:

1. Students are responsible to the bus driver while riding the bus.
2. Students are subject to their school's student code of conduct while riding school buses.
3. Students shall not ride school buses on trips other than regular runs without filing permits with the principal that have been authorized by their parent(s) or custodian(s) for such trips.
4. **Students shall be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the principal and the transportation director.**
5. Children should be picked up and dropped off on the side of the road they live on when the bus has to go down the road and turn around.
6. Hale County Board of Education takes trespassing seriously. Violators will be prosecuted to the fullest extent of the law.

Students should adhere to the following rules while riding school buses:

1. Be on time at the designated pickup sites;
2. Stay off public roads while waiting for the bus;
3. Wait for the bus to stop before attempting to board;
4. Keep all body parts inside the bus at all times;
5. Assist in keeping the bus safe and clean;
6. Refrain from loud talking or behavior which may divert the driver's attention;
7. Refrain from damaging the bus (pay for any damage to seats, windows, etc.);
8. Do not bring bottles, food, etc., onto the bus on regular routes;
9. Leave no books, lunches, etc., on buses;
10. Keep aisles of the bus unobstructed at all times;
11. Help with the comfort and safety of smaller students;
12. Do not throw anything out of bus windows;
13. Remain in your seat while the bus is in motion;
14. Remain quiet when the bus is approaching a railroad crossing stop; and
15. In case of a road emergency, remain in the bus and follow the driver's instructions.

Students should adhere to the following requirements when exiting and crossing in front of the bus:

1. Make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended;
2. Cross in front of the bus within sight and hearing of the driver, look both ways, and stay out of the line of traffic until the path across the roadway is free from danger;
3. Proceed across the roadway upon signal from driver or bus patrol; and proceed with extreme caution across four-lane roadways.

Bus Seats

If a seat is damaged by a student, the parent or guardian will be notified in writing and is responsible for paying the repair fee of $100 plus any additional repair cost. Payment must be made within 30 days of the written notice via check or money order made payable to Hale County Board of Education.

HALE COUNTY TRANSPORTATION DEPARTMENT

2026–2027 TRANSPORTATION HANDBOOK

★ *We Carry the Most Precious Cargo!* ★

SCHOOL BUS SEAT DAMAGE POLICY

The Hale County Transportation Department is committed to providing a safe, clean, and comfortable environment for every student. School buses are the property of the Hale County Board of Education and are considered an extension of the classroom. Students are expected to respect school property and conduct themselves in a manner that promotes safety for everyone.

DAMAGE TO SCHOOL BUS SEATS AND SCHOOL PROPERTY

Students are expected to exercise care while riding the school bus. Any student who intentionally or carelessly damages a school bus seat or other school property will be held accountable for his or her actions.

Examples of damage include, but are not limited to:

- Cutting or slashing seat covers
- Poking holes in seats with pencils, pens, scissors, or other objects
- Writing, drawing, or marking on seats
- Tearing or pulling seat material
- Vandalizing windows, emergency equipment, or any other bus property

RESPONSIBILITY FOR DAMAGES

When a student is determined to be responsible for damaging a school bus seat or other school property, the following procedures will apply:

1. The bus driver will submit a written report to the Transportation Department and school administration.
2. The incident will be investigated to determine responsibility.
3. The parent or guardian will be notified of the damage.
4. The parent or guardian will be financially responsible for the cost of repair or replacement.
5. A **$100.00** repair fee per damaged seat will be assessed for repair of seat damage. If replacement costs exceed the repair fee, the parent or guardian may be responsible for the actual replacement cost.
6. Transportation privileges may be suspended until restitution has been made and any disciplinary action has been completed.
7. Additional disciplinary consequences may be assigned in accordance with the Hale County Board of Education Student Code of Conduct.

PARENT/GUARDIAN ACKNOWLEDGMENT

By signing below, I acknowledge that I have read and understand the Hale County Transportation Department's School Bus Seat Damage Policy.

I understand that if my child intentionally or negligently damages a school bus seat or other school bus property, I am financially responsible for the repair or replacement costs. I further understand that a **$100.00** repair fee will be assessed for damaged seats, when applicable, and that failure to satisfy this obligation may result in the suspension of my child's transportation privileges until the matter has been resolved.

STUDENT INFORMATION

Student Name: _____ School: _____

Grade: _____ Bus Number (if known): _____ Driver (if known): _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

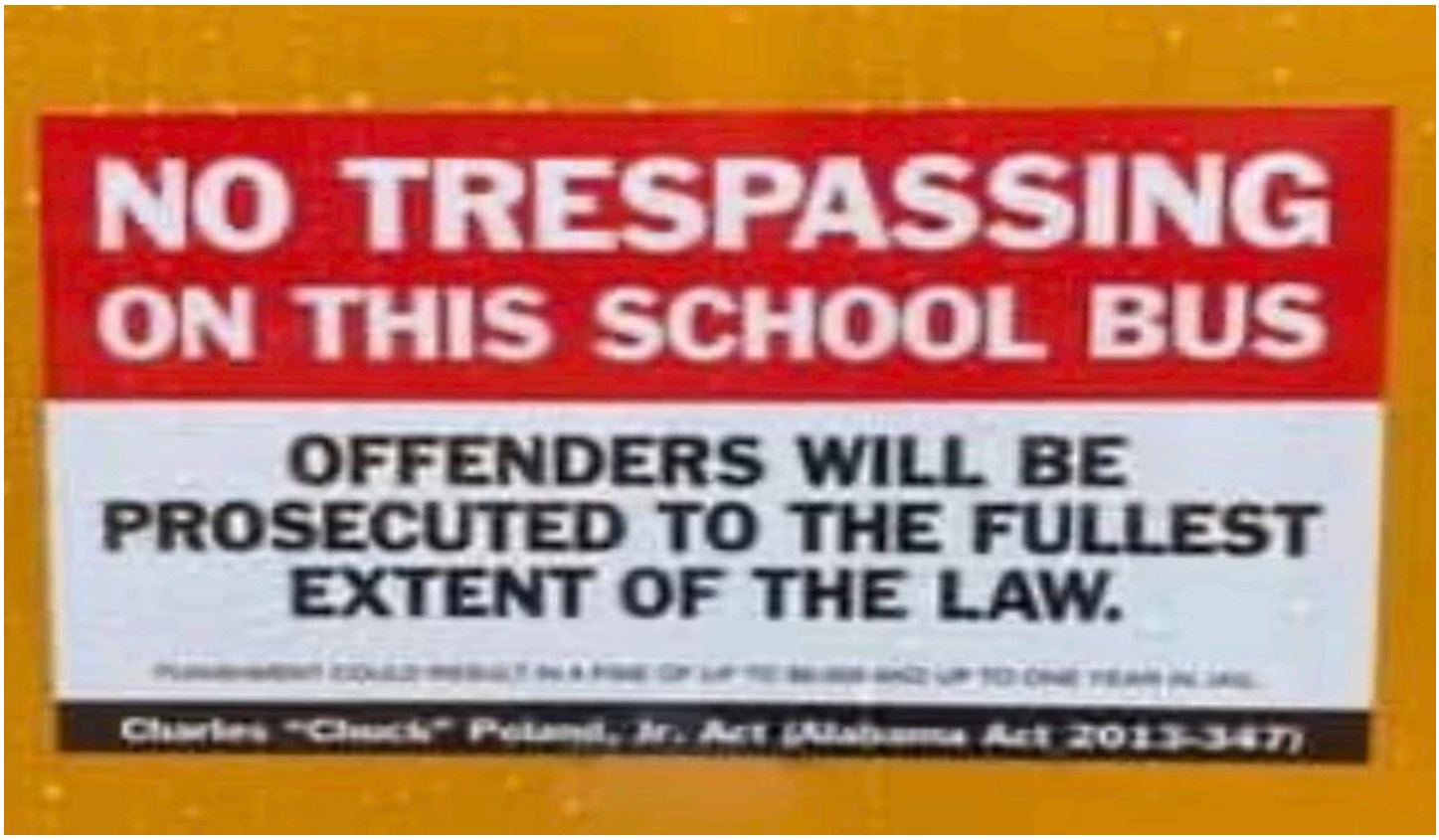
Phone Number: _____ Email (optional): _____

TRANSPORTATION DEPARTMENT USE ONLY

Date Received: _____ Received By: _____

Bus Number: _____ Driver: _____

No Trespassing Policy



For the safety and security of our students, school buses are off-limits to unauthorized persons. Entering a school bus without permission is a violation of the Charles "Chuck" Poland, Jr. Act (Alabama Act 2013-347). Offenders may be prosecuted to the fullest extent of the law and could face fines and/or jail time. Only assigned students and authorized school personnel are permitted on district buses.

Automobile and Motorized Vehicle Use by Students

All vehicles driven to school by students shall be **registered** in the principal's office, giving make, model, and tag number. These vehicles will not be driven on campus or from the campus, during the school day, without the permission of the principal. **Students who wish to have a tag registered must, along with a parent or guardian, sign a consent form. Said consent may subject the student to periodic, random drug testing. The parking fee will be $25 for the year. Students who purchase mid-year will pay the same fee.**

Students will be required to present evidence of an **Alabama driver's license and evidence of liability insurance before they are authorized to bring a vehicle on school premises**. Further, students may be required to purchase parking decals, numbers, etc. Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.

Field Trips

The following minimal procedures shall be adhered to when conducting field trips and excursions away from school:

1. Students shall be expected to exhibit good behavior and shall be subject to the same code of conduct applicable to regular classroom activities.
2. Students must have a Field Trip Parental Permission Form signed by their parent(s) or custodian(s) on file with school officials prior to departing on each school-sponsored field trip. Students not submitting a signed permission form SHALL NOT be permitted to participate in such activity. Blanket permission will be applicable for scheduled athletic events, academic competitions, etc.

Parents' Right-to-Know

August 2026

Dear Parents and Guardians:

We are pleased to notify you that in accordance with the *Every Student Succeeds Act of 2015*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

You may contact your child's local school to request a *Parent's Right-to Know* form. Completed forms must be submitted to the Federal Programs Director, Hale County Board of Education, 1115 Powers Street, Greensboro, Alabama 36744. The Board will then provide you the requested information regarding the professional qualifications of your child's classroom teacher(s) and/or paraprofessional(s).

Should you have any questions, feel free to contact the Federal Programs Director at (334) 624-3051.

Sincerely,

Michael C. Ryans

Michael C. Ryans
Superintendent of Hale County Schools

ACKNOWLEDGMENT

I, _____, enrolled in _____ School and my parent(s)/custodian hereby acknowledge by our signatures that we have received and read, or had read to us, the foregoing school handbook.

(Signed)_____
Student

(Signed)_____
Parent/Custodian

(Signed)_____
Parent/Custodian

Date:_____

Note: The student is to sign the above statement. If the student lives with both parents, both parents are to sign the statement. If the student lives with only one parent or custodian, only one is to sign with the student.

****

PUBLICITY RELEASE FOR PUBLICATION OF STUDENT WORK, PHOTOGRAPHS

I hereby give my permission for the Hale County School System to publish my student's work and image in newsletter, yearbooks, newspapers, periodicals, and websites.

____ No, I do not give permission for the Hale County School System to publish the work of my child, _____, or my child's photograph as an individual or in a class picture.

____ Yes, I give permission for the Hale County School System to publish the work of my child, _____, or my child's photograph as an individual or in a class picture.

_____ _____
Parent's Signature Date

Please detach this page after signing and have the student return it to the homeroom teacher.



Moundville Elementary School County Handbook Supplement 2026-2027 School Year

Moundville Elementary School Motto

Moundville Elementary School-
Where learners grow by **M***otivating* **E***very* **S***tudent!*

Dear Parents and Students,

I hope that each of you had an exciting summer that energized you for another great year. MES returns an outstanding staff of teachers and para-professionals that are eager to work with the estimated 600 students enrolled this school year. Speaking of staff, we have a few new faculty and staff members this year. Each will bring additional knowledge and expertise to our school and be a great addition to the outstanding group of educators at MES.

Moundville Elementary School has a legacy of success and leadership through the years. Keep in mind that our continued success will ultimately depend upon the close relationship between the students, parents, community, teachers, and administrators. We encourage all of our parents and community members to take an active role in the education of the children at Moundville Elementary. The first step is discussing this handbook with your child and returning the acknowledgement page included in the handbook.

If there is anything that I can help you with throughout the school year, please don't hesitate to contact me. My email address is jposey@halek12.org or you may call 371-2679. We are excited about partnering together this year to ensure that every student achieves their greatest potential!

Jonathan Posey
MES Principal

Tips for Parents

- ✓ Encourage your child to read each night! You can do this by setting goals and rewarding the successful completion of the goals.

- ✓ Encourage and promote your child's respect for and cooperation with his/her teacher and classmates. Please investigate the facts and situations before reacting. Criticizing a teacher's actions with only a child's interpretation will often result in a negative, uncooperative attitude on the part of the parent and student. Schedule a conference with your child's teacher and openly discuss your concerns.

- ✓ Please see that your child has adequate rest at night and that he/she arrives at school on a timely basis.

- ✓ Use the school calendar to schedule appointments outside of school times. To avoid falling behind and/or make-up work, students should only miss school when absolutely necessary.

- ✓ Please help your child develop good study habits by placing a high priority on schoolwork. Begin by setting a time frame for completing assignments at home.

- ✓ Help or supervise your child with homework assignments, but do not complete their work for them. Students need your supervision and encouragement as they become more responsible regarding homework, care of textbooks, using time wisely, and other such matters.

- ✓ Teachers have home and family responsibilities when they leave work. If at all possible, do not call them at home regarding student problems. Instead, write a note and send it in an envelope to the teacher, email, or call the school to request a conference. Likewise, discourage students from calling teachers at home regarding school assignments and activities. Calling a classmate will provide that information.

- ✓ Be reminded that all students must be checked out at the main office. At no time should a parent or guardian go to the room to check out a child. The office will call the room and the child will be sent to the office.

- ✓ Please feel free to call the school if you have a question or concern. Remember, we work as a team, and you are a very important team member.

Transportation

Bus

Moundville Elementary utilizes ten buses to transport students to and from school. These buses have a particular route as designed by the director of transportation. Our school buses also have rules governing student behavior while riding the bus and are discussed by the driver at the beginning of school. The basis for the rules is the safety of the students riding the bus. When misbehavior occurs, the driver must address this misbehavior so as to ensure that the safety of all students is maintained. If students are referred to the office for continuous misbehavior on the bus, parents will be notified and the student may lose riding privileges for a minimum of one day. If the misbehavior continues, the student's bus riding privileges may be suspended from the bus for no less than one week. Further problems may result in denial of bus riding privileges for the remainder of the school year. Please keep our buses safe. Talk to your child about proper behavior on the bus.

Cars

Students who are brought to school by car should arrive no earlier than 7:20 AM. The school does not have personnel on duty before this time to properly supervise students. Parents needing to drop off before this time should utilize our early morning drop off program, make arrangements with other parents drop their child off after 7:20 or the student should ride the bus. When picking students up at the end of the day, parents should get in line at the front of the school. Students will be supervised as cars are loaded. Parents should not park their cars, get out, and take their children out of the supervised loading area to avoid waiting in line. This is not fair to others and is not safe for the students.

Walkers

Students who walk to school should not arrive before 7:20 AM. Students who walk will be the last to be released at the end of each school day. This is to avoid the danger of walking while buses or cars are entering and leaving campus.

Changes in Transportation

Students will be sent home the same way every day unless the school receives a written letter from the parent requesting a change in the student's normal transportation. Changes to transportation will not be made over the phone during the school day.

Early Morning Drop Off

We offer an early morning drop off program to accommodate the needs of parents that will need to drop their children off before 7:20. Please contact the office for more information regarding our early morning drop off program.

MES Afterschool Program

We offer an afterschool program for students that need to stay at school until their parents are able to pick them up from school. The MCLC afterschool program begins at 3:20 each day. All students that attend the afterschool program should be picked up from the program no later than 6:00. The cost attend is $40 per week.

Discipline

The Hale County School System has in place a very lengthy and comprehensive Code of Conduct for students enrolled in all Hale County Schools. The basis for any code of conduct lies in the concern for student safety and the effectiveness of the educational process. No teacher has the right to keep

students from learning because he/she cannot maintain appropriate behavior in the classroom. Likewise, no student has the right to keep a teacher from teaching or students from learning by behaving in a disruptive manner. Educators and students are responsible for their actions, and therefore, it is imperative that all parties understand the consequences for failing to meet the responsibility of appropriate school behavior.

At the beginning of the school year, teachers will inform students of acceptable behavior in the classroom and a list of these rules will be sent home to the parents. In addition to the acceptable behaviors, the students will be informed of the classroom consequences for not behaving appropriately. Please discuss the classroom rules and consequences with your child, and the consequences that they will face at home should their behavior at school result in disciplinary action. Also, please review and discuss with your child the Code of Conduct section of the Hale County Parent Handbook.

In conclusion, the purpose of Moundville Elementary School is to educate students and prepare them for further education. With all stakeholders working together, this will be a great year at MES!

Digital Devices

Use of digital devices is prohibited during the school day. Students that bring a digital device to school with them should power the device off and leave it in their backpack for the duration of the day. The school will follow all local Board policies and state laws regarding the use of digital devices at school

Child Nutrition Program

Moundville Elementary offers students a breakfast and lunch as coordinated by the Child Nutrition Program. MES participates in the Breakfast in the Classroom program. This program allows all students to receive a free breakfast upon arrival at school. Students eat breakfast in their classrooms before the instructional day begins.

The Hale County Schools participates in the Community Eligibility Program that allows all students to receive free breakfast and lunch. However, items which are sold a la carte will incur a cost, which will be posted at the lunchrooms where available.

The following charging policy will be in place:

- A la carte items may not be charged for any reason.
- Employees of Hale County School System are NOT allowed to charge a meal.
- Guests/Visitors of Hale County School System are NOT allowed to charge a meal.

Reminders will be sent home daily for students that have a $5.00 or less balance on their lunch account.

Please refer to the Hale County Board of Education handbook for additional information regarding meal prices for staff and visitors.

Parents are invited and encouraged to visit the school and eat lunch with their child. When visiting your child for lunch you should sign in at the office and then wait for your child in the lunchroom.

Snack and Juice

Students will have a scheduled snack break during the school day. They may either bring snack and/or juice from home or purchase them at school. Generally, snack and juice items at school are priced for $1.00. Students who purchase snack or juice from the school may do so during their grade level's designated time daily. Please DO NOT include snack and juice money in the check for the lunchroom. Neither the Child Nutrition Program nor the office is able to make change and this money goes into two different accounts.

Progress Reports and Report Cards

The Hale County School System is on a nine-week grading schedule. Progress reports will be sent home at the end of the third and sixth week with report cards being sent home at the completion of the ninth week. Progress reports will provide parents with a general indication of how the student is performing throughout the grading period. It is also an opportunity for parents and teachers to indicate their desire to schedule a conference to discuss progress. Please sign and return the progress report within two days. If you have questions regarding the progress report or would like a conference, please contact your child's teacher.

Report cards are computer generated, and parents will receive two copies (except Kindergarten). We ask parents to keep the white copy and sign and return the pink copy within two days.

Honor Programs

Honor programs are held to recognize the achievement of both students and parents. Awards are given to students for academic achievement, physical fitness, etc. These programs are delightful to all involved. Please make every effort to attend these proud moments. Cameras and video photography are encouraged. This year all programs will be during the school day to ensure that all students have an opportunity to attend and be recognized.

Medication

It may be necessary at some point in the school year for your child to take medicine at school. We are prevented from providing students with any medicine other than that sent from home in its original container. It is also important that the dosage and time for administration be clearly printed on the label. If a student is required to take medication at school, it will be necessary for a medical authorization form to be completed by the parent and returned to the school before medication can be administered. All medications that are to be administered at the school should be provided to the school nurse or the nurse's designee by the parent or guardian of the student. Medication is not allowed to be sent to the school in the child's backpack.

All medication will be stored and dispensed by the school nurse. The school nurse will be responsible for basic first aid to students, dispensing medication, and maintaining medical records.

Field Trips

During the course of the year, students may travel off campus for a trip that reinforces the work they are doing in school. These trips will be limited to two or three trips during the school year. Teachers will notify parents of the date of the trip and request that parents complete a field trip permission form if they wish for their child to participate. Typically, the trip will also require a cost that is used for transportation, admission, etc. Once a purchase order has been completed for the field trip, no refunds will be issued.

One requirement for student participation on a field trip is appropriate behavior in school. If a student cannot follow rules in the structured setting of the school, we cannot expect the student to follow the rules on a field trip. Students are notified in advance that their behavior will determine their participation. When students participate in a field trip they are representatives of the school, the community, and their family. We expect and will accept nothing less than their best behavior.

Parents are allowed to serve as chaperones on field trips if space permits. Parents wishing to serve as a chaperone on a field trip will need to sign up as a chaperone prior to the field trip with their child's teacher. All chaperones will need to complete a background check and a chaperone orientation session prior to the field trip. Parents that do not sign up with their child's teacher to serve as a chaperone and receive clearance from a background check will not be allowed to participate on the field trip. On all field trips, parents are not allowed to bring other children. Chaperones must also provide their own transportation as they will not be allowed to ride buses unless prior permission is received. All students should ride the bus to the fieldtrips. The purpose of parent attendance is to assist with the supervision of students during the trip. MES greatly appreciates parent's willingness to take on this responsibility.

Visitors

The faculty and staff at Moundville Elementary welcome visitors to the school. However, proper procedures must be followed to maintain a safe environment with few interruptions during instruction. Visitors that would like to observe or assist in the classroom should schedule their visit with their child's teacher prior to the visit. Visitors must first check in at the school office. This ensures all visitors are accounted for. Parents should keep in mind that parent/teacher conferences should not be at the expense of the learning of students in the classroom. We ask that parents make an appointment during planning periods to alleviate the loss of instruction. Again, we hope that you will have the opportunity during the year to visit your child's classroom to observe or assist, however, we do ask that you notify the teacher of your decision to visit and check in at the office. All visitors should always enter through the front doors and secure the appropriate badge regardless of who you are and how many times you have visited. All visitors will be required to scan their ID when visiting the school for any reason.

Class Parties

Homeroom classes normally hold two scheduled parties during the school year, Christmas and Valentines. Teachers will notify parents of the parties well in advance to request volunteers, supplies, etc. Typically, these parties take place in the afternoon.

If you would like to have an informal birthday party for your child by bringing "goodies" to school, please contact your child's teacher as to when their scheduled snack break is during the day. Also, please be sure to ask the teacher how many students are in the room so as to ensure that all students are provided goodies.

Also, we ask that birthday invitations not be distributed at school so as not to upset students who are not invited. This is not a distraction that the teacher or students need to deal with.

Classroom Deliveries

If your child forgets their lunch, binder, Chromebook, or anything at home you may drop it off at the front office by 9:30. We cannot guarantee that we will be able to deliver items to the classroom after 9:30. This includes birthday treats that you may want to share with your child's class. Any goodies to

celebrate your child's birthday should be sent with your child in the morning or be brought in to the office by 9:30 as well.

Making Payments to the School

The front office is not able to accept money. Any money that needs to be sent to your child's teachers should be sent in the pencil pouch that is in their binder. Your child's teacher will receipt the money and send the receipt home at the end of the day. The office will not be able to accept money for any reason.

Dress Code

Please refer to the Hale County Schools Handbook as to what is deemed acceptable clothing. The dress code adopted recently by the BOE will be utilized in all schools. Students that arrive at school in attire, which is deemed inappropriate, disruptive to the educational process or unsafe for the school environment, will be referred to the office where he/she will telephone home for other clothing to be brought. In the event that the student cannot contact anyone to bring other clothing, the student will remain out of class in a supervised area until contact can be made or appropriate clothing is loaned to the student by the school. Continuous abuse of the dress code could result in disciplinary action.

Attendance Policy

The Hale County Board of Education believes the fundamental right to attend public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program. With these beliefs in mind the Hale County Board of Education has adopted this mandatory Attendance Policy for all students, regardless of age.

All absences from school shall be designated as excused or unexcused. In accordance with state law, only the following absences shall be considered excused absences, provided that in each instance parental confirmation has been received for the reason of the absences.

<u>EXCUSED ABSENCES:</u>

1. Illness
2. Inclement weather which would be dangerous to the life or health of the pupil if he/she attended school:
3. Legal quarantine, death in the immediate family, emergency condition as determined by the superintendent or principal:
4. Permission of principal and consent of parent.

Once a student has accumulated 10 absences, all further absences will requie a doctor's excuse or a statement from the courts. Failure to provide an official statement from the courts or a physician will result in the absence being marked unexcused.

When a student returns to school after being absent, he/she shall bring a written statement from his/her parents with an explaination for the reason of the absence and the date of the absence. **All excuses must be submitted in writing to the student's homeroom teacher by sending thei excuse in the student's binder. Excuses sent the email or other forms of electronic communication will not be accepted.** This written statement , signed by the parent(s), must be returned within <u>three</u> days , or the absence will be recorded as an unexcused absence.

Unexcused absences will be reported in the following manner:

1. On each unexcused absence, the parent shall be notified by the student's teacher that the student was truant from school and the date of the truancy.
2. On the **third** unexcused absence the parent will be required to attend a conference at the school with school personnel.
3. No later than the **fifth** unexcused absence the parent will be required to participate in the early warning program provided by the juvenile court. Attendance at this conference is mandated by law. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under the Code of Alabama (1975).
4. On the **seventh** unexcused absence and within ten school days, a complaint/petition shall be filed against the parent.

Students absent for an excused reason shall be allowed to do make up work at an appropriate time determined by the teacher. At the elementary level, parents/custodians shall be responsible for arranging necessary makeup work with their child's teacher(s). Students will not be given make up work for unexcused absences.

Tardy Policy

Students are required to attend school on time each day. Moundville Elementary has designed a tardy policy to ensure compliance with this regulation. A tardy is defined as a student's arrival in the classroom after **7:50 A.M**. All tardies will be classified as either excused or unexcused. The following tardies will be excused; all other tardies will be unexcused:

1. Doctor or dentist appointments. These will be excused, if an excuse is presented at the time of check-in. Excuses are not accepted at a later date.
2. Permission granted by the principal **in advance**.
3. The school bus is late arriving at school. In this situation, the bus driver will notify the school.

In order to prevent an interruption to student learning, students with an unexcused check in that arrive after 8:00 A.M. will be required to wait in the lobby with their parent or the adult that is signing them in until the next instructional period.

Parents and students should also be reminded that by Hale County Board policy unexcused absences and tardies will not be given makeup work. This work will be coded as a zero. Again, this policy is not designed to cause a hardship between the home and school, but is needed to ensure an adequate opportunity for each child to learn. Our school greatly appreciates those students and parents that arrive at school on time and ready to learn each day. Your efforts are rewarded each day by the teaching efforts of your child's teacher.

Check Out Policy

To improve student learning, MES has adopted a check out policy. The purpose of this policy is to reduce the high volume of checkouts each day. Many times students with a high number of checkouts do not perform as well as students that are in attendance each day, all day. This policy will closely mirror the tardy policy and is detailed below.

A checkout is defined as a student leaving school prior to the appropriate dismissal bell. All checkouts will be classified as either excused or unexcused. The following checkouts will be excused; all other checkouts will be unexcused:

1. Doctor or dentist appointments. These will be excused, if an excuse is received the following school day.
2. Permission granted by the principal **in advance**.
3. The nurse calls home for a parent to pick the child up.

A photo I.D. will be required to check a student out. Students can only be checked out by people listed on their contact list with permission to check the student out. Due to preparing for dismissal, **checkouts will not be allowed after 2:30 each day.**

Title I Plan

Parents may view the school wide Title I plan at any time by visiting the school and requesting access to the plan. After viewing the plan, parents can provide feedback through the principal. Parents with concerns, regarding the Title I plan, that are not addressed by the local school may submit in writing a concern/complaint to the principal, who will then forward the documentation to the Federal Programs Coordinator.

Powerschool Parent Portal

Powerschool for parents provides parents with the opportunity to check on their child's grades, attendance, and office referrals from any internet connected computer at any time. A username and password is required for access. This information is normally distributed at least twice a year.

Parent Compact

MES has developed a parent and school compact to outline how the parents, the entire school staff, and the students will share the responsibility for improving student academic achievement. This document is to be signed by the parents and student and will be kept on file at the school.