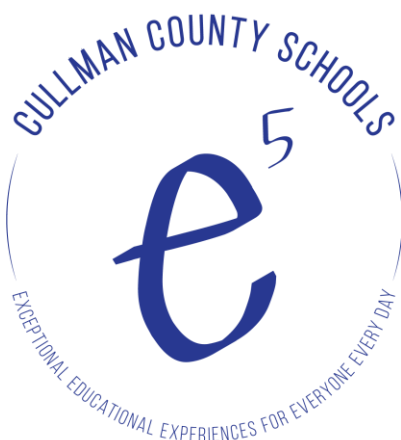


Cullman County Schools

*Exceptional Educational Experiences for
Everyone Every Day!*



Student Handbook

2023-2024



Dr. Shane Barnette, Superintendent
Adopted by the Cullman County Commission on Education

August 1, 2023

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INTRODUCTION

Local school rules, regulations, and procedures are normally available at the beginning of the school year on the CCBOE website. Cullman County Schools Student Handbook is a system-wide publication and is intended as additional communication from the school to the home. Board policies may be revised any time during the school year. In the event the board revises and/or adds or changes any board policies the updated policies will be in effect and will be posted on the CCBOE website.

The Cullman County Commission on Education has adopted the following disciplinary and academic standards for students enrolled in Cullman County Schools (CCBOE). The purpose of these standards is to maintain an overall positive school environment and atmosphere that enhances student and teacher morale and increases parental and public support for our schools.

A uniform code of conduct for students is important to the pursuit of academic excellence so students may have meaningful learning experiences. Students' learning experiences are enhanced through a positive environment, free from disruptions and distractions.

This handbook for students includes selected policies of the Cullman County Commission on Education. A complete copy of the Commission Policies is located in the principal's office of each school. Parents and the general public are welcome to review the policies online at the CCBOE website.

HOW TO RESOLVE AN ISSUE AT YOUR SCHOOL

It is the goal of each teacher, administrator, and support person in Cullman County Schools to provide a safe and positive environment in which students can learn. Occasionally, situations arise that cause misunderstandings or miscommunications between the school and the parent or guardian. Please make every attempt to resolve the problem at the local school using these procedures.

Talk with your child's teacher first. Teachers are responsible for students all day and may not leave class for a conference, so please call the school to make an appointment to see the teacher. Teachers may meet with parents during planning periods, before school, or after school.

If your issue cannot be resolved with the teacher, please call and schedule a conference with the principal.
Principals are the administrators of the schools, and they make final decisions at the school.

If you believe you need to talk with someone else, you may call the central office and ask to speak with a supervisor who will make an attempt to resolve any issues. Please make good faith attempts to resolve all problems at the school.

Principals, teachers, and support personnel are trained to make sure all children on Cullman County Schools campuses are safe. Any threats or perceived threats to the safety and security of either school personnel or the children they serve will be considered serious and will be treated as such.

All visitors to Cullman County Schools campuses must first sign in at the school office and receive a visitor's pass. No person may be on campus without the permission of the administrator.

These are the minimum requirements; principals of each school are authorized to develop additional rules and procedures.

JURISDICTION OF THE SCHOOL BOARD

Students enrolled in the Cullman County School System are subject to the policies of the Cullman County Board of Education and to the rules, regulations, and procedures of the local school. This authority applies to all sponsored activities and areas covered by the school jurisdiction. Note: Out-of-System Students have an application process to determine their admission status. If a student is approved, he/she must remain in good standing throughout the year to be eligible to continue their enrollment in Cullman County Schools and will be re-evaluated each year.

Requirements include, but is not limited to:

- Student must have no more than 3 unexcused absences or 10 excused absences the previous year (with the exception of a serious medical condition).
- Discipline history of the prospective student – student must have no more than three Class 2 discipline referrals and no Class 3 discipline referrals.
- Satisfactory academic performance, as defined by a 70% average overall in core subjects.

PRIVACY AND PROPERTY RIGHTS

Federal and state laws provide people with reasonable expectations of privacy in addition to freedom from unreasonable search and seizure of property. This freedom is limited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students. Students may maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion that a student possesses any object or material that is prohibited by law or Cullman County Commission on Education policy.

STUDENT GRIEVANCE PROCEDURE

Students will be assured the opportunity for an orderly presentation and review of grievances of the most immediate level of supervision. In the event local school personnel are unable to resolve a student grievance, the student may then follow the system's grievance procedure as stated in the Cullman County Commission on Education policies located in the principal's office.

NON-DISCRIMINATION POLICY

It is the official policy of the Cullman County Commission on Education that no student be denied access to any educational programs or services because of race, sex, national origin, religion, creed, age, color, handicap, non-English speaking ability, immigrant or migrant status, homeless status, or disadvantaged condition; and provides equal access to the Boy Scouts and other designated groups. Anyone wishing to file a complaint or having any questions related to this policy may contact Cullman County Board of Education, P. O. Drawer 1590, Cullman, AL 35056. Phone: 256-734-2933.

ASBESTOS MANAGEMENT

The Cullman County Commission on Education, in compliance with the Environmental Protection Agency (EPA) AHERA Program, has performed inspection of each school building for asbestos containing materials. The Asbestos Management Plans and/or updates are on file in each school's administrative office for review during regular school hours. Inquiries or complaints may be directed to Cullman County Schools, Maintenance Supervisor, 402 Arnold Street, N.E., Cullman, AL 35055. Phone: 256-734-2933.

CULLMAN COUNTY CHILD NUTRITION PROGRAM (CNP)

Our mission and purpose are to provide all students with the best nutrition by serving healthy, tasty, and appealing meals. The CNP is required to adhere to any and all state and federal guidelines in order to receive state and federal funding. Failure to comply may result in state audit citations and withheld reimbursement funds.

Currently, we offer breakfast and lunch meal services at all cafeteria sites, with the goal of expanding our existing program options in the near future.

- Regular student meal prices are as follows: Breakfast FREE, Lunch FREE.
- Cullman County CNP participates in the offer vs. serve initiative.

Regular student meal prices for breakfast and lunch are free for this year. However, we are required to add the following information for CNP: As stated in program regulations at 7 CFR 245.5, parents or guardians of all children in attendance at schools participating in a federal school meal service program must be informed of the availability of reimbursable school meals and must be provided information about applying for free or reduced-price meals. This is consistent with the Richard B. Russell National School Lunch Act (NSLA), which states at 42 U.S.C. 1758(b)(2)(A) that School Food Authority (SFA) shall publicly announce the income eligibility guidelines for free and reduced-price meals on or before the opening of school annually. Federal regulations at 7 CFR 210.12 also require that SFAs promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of the School Breakfast Program. Including students, families, and the school community in

establishing and developing a communication plan for the meal charge policy complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.

SPECIAL EDUCATION

To the maximum extent appropriate, children with disabilities ages three to twenty-one must be educated with children who are not disabled. The nature or severity of some disabilities is such that special education and related services are necessary. Students determined to have a disability and who are in need of specially designed instruction may be eligible for special education and related services in one or more of thirteen areas of disability. The Cullman County Board of Education is committed to the provision of appropriate programs and services for children with disabilities in accordance with Alabama Administrative Code 290-8-9. For additional information, parents or guardians should contact their child's teacher, principal, counselor or Special Education Coordinator, Cullman County Special Education Program, 17600 U.S. Highway 31 North, Cullman, AL 35058. Phone: 256-739-0486.

FEDERAL PROGRAM - 504 COMPLIANCE

It is the official policy of the Cullman County School System that no person shall, on the grounds of race, color, disability, sex, religion, national origins, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. For additional information, parents or guardians should contact their child's teacher, principal, counselor or the 504 Coordinator, Cullman County Special Education Program, 17600 U.S. Highway 31 North, Cullman, AL 35058. Phone 256-739-0486.

EXCEPTIONAL EDUCATION

Special education services are provided for appropriately identified exceptional children and youth in accordance with the federal and state mandates. Exceptionalities through which services may be received are Intellectually Disabled, Specific Learning Disabilities, Speech Language Impairment, Multiple Disabilities, Orthopedically Impaired, Deaf/Blind, Hearing Impairment, Other Health Impairment, Traumatic Brain Injury, Developmental Delays, and Autism.

HOMEBOUND INSTRUCTION

Information regarding the referral procedure for Homebound Services may be obtained from the local school guidance counselor, and/or principal. Questions or requests for additional information should be addressed to the Director of Homebound Services at 256-739-0486.

CHILD FIND

The Cullman County Special Education Program is seeking to locate children with disabilities ages 0-21 within Cullman County School District. Parents of children with disabilities ages 0-3 should contact Early Intervention at 256-734-3253, and parents with children with disabilities ages 3-21 should contact the Special Education Coordinator at 256-739-0486.

The system is also seeking to locate intellectually gifted and talented children, with the emphasis on second grade students. Contact the Special Education Coordinator at 17600 U.S. Highway 31 North, Cullman, AL 35058.

GIFTED EDUCATION

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

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

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

To make a referral, contact the teacher, principal, or counselor at your child's school.

PROGRAM ACCESSIBILITY

The Cullman County Board of Education shall, in compliance with Section 504 Rules and Regulations, provide accessibility to services provided non-disabled individuals for qualified disabled persons.

PARENT - FAMILY ENGAGEMENT PLAN

The Cullman County School System has a System-wide Parent and Family Plan that has been developed jointly with, agreed on with, and distributed to parents of children participating in Title I, Part A programs. The plan is reviewed and revised annually. The District Advisory Council meets each year to review the plan and determine if revisions are needed. The Cullman County School system will make the plan available to parents upon request. The plan is also available for review on the system website.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences shall be conducted systemically, on an individual basis, to assess individual achievement and based on this, to determine education direction (remediation, acceleration, modification of curriculum, etc.)

In kindergarten through eighth grade, student goals and objectives will be based on the Alabama Course of Study. The local school will coordinate a planned program of instruction each school year based on the course of study standards and the needs, aims, talents, and career plans of the student. Each subsequent year, academic development will be re-examined, and the students' program modified, if necessary.

Students entering the ninth grade will consult their parents, teacher(s) and/or guidance counselors to develop a four-year academic plan. Based on the four-year planned program of studies, a specific schedule of courses and activities will be prepared for each school year. Each year, the program of studies will be modified, if necessary, in accordance with changes in goals and objectives.

The parent-teacher conferences described above should give attention to student learning goals, minimum performance standards, and remediation programs for each student who fails to acquire designated knowledge and skills. Any student who fails to master the basic minimum skills must be provided remediation. The success of remediation should be monitored.

Parent engagement is an important part of student success. Therefore, we recommend parent(s)/guardian(s) meet with their child(ren)'s teacher(s) at least once a year. While teachers are available to meet with your child throughout the year, parent/teacher conferences are scheduled by parent request only.

LAWS/POLICIES/PROCEDURES

IT'S THE LAW

A person commits the crime of falsely reporting an incident if, with knowledge that the information reported, conveyed or circulated is false, he or she initiates or circulates a false report of warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or emergency under circumstances in which it is likely to cause evacuation of a building, place or assembly, or transportation facility, or to cause public inconvenience or alarm. Falsely reporting an incident is a Class A misdemeanor except that falsely reporting an incident of bomb or explosion is a Class C felony. See ACT 000 - 113 Code of Alabama 1975, § 13A-11-11

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

See ACT 94 - 784 Code of Alabama 1975, § 16-1-24.1

Assault "with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty, he or she causes physical injury to any person" is a Class C felony (assault in the second degree). ACT 94 - 794 Code of Alabama 1975, § 13A-6-21

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. ACT 94-817 Code of Alabama 1975, § 13A-11-72

The parent or guardian of any minor under the age of 18 shall be liable for the actual damages sustained to school property, plus court costs, caused by intentional, willful or malicious acts of a minor. ACT 94-819 Code of Alabama 1975, § 6-5-380

Department of Public Safety (DPS) shall deny a driver's license or learner's permit to any person under 19 who is/has not received a diploma or certificate of graduation, enrolled in a GED program, enrolled in a secondary school, participating in a job training program, gainfully employed, a parent of a minor or unborn child, the sole source of transportation for parents or exempt under provisions of the law. Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over the age of 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days. ACT 94 - 820, Code of Alabama 1975, § 16-28-40

CULLMAN COUNTY COMMISSION ON EDUCATION CODE OF CONDUCT

1. Student conduct in all school activities shall be governed by all applicable Federal and State laws, local ordinances, the policies, rules, and regulations included in the **Cullman County Schools Student Handbook**, and other policies adopted by the Cullman County Commission on Education.
2. The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning bullying, drugs, alcohol, weapons, physical or sexual harm to a person or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. In the event that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing as soon as possible.
3. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and/or the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

STUDENT RESPONSIBILITIES AND RIGHTS ATTENDANCE

Student Responsibilities Are:

- To abide by laws and local board of education and individual school rules and policies regarding attendance.
- To be punctual and regular in attendance.
- To promptly request and complete make-up assignments for excused absences or tardies

Student Rights Are:

- To be informed of local board of education and individual school rules and policies regarding school attendance, including policies and rules regarding absences, tardies, truancies and related programs, checkout, make-up work and school-sponsored activities.
- To be provided with make-up assignments for excused absences or tardies.

Perfect Attendance is defined as neither an absence, tardy, nor early departure.

RESPECT FOR PERSON, PRIVACY AND PROPERTY

Student Responsibilities Are:

- To abide by laws and local board of education and individual school rules and policies regarding respect for person, privacy, and property.

To respect the recognized privacy rights of others.

To attend school and related activities without bringing items prohibited by law or local board of education policy or which detract from the educational process.

To respect the property rights of those at school and the general public.

Student Rights Are:

To be informed of laws and local board of education and individual school rules and policies regarding respect for person, privacy, and property.

To retain privacy of personal possessions on his/her person, in lockers or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or local board of education policy.

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding rules of conduct.

To document receipt of the code of student conduct with his/her signature.

To notify their parents or guardians of ALL written communications from the school. Failure to do so may result in disciplinary action.

Student Rights Are:

To be informed of laws and local board of education and individual school rules and policies regarding rules of conduct.

To be informed as to the specific grounds of the violation(s) of the local board of education's code of student conduct.

THE RIGHT TO LEARN

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding the right to learn.

To take advantage of appropriate opportunities provided for learning. To avoid hindering the teaching process.

To seek assistance, if needed, to aid learning.

To obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy and participation in school programs and activities.

Student Rights Are:

To be informed of laws and local board of education and individual school rules and policies regarding the right to learn.

To be provided a safe school environment free of illegal drugs, alcohol or weapons.

To be provided appropriate instructors, instruction, materials and equipment to take advantage of the opportunity to learn.

To be provided with the opportunity to express concerns regarding the operation of the school.

FREE SPEECH

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding free speech. To be courteous of the views of others.

Student Rights Are:

To be informed of laws and local board of education and individual school rules and policies regarding free speech.

To express disagreement in a constructive manner taking into account the rights of others, consistent with the established education process.

STUDENT PUBLICATIONS

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding student publications.

To communicate in a respectful manner consistent with good education practices. To seek accurate and complete information on the topics approved for publication. To observe the accepted rules for responsible journalism under the guidance of faculty members

Student Rights Are:

To be informed of local board of education and individual school rules and policies regarding student publications.

To participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with that educational process.

ASSEMBLY

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies in regard to assembly.

To seek approval, plan, and conduct meetings consistent with local boards of education rules.

Student Rights Are:

To be informed of laws and local board of education and individual schools' rules and policies regarding programs and activities.

To assemble in a lawful manner for a lawful purpose with prior approval by local school board officials.

PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES

Student Responsibilities Are:

To abide by laws and local board of education and individual school rules and policies regarding school programs and activities.

To be courteous and responsible at all school programs and activities.

To complete assignments related to his/her participation in school programs and activities.

Student Rights Are:

To be informed of laws and local board of education and individual school rules and policies regarding school programs and activities.

To develop or participate in student programs and activities consistent with local board of education and individual school policies.

To seek office in any student organization.

DISRUPTION ON A SCHOOL BUS

1. Failure of any student to abide by "Student Passenger Rules and Regulations" will result in removal of the student from the bus until the problem is resolved by the principal, parents, guardians and student.
2. Students are under the authority of the school principal. The driver of the bus is responsible to the principal for student behavior. Therefore, he must prohibit:
 - a. Exchanging assigned seats while the bus is in motion.
 - b. Throwing objects from or inside the bus.
 - c. Use of tobacco, vapes, e-cigarettes, or other electronic type devices, striking matches, shooting firecrackers, or possession of knives, or any type of weapon.
 - d. Extending head, arms, or hands from windows.
 - e. Defacing or damaging the bus in any manner.
 - f. Vulgar talk, loud noise or shouting.
 - g. Use of the emergency door except in an emergency.

- h. Leaving the bus at any other regular stop except upon written notice from the principal.
 - i. Any other actions not along the lines of good conduct.
 - j. Eating food or drinks on the bus.
 - k. Use of any aerosol containers of any kind, including but not limited to, hairspray, mace, deodorant, sunscreen, etc.
 - l. Willful destruction, damage, or vandalism of any seats, cameras, or other property on a bus will result in the financial reimbursement of said damaged property and will result in the temporary suspension of bus riding privileges and may result in permanent suspension of bus riding privileges. Parents or guardians of students are responsible for the financial reimbursements due.
3. Parents or guardians of students are responsible for damages students do to any bus.
 4. Buses operate on a definite schedule. Students should be at the designated pick-up point, ready to enter the bus when the driver opens the door.
 5. When it is necessary for the student to cross the road to get to the designated pick-up point, extreme caution should be used in crossing. If the student must cross the road when leaving the bus, cross in front of the bus after looking both ways.
 6. If an offense is serious enough to justify immediate action, the driver of the bus has the authority to refuse admittance. The principal will decide if and when the student will again be admitted.
 7. Due to overcrowded conditions and safety hazards involved, children are not permitted to ride any bus over a route other than the one on which they are regularly assigned without permission of parents and approval by the principal that it is an emergency situation.
 8. The driver will immediately report any and all violations of the above to the principal for action.

SCHOOL BUS SERVICES

Bus drivers will run their routes at such a time as to arrive at their home school no earlier than 7:35 a.m. Buses that serve feeder schools will arrive at those schools at a time necessary for them to arrive at their home school at the proper time.

1. Except in unusual circumstances, established school bus stops shall be at least two—tenths (2/10) of a mile apart. A newly established retrace or spur route must not be less than two-tenths of a mile, one way.
2. A school bus will not travel a road that is not open to public traffic or maintained by federal, state, county or city government.
3. School bus stops will be located so that vehicle traffic will have a clear, unobstructed view for a minimum distance of one hundred yards in both directions.
4. Bus drivers will be provided written directions to the home of each new student to be placed on their bus prior to pick-up of students on the morning route.
5. No student will be allowed to ride a bus home from school on the day of enrollment. The student must first be picked up at home on a morning route to allow the driver to learn each new stop. This procedure will help insure the safe and accurate delivery of students and to enable them to recognize their bus and driver before departure.
6. Bus passes will be approved by the principal upon receipt of a written request from the parent or legal guardian. **Phone calls for bus passes will not be accepted except in emergency situations as determined by the principal.**
7. Bus passes will not be issued for groups of students to ride to another stop other than their own.
8. Bus routes will not be altered to accommodate babysitters or day care centers. Students may ride to these locations if a bus presently provides access to these sites.
9. In the event that a student gets on a bus that does not go by their home, the driver will return the student to school.
10. **Students who do not normally ride the bus will not be allowed to ride the bus without written notification from the principal (reserved for emergency situations only).**

NOTIFICATION OF RIGHTS UNDER PPRA

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of

information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning “protected information.”** If the U. S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - a. Political affiliations;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sexual behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of student’s family members;
 - f. Privileged or similar relationships recognized by law, such as with attorneys, doctors and ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student’s parents; or
 - h. Income other than that required by law to determine eligibility.
 - i. A survey that connects any of these points is called a “protected information survey.”
2. **Opt-out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - a. Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
 - b. Any protected information survey, regardless of funding, and
 - c. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law.
3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
 - a. Protected information of students (including any instructional materials used in connection with the survey);
 - b. Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.
4. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington, D. C. 20202-4605

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age or emancipated minors (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to restrict the release of directory information which includes student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended, Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identify, such as a PIN, password, or other factor known or possessed only by the authorized user, and a student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identify, such as a PIN, password, or other factor known or possessed only by an authorized users.

If you do not want this information released, please complete the Directory Information Opt-Out Form and return it to the school within 30 days after the first day of classes (student enrollment). A Directory Information Opt-Out Form is available upon request through your school principal.
2. The right to restrict the release of a student’s name, addresses, and telephone listing to military recruiters and institutions of higher education as required by federal law. This request applies to our students in the senior

high schools. The Cullman County Board of Education (CCBOE) is required to advise you of this requirement and afford you the opportunity to notify the school, if you do not want this information disclosed to the military recruiters and institutions of higher learning. If you do not want this information released, please complete the Directory Information Opt-Out Form and return it to the school within 30 days after the first day of classes (student enrollment).

3. The right to inspect and review the student's educational records upon request. Parents or eligible students should submit a written request to the school principal that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of records may be requested and obtained.
4. The right to request the amendment of the student's educational record that the parents or eligible student believes is inaccurate, misleading, or inappropriate. Parents or eligible students may ask CCBOE to amend a record they believe is inaccurate, misleading, or inappropriate. A written request to the principal should clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the principal decides not to amend the records as requested, the parents or eligible students will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible students with notification of the right to a hearing.
5. The right to consent to disclosures of personally identified information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by CCBOE as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel). A school official has a legitimate educational interest if the official needs to review educational records in order to fulfill his or her professional responsibility. Upon request, CCBOE will disclose educational records without consent to the officials of another school district or post-secondary institution in which a student seeks or intends to enroll.
6. The right to file a complaint with the U. S. Department of Education concerning alleged failures by CCBOE to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

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

A Directory Information Opt-Out form will be provided for you upon request at your local school.

DRESS CODE

Cullman County students are required to dress appropriately and to maintain a neat appearance. The system-wide dress code is reviewed periodically and revised, as necessary. At the beginning of each school year, and as students transfer into the school system, the dress code policy will be explained to them. The classroom teacher or school administrator has the right to refuse any student entrance into the school or classroom whose wearing apparel is, in his or her professional judgment, disruptive to normal classroom procedures or is harmful to the student's health and safety.

Students and school board employees are required to appear at school clothed and groomed in a manner that will help provide an atmosphere conducive to learning and that will promote proper behavior. Any article of clothing or manner of style determined by teachers or principals to be disruptive to the learning environment or to be hazardous to the health and safety of students or to the teachers shall not be worn.

The following guidelines should be followed by students when dressing for school:

1. Halters, tank tops, spaghetti straps, see-through blouses, shirts, or dresses, undergarments worn as outer garments, or any other clothing which is determined to be too revealing, suggestive or disruptive may not be worn to school.

2. For students in elementary, middle, and high school grades shorts, skirts, and dresses must extend to mid-thigh.
3. Spandex/Leggins/Jeggings must be accompanied by a top that extends to mid-thigh, and any part of the clothing that is above mid-thigh cannot be sheer or see through.
4. Shirts and blouses must completely cover the midriff. No midriff, back, or sides should be exposed at any time.
5. All clothing must fit appropriately; excessive big-legged or baggy pants, and shorts are prohibited including pajama bottoms.
6. Long/oversized coats are prohibited.
7. Clothing, masks/face coverings, costume wear, jewelry imprinted with slogans, graphics or pictures that refer to alcohol, drugs, tobacco, or with vulgar or suggestive writing, pictures or patches shall not be worn to school and will not be allowed. Clothing, masks/face coverings, and jewelry with slogans or pictures which promote activities or products prohibited by the school code of conduct will not be permitted. All clothing must fit appropriately and must be worn in the manner for which it was designed.
8. Students must wear shoes or sandals while attending academic classes. House shoes are not permitted to be worn to school.
9. Students may not wear sunglasses inside the building unless prescribed by a medical doctor for health reasons.
10. Students may not wear any type of cap, hat, or headdress at school. The only exceptions will be special occasions at the discretion of the principal such as athletic events, outside P. E. activities, or as head protection in vocational or agribusinesses classes.
11. Clothes with holes above mid-thigh are not to be worn to school.
12. Students must not dress in a manner that is distracting to student learning; dress includes, but is not limited to, any clothing, jewelry and/or piercings (this would include excessive spacers in ears, and face rings/piercings beyond one stud), costume wear, pajamas, etc. that is distracting to student learning. This may also include watches if they are used to text, make phone calls, or used in a manner that distracts learners.
13. Bracelets, belts, and other clothing and accessories with spikes, studs, or chains are not allowed.
14. Students are not allowed to wear extreme facial makeup or hair color/style that is distracting.
15. School sponsored activity uniforms that do not meet the dress code are not to be worn outside the activity itself.
16. Athletic bags (gym bags) must be placed in a secure, designated area prior to the beginning of the school day.
17. Clothing that depicts emblems, graffiti, gang related symbols, or colors are not permitted.

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

The final decision with what constitutes a dress code violation rests with the local school principal.

STUDENTS VISITING SCHOOL

1. Students may not visit other schools in which they are not enrolled unless special permission is given by the principals of both schools prior to visitation.
2. Children under school age are not permitted to visit during the regular school day without prior written permission of the principal.

STUDENTS LEAVING SCHOOL

1. Students may not leave the school grounds during the school day except on written request of the parents, approved by the principal (with said request filed in the school office).
2. Students may not leave school grounds during the school days in a private vehicle except on written request of the parents, approved by the principal (with request filed in the school office), except in emergencies when the principal's approval is sufficient.
3. Students may not sit in, on, or loiter around automobiles on the school premises during the school day.

TOBACCO-FREE ENVIRONMENT

1. The Cullman County Commission on Education intends to maintain a tobacco-free environment in accordance with the Safe School Regulations of the Alabama State Board of Education. All persons, including school personnel, visitors, and students are prohibited from using any tobacco products on school property or at any school-sanctioned activity. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and

any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation, ingestion, or absorption which includes both illegal and legal substance used in a manner not allowed by CCBOE.

2. All persons, including school personnel, visitors, and students are prohibited from using any tobacco products on school property or at any school-sanctioned activity.
3. Failure on the part of school board personnel to comply with this policy will result in discipline, including but not limited to verbal or written reprimand, suspension, or dismissal from employment.

USE OF TOBACCO PRODUCTS

Students may not possess, smoke, or use tobacco products in any form while in a school building, on school grounds, school property or in school buses during the school day or during any school sponsored activity. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation, ingestion, or absorption which includes both illegal and legal substances used in a manner not allowed by Cullman County Schools (CCBOE). Students found guilty of violating this policy will be subject to the students' sanctions for Class III violations in Cullman County Schools' Student Code of Conduct.

VAPING OFFENSES

1ST Offense

CCBOE:

Possession - 3 days short-term alternative school

Distribution - minimum 4 weeks long-term alternative school

COURT SYSTEM:

- 16 hours of community service at a non-profit organization, to be determined by the courts
- Student Juuling Awareness Online Course (6 hours) plus cost of course which is approximately \$43.00
- If the above is completed, the case is dismissed without court costs and the defendant is granted youthful offender status.
- If the above is not completed, the defendant is given a \$50.00 fine, plus court costs of approximately \$350.00 up to \$500.00.

2nd Offense

CCBOE:

Possession - 5 days short-term alternative school

Distribution – 9 weeks long-term alternative school

COURT SYSTEM:

- 24 hours of community service at a non-profit organization, to be determined by the courts
- Student Juuling Awareness Online Course (6 hours) plus cost of course which is approximately \$43.00
- Parent(s)/guardian(s) Parenting Skills Class (8 hours) plus cost of course which is approximately \$50.00
- If the above is completed, the case is dismissed with court costs.
- If the above is not completed, the defendant is given a \$100.00 fine, plus court costs of approximately \$350.00 up to \$500.00.

3rd Offense

CCBOE:

Possession - 20 days long-term alternative school

Distribution - minimum 1 semester long-term alternative school

COURT SYSTEM:

The courts will determine all sentencing, fines, and court costs.

4TH Offense

CCBOE:

Possession – minimum of 9 weeks long-term alternative school

Distribution – student will withdraw and enroll in homeschool.

COURT SYSTEM:

The courts will determine all sentencing, fines, and court costs.

Note: Fines, Court Costs and Costs of Required Courses may increase throughout the year.

*Any vape(s) that test positive for illegal substance(s) and leads to an arrest will fall under the guidelines of Drug/Alcohol Offenses.

DRUGS/ALCOHOL

1. Drug education will be part of the school curriculum. Current Alabama laws, State Courses of Study, and State Board of Education Policies and Curriculum Guides should be consulted when planning these educational programs. Students need to be aware of the physical and psychological dangers incurred through the improper use of drugs and alcohol. Drug education will include the awareness of the relationship between drug and alcohol use and suicide.
2. The possession, transfer, use, manufacture, or distribution of illicit drugs, drug paraphernalia, or alcohol is prohibited within the school board jurisdiction. Persons who ingest, consume, or inject; or otherwise use illegal drugs/alcohol or use drugs without medical justification and are thereby under the influence of such substances on school grounds or at school activities will be in violation of the Code of Conduct and law; will be subject to disciplinary action in accordance with the Cullman County Board of Education Code of Conduct under Class III violations.
3. All school principals should make reasonable efforts to prevent any person from entering the school jurisdiction who is in possession of and/or under the influence of illicit drugs, narcotics, alcohol, or any substance that may alter behavior.
4. A person who willfully sells, furnishes, or gives a controlled substance as defined in the Code of Alabama § 20-2-2 (1975) to a minor may be liable for injury or damage or both, suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.
5. Law enforcement agencies will make periodic, unannounced visits to any local public school for the purpose of detecting the presence of illegal drugs.

POLICY DRUG TESTING OF ACTIVITY STUDENTS

In an effort to protect students electing to participate in extracurricular activities from controlled substance and illegal drug use and abuse, and to promote the health and safety of its students, the Cullman County Board of Education has adopted a random drug testing policy. (6.22 and 6.23)

Participation in school-sponsored interscholastic extracurricular activities and/or driving on school campuses at Cullman County Schools is a privilege. Students electing to participate in extracurricular activities which include but are not limited to Academic Teams (for example: Debate, Math, FBLA, Scholars Bowl), Band, Choral, Cheerleaders, Majorettes, and Athletics, and/or operate vehicles on campus are subject to random drug testing.

“Activity Student” means a member of any middle school (6-8) or any high school (9-12) Cullman County Schools sponsored extra-curricular organization which participates in interscholastic competition. The Board reserves the right to depart from these policies and procedures where it deems it is appropriate. Except where specifically prohibited by law, the guidelines contained within this document may be changed by the Board at any time. Students covered by this policy and its procedures will be informed of changes. This policy supplements and complements all other policies, rules, and regulations of Cullman County Schools regarding possession or use of illegal drugs.

VANDALISM/PROPERTY DAMAGE

1. Students who negligently or maliciously damage, destroy, lose, sell, or otherwise dispose of school property

will be required to pay all costs incurred for the full extent of damage or loss and be subject to immediate suspension or expulsion from school.

2. The parents or guardian of any student or the student 18 or over shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful or malicious acts of the minor.

ASSAULT ON ANOTHER PERSON

1. The Cullman County Commission on Education is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of this school system that fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned or maintained vehicle will not be tolerated.
2. The superintendent, working cooperatively with the local sheriff's department, district attorney, and the juvenile court, shall enforce a "no-fight" policy in all middle/junior high schools and senior high schools, within the system.
3. Fighting in a school building, on school grounds, at any school-sponsored event, or on a school owned/maintained vehicle shall be classified as a major violation of the code of student conduct.
4. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion (Title 13A, Code of Alabama 1975).
5. Assault "with intent to cause serious physical injury to a teacher or to another employee of a public education institution during or as a result of the performance of his or her duty, he or she causes physical injury to any person" is a Class C felony (assault in the second degree).
6. The principal or designee shall investigate any fight and take appropriate action as identified in the code of student conduct.
7. The principal shall notify the appropriate law enforcement officials when a student or person causes physical harm or threatens physical harm to another student or person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant.
8. The principal or designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses.
9. The principal or designee shall secure reliable witnesses for court appearances.
10. The principal or designee will call the sheriff's department and file a complaint/petition with the juvenile court.
11. A reasonable attempt will be made to notify the parent(s)/guardians(s) if the student is to be removed from the school by law enforcement officers.

BULLYING/HARASSMENT (JAMARI T. WILLIAMS ACT)

It is the policy of the Cullman County Commission on Education to maintain a learning and working environment that is free from bullying/ harassment (including sexual harassment). No student shall engage in or be subjected to bullying, violence, threats of violence, harassment, or intimidation by another student through conduct or communication that is based on race, sex, religion, national origin, disability, and/or any personal characteristic. Examples of prohibited conduct include social bullying, verbal bullying, physical bullying, and cyberbullying.

Prohibition - No student shall engage in, nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

Definitions - In this policy, these terms shall have the following meanings:

- a. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

1. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 2. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 3. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 4. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 5. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- a. "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
 - b. "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
 - c. "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
 - d. "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
 - e. "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
 - f. "Student" as used in this policy means a person who is enrolled in the Cullman County public school system.

Description of Behavior Expected of Students

1. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required
 - (a) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation;
 - (b) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and
 - (c) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
2. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
 1. Race
 2. Sex
 3. Religion
 4. National origin
 5. Disability

Consequences for Violations - A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct, or any rule or standard adopted under authority of the Cullman County Board of Education.

Reporting, Investigation, and Complaint Resolution Procedures

1. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is required to inform the student's parent or guardian of the report.

2. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system. All mandatory reporters will report suspicions to law enforcement and/or to the Department of Human Resources (DHR) and any and all necessary and required forms pursuant to mandatory reporter procedures. (Form 1593)

3. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Promulgation of Policy and Related Procedures, Rules, and Forms - This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the CCBOE website (www.ccboe.org) and at each school, shall be available at each school office, and shall be included in the student handbook made available to each student at the beginning of each school year online.

Speech or expressions that are disrespectful, intolerant, bigoted, or hateful are not tolerated.

The Jason Flatt Act

The Jason Flatt Act was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students, at risk, their families and the communities who may be affected. For more information see Model Policy on Alabama's Jason Flatt Act on the CCBOE website at ccboe.org

Erin's Law and Mandatory Reporting

Students will have age-appropriate lessons pertaining to recognizing and reporting abuse over the course of grades K-12.

Jamari T. Williams Act

This act renames the Student Harassment Prevention Act and expands it to better identify and provide consequences for student-against-student bullying, intimidation, violence, and threat of violence. This law also includes cyberbullying and requires bullying prevention programs.

Students should treat all people equally and respectfully and will refrain from the willful or negligent use of slurs, derogatory comments, or terms directed toward any person or groups of persons. The use of such language directed towards an individual or group of individuals will be considered a Class II Violation.

Annalyn's Law

This law requires each school system to adopt a policy for the supervision and monitoring of students identified as a sexual offender.

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BULLYING/HARASSMENT REPORT



Form Revised: 7/22/2020
402 Arnold Street NE
Cullman, AL 35056
(256)734-2933

School Name: _____

Student Name: _____ Date of Birth: _____

Infraction Reported by: _____ Student _____ Parent _____ Grade: _____

Date: _____ Time: _____ Location: _____

Description: _____

OTHER RELATED INFORMATION (Names of witnesses present and other related information) _____

BULLYING/HARASSMENT – A continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board. To constitute harassment, a pattern of behavior may do any of the following:

- A. Make the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn or be effective at school.
- B. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- C. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- D. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- E. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

SEXUAL HARASSMENT – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if the conduct substantially interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment.

This complaint is filed based on my honest belief that _____ has harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

_____ Are you, the student, experiencing suicidal thoughts?

_____ I am a person other than the student who is concerned about the welfare of said student.

Student Signature

Date

Parent Signature

Date



Received by

Date

OFF-CAMPUS OFFENSES

1. Students shall be subject to discipline under Cullman County Schools' Student Code of Conduct for engaging in off-campus conduct that affects the safety and welfare of the school, staff and/or students or that has a direct effect on the discipline or educational environment of the school.
2. Off-campus conduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct that is prohibited by the criminal codes of Alabama or the United States, is punishable as a felony or would be punishable as a felony if connoted by an adult and for which a student has been arrested, indicted, adjudicated to have committed, or convicted.

WEAPONS

1. No person, other than authorized law enforcement personnel, may bring or possess a gun, deadly weapon as defined by Act 94-817, or dangerous instrument at school, on a school bus, or at any school-sponsored event.
2. The school principal shall notify appropriate law enforcement officials when any person is found to possess a gun, deadly weapon, or dangerous instrument at a school, on a school bus, or at any school sponsored event.
3. If that person is a student, he/she will be immediately suspended from attending regular classes and a hearing will be scheduled at the earliest possible date.
4. Students found guilty of possession of a gun will be subject to a minimum of one-year expulsion (Violations may result in permanent expulsion from the school system.)
5. Notwithstanding the foregoing, the Cullman County Commission on Education and the superintendent of education may modify the expulsion requirement for a student on a case-by-case basis.
6. No student guilty of a violation on the policy regarding guns and dangerous weapons will be readmitted to school until all criminal charges or offenses have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the school system.
7. Students with disabilities who violate the policy on guns and dangerous weapons will be treated on a case-by-case basis in accordance with IDEA and Section 504, federal and state laws and regulations, and court rulings.
8. Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public bus, will be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit of license. If a person over 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

***The term "deadly weapon" as used in this section means a firearm or anything manifestly designed, made or adopted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device, a pistol, rifle, or shotgun, or a switchblade knife, gravity knife, stiletto, sword, or dagger, or any club, baton, billy, blackjack, bludgeon, or metal knuckles (Alabama Act 94-817).**

CELL PHONES/PERSONAL MOBILE COMMUNICATION DEVICES

Current procedures for personal mobile devices are that grades K-12 are not allowed to have cell phones in their possession during the instructional day. All cell phones must be powered off and stored away. If a child brings a cell phone to school, please understand that they bring it at their own risk for potential damage, loss, or theft. Students have the ability to use a school phone if the need arises, (and cell phones are not to be the means by which a student contacts a parent or others during the school day).

VIOLATIONS AND SANCTIONS

It is fundamental that an orderly school has clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the code of student conduct. Violations of the Code of Student Conduct are grouped into three classes (Class I, Class II, and Class III) which range from the least to the most serious. Before determining the classifications of a violation, the principal or designee will consult with the involved student(s) and, if necessary, the appropriate school personnel. Once the classification of the violation is determined, the principal or designee will implement the disciplinary action. Appropriate school personnel shall investigate, verify and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or

from school or school-related events. (The Jamari T. Williams Law includes off-campus and non-school related events.)

As the violations increase in seriousness, the severity of the possible sanctions increases. The Cullman County Commission on Education may adopt other violations and sanctions in addition to those contained in this list. The Board will define the conduct necessary to establish a violation.

CLASS I VIOLATIONS

Class I violations of the code of conduct are for minor offenses

Any other violation which the teacher may add

Any offense not defined in the Class I category which the principal or designee may reasonably deem to fall within this category.

Distraction of other students

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting - Examples: talking excessively, interrupting class functions, provoking other students, etc.

Failure to follow directive of a CCBOE employee

Failure to follow instructions - Examples: Failure to take correspondence home, failure to obey instructions in hallways, assemblies, etc.

Inappropriate display of affection

Bullying, intimidation, violence, and threats of violence to a student

Verbal, physical, social, and cyberbullying conduct includes, but is not limited to, students solely based on student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Late to class

Repeatedly reporting late to class Littering

Non-conformity to dress code

Non-direct use of profane language or obscene manifestation

Refusal to complete class assignments

Continued refusal to complete class assignments

Unauthorized use of school or personal property

CLASS I SANCTIONS

First and second offenses

In-school conference with student

Verbal reprimand

Parent contact

Withdrawal of privileges

Temporary removal from class

In-School detention

Corporal punishment

Subsequent offenses

The violation advances to a Class II offense.

A discipline report is sent to the principal or designee for Class II Sanctions

CLASS II VIOLATIONS

Class II violations are intermediate offenses

Any other violation which the principal may add

Any offense not defined in the Class II category which the principal or designee may reasonably deem to fall within this category

Disrespect toward a CCBOE employee

Any verbal or non-verbal conduct and/or behavior directed toward a CCBOE employee that is rude or discourteous.

Disruption on a school bus (Policy 6.14)

Gambling

Any participation in games of chance

Bullying, intimidation, violence, and threats of violence to a student

Verbal, physical, social, and cyberbullying conduct includes, but is not limited to, students solely based on student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Inappropriate touching of another person may be defined as sexual harassment

Late to school

Arriving late or departing early from school

Possession and/or use of matches or lighters

Possession of stolen property

Possession/use of cell phones, CD players, games, etc.

Profanity or obscene gesture

May be verbal, written or physical

Refusal to follow appropriate directive from a CCBOE employee

Defiance of a teacher, principal, or designee in regard to any area of the code of conduct

Theft of property

Third Class I offense this school year

The student has two or more Class I violations during the current school year

Threats/Bullying/Extortion

Verbal or written threats of an injury to the person, property or reputation of another person with the intention to extort money or to gain any advantage whatsoever or with the intent to compel the person to do any act or refrain from any act against his/her will

Trespassing

Willfully entering or remaining in any structure, conveyance or property without authorization or refusal to depart when asked by an authorized person

Unauthorized absence from class or school

Leaving school or class without permission or truant from school or class

Unauthorized organizations

Any on-campus activities of fraternities, sororities, secret societies, non-affiliated school clubs or gangs

Violations of Honor Code

Issue with Code

See Additional Policies

Written or verbal proposition to engage in sexual acts

CLASS II SANCTIONS

First and Second Offenses

Temporary removal from class In-School detention

Corporal punishment (6.16) In-School suspension

Out-of-School suspension (6.18)

Referral to an outside agency
Justice system, Department of Human Resources, or other appropriate agency
Restitution of Property
Saturday School
Other sanctions approved by the board
Subsequent offenses
More than two Class II offenses during the school year advances to a Class III offense

CLASS III VIOLATIONS

Class III violations of the code of conduct are major violations

Any other offense which the principal may add

Any offense not defined in the Class III category which the principal or designee may reasonably deem to fall within this category

Assault of a student, teacher, staff member, visitor, etc. (Act 94-794)

Any intentional, unlawful touching or striking of another person (student, CCBOE employee, visitor, etc.) Bomb Threat

Any communication(s) concerning CCBOE property which interrupts the educational environment

Bullying, intimidation, violence, or threat of violence to a student

Verbal, physical, social, and cyberbullying conduct includes, but is not limited to, students solely based on student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Crime as defined under the laws of the county, state, or USA.

Any unlawful act not defined in the CCBOE policies concerning student conduct.

Drugs/drug paraphernalia/alcohol: possession/sale/use (AL Code 20-2-2)

Unlawful possession, transfer, use of, or sale of drugs/drug paraphernalia, alcoholic beverages, or counterfeit drugs as defined by legal authorities

Fighting

Any physical conflict involving two or more individuals

Gang recruitment

Any attempt to solicit, recruit, entice, encourage, or intimidate a student to join a gang

Hazing

Any initiation process involving harassment

Inciting or participating in a major student disorder

Any leading, encouraging or assisting in disruptions which result in destruction or damage to private or public property; physical injury to participants or others during any school-related activity.

Possession of a Weapon (Act 94-817)

Profanity/Obscene gesture/Abusive Language directed toward a CCBOE employee May include obscene material

Sexual Offense

Any act of a sexual nature including but not limited to battery, intercourse, rape, attempted rape or indecent exposure

Theft or burglary of school property

Any intentional, unlawful taking of and/or carrying away of property belonging to or in the lawful possession or custody of another person

Third Class II violation during the school year

Tobacco/Vapes Devices: possession/sale/use

Any possession/sale/use of tobacco products on the school premises or school sponsored event

Truancy (AL Code 16-28-12)

Unjustified activation of a fire alarm system, fire extinguisher or any alarm warning system

Vandalism

Any willful or malicious destruction or defacement of school property Violation of the acceptable use policy (Technology)

CLASS III SANCTIONS

In-School suspension
Long Term Alternative School
Out-of-School suspension
Saturday School
Referral to the authorities
Justice system, Department of Human Resources, or other appropriate agency
Restitution (property or damage)
Any other sanctions the CCBOE may deem appropriate, including expulsion

1. Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts a proper atmosphere for learning within classrooms or other parts of school.
2. Notice of the rules and regulations existing in each school shall be disseminated to students and parents by a variety of methods. The parent/ guardian of each student shall document the receipt of the discipline policies governing their children.
3. Application of disciplinary regulations shall at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, shall be afforded all students prior to imposition of punishment. The degree of due process afforded shall be commensurate both with the gravity of the offense and the severity of the contemplated penalty.
4. No pupil shall be denied the right to participate in the school food service program as a result of disciplinary action. Reasonable detention under teacher supervision at the close of the school day shall be authorized for all schools. In case a child is to be detained after normal school hours, the parents shall be notified in advance. A child who is transported in a school bus shall not be caused to miss his/her bus by reason for such detention, except with prior notice to and/or permission of the parents. Students unable to remain after school because of such reasons shall receive alternative punishments.

CORPORAL PUNISHMENT

The decision to administer corporal punishment will be carefully considered. Students should be advised why corporal punishment is being administered and be provided with the opportunity to present their side of the story prior to the administration of corporal punishment. When corporal punishment is administered, it will be done by the principal, assistant principal, or a professionally certified employee designated by the principal or assistant principal.

1. Corporal punishment shall be witnessed by another professionally certified employee.
2. Corporal punishment shall not be administered in the presence of other students.
3. Punishment shall not be cruel or excessive.
4. All cases of corporal punishment shall be recorded, and the record shall be kept.

SUSPENSION/EXPULSION

1. Suspension is the removal of students from their regular school program for a period not to exceed ten (10) school days. Students may be suspended until working agreements satisfactory with the principal have been formulated.
2. Immediately following the suspension, the principal shall prepare a summary report of the student's conduct to keep on file both at the local school and the superintendent's office.
3. A suspended student may not be eligible to enroll in any other school in Cullman County until the problems motivating the suspension have been brought to a satisfactory conclusion.
4. If, after two or more suspensions, the principal fails to get the cooperation of the offending student and his/her

5. parents, and if the student is of compulsory age, the case may be referred to juvenile court.
6. No teacher, athletic coach or sponsor shall have authority to expel or drop any student from a class or from a school-sponsored activity without the approval of the principal.
7. Students shall be given notice of the charges against them and shall have an opportunity to present their explanations of the situation before any action is taken.
8. Written notice shall be available to parent(s) or guardian regarding the reason disciplinary action was taken.
9. Generally, a notice and conference should precede the student's suspension from the school. However, if the immediate suspension of the student is justified because the student's presence endangers others or school property or would seriously disrupt the orderly academic process, the necessary notice and conference will follow as soon thereafter as possible.
10. Expulsion is removal of the right and obligation of the student to attend a public school under the conditions set by the Cullman County Commission on Education.
11. An administrative hearing or review shall be conducted at the local school on all proposed expulsions prior to presentation to the Cullman County Commission on Education.
12. A student may be expelled from school if an offense is serious enough to warrant such action. The authority to expel a student is retained solely by the Cullman County Commission on Education.
13. The local principal must make a recommendation, in writing, to the superintendent of education and the commission to expel a student or students. The commission will then make a decision.
13. The local principal may suspend a student pending the expulsion decision of the commission on education.
14. Provided a student is recommended for expulsion, the local school principal shall notify, in writing, the student and the parents or guardians, with a copy to the superintendent, of the action taken and course for such action.
15. The superintendent shall notify, in writing, the student and the parents or guardians of action taken by the board.
16. The suspension or expulsion of students with disabilities shall be in compliance with IDEA and Section 504.
17. In all cases of expulsion, the rights of due process shall be observed.

SUSPENSION/EXPULSION OF EXCEPTIONAL STUDENTS

1. A free, appropriate public education (FAPE) which meets the standards of the Alabama Department of Education, Individuals with Disabilities Act and Section 504 will be provided to all students with disabilities in conformity with their individualized education program.
2. Special Education students who violate a code of student conduct may be removed from their current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 school days to the extent such alternatives are applied to children without disabilities. (Alabama Administrative Code r.290-8-9-.09 (1) (b)).
3. If a special education student violates a code of conduct and the behavior is determined not to be a manifestation of the child's disability pursuant to Alabama Administrative Code r.290-8-9-.09 (1)(e) and (f), school personnel may remove the student from their current placement for more than 10 school days. However, a free appropriate public education must be provided to children with disabilities although it may be provided in an interim alternative educational setting.
4. Within ten school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the education agency, the parent and relevant members of the IEP Team (as determined by the parent and the local education agency) must conduct a manifestation determination to determine if the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or was a direct result of the education agency's failure to implement the IEP.
5. If the education agency, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team must:
 - a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for the child;
 - b. In the situation where a behavior intervention plan has been developed, review the plan, and modify it,

- as necessary, to address the behavior; and
- c. Except as provided in Alabama Administrative Code r.290-8-9-.09 (1) (g), return the child to the placement from which the child was removed unless the parent and the educational agency agree to a change of placement as part of the modification of the behavioral intervention plan.
 - d. School personnel may remove a student to an interim alternative education setting for not more than forty-five school days without regard to whether the behavior is determined to be a manifestation of the child's disability, in cases where a child:
 - 1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local education agency;
 - 2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local education agency; or
 - 3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local education agency.
 - 4. Not later than the date on which the decision to take disciplinary action is made, the education agency shall notify the parents of that decision, and of all procedural safeguards in accordance with the Alabama Administrative Code r.290-8-9-.09.
 - 5. According to Alabama Administrative Code r.290-8-9-.09, the interim alternative educational setting shall be determined by the IEP Team.
 - 6. The parent of a child with a disability who disagrees with any disciplined decision regarding the placement of the manifestation determination described in Alabama Administrative Code r.290-8-9-.09, or an education agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an impartial due process hearing.

RESTRAINT POLICY

As a part of the policies and procedures of the school system, the use of physical restraint is prohibited in the system and its educational programs except in those situations in which the student is an immediate danger to self or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

Ala.Admin.Code 290-3-1-.02(1) (f)

TV SURVEILLANCE CAMERAS

- 1. To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Cullman County Commission on Education may use surveillance equipment on properties owned and/or maintained by the school system.
- 2. Properties include buildings and grounds as well as vehicles owned and/or operated by the system.
- 3. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment.
- 4. Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized personnel only.
- 5. All school personnel, students, and parents shall be informed that they are subject to being videotaped while in

school buildings, on school grounds, at school events and in system-owned/maintained vehicles.

6. Any information obtained through the use of surveillance equipment shall be used for school disciplinary or law enforcement purposes.

METAL DETECTORS

1. To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Cullman County Commission on Education may employ the use of metal detectors. Stationery and/or mobile metal detectors may be used.
2. Training shall be provided for authorized persons on the use, maintenance and storage of said equipment and on applicable laws and procedures for conducting searches.
3. Particular circumstances may call for private, hand-held metal detector searches.
4. All metal detector searches shall be conducted by school board employees authorized by the principal or appropriate law enforcement personnel.
5. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes.
6. These policies shall be communicated annually to all school personnel, students, and parents.

These students may have poor reading skills, inadequate communication skills, poor test scores, or have been retained. They may have excessive tardiness/absences/truancy or are potential dropouts or may be discipline problems involved in juvenile court.

The State Department of Education and the CCBOE feel that if these students are given attention and assistance in the identified areas of need, they will be given the opportunities to experience school success. That additional assistance will be recommended by a team of professionals at each school who comprise the Problem Solving Team (PST). The team will create a plan of action for At-Risk students called a Problem Solving Teams (PST) plan.

If the intervention plan that the team creates for your child does not work, then the information gathered during a 6 to 9 week period may be used for a referral to special education. This team is composed of a school administrator, general educator who is requesting the support, school counselor, other regular educators, special educators and other individuals as needed.

You may ask for help from the PST for your child by contacting the local school counselor. He or she will be able to talk to you about the referral.

HEALTH INFORMATION

COMMUNICABLE DISEASES

The Cullman County School System will work cooperatively with local and state health agencies to enforce and comply with applicable health codes for the prevention, control, and containment of communicable diseases in schools. The school nurse is required to report notifiable communicable diseases /conditions to the local health department within the specified time frame. A student diagnosed with a communicable disease must be cleared by a physician, nurse practitioner, the public health department, and/or the school nurse with a statement of clearance to the school. For additional information, parents or guardians may contact their child's school nurse or the Lead Nurse, Cullman County Board of Education, 402 Arnold Street, N.E., Cullman, AL 35055. Phone: 256-734-2933.

The Cullman County Board of Education will follow, to the extent possible, the recommended guidelines from the State of Alabama – Governor's office, the Alabama Dept. of Public Health, and the Alabama State Dept. of Education concerning any pandemic or other health crisis.

CERTIFICATE OF IMMUNIZATION

Upon enrollment and throughout the student's scholastic career, as appropriate, parents of Cullman County Schools' students are required to provide an up-to-date certificate of immunization or a certificate of exemption (religious or medical). Medical Exemptions must be issued by a licensed physician. Religious Exemptions must be issued by the County Health Department. The Certificate of Religious Exemption and the Certificate of Medical Exemption should be on forms approved by the Alabama Department of Public Health and will be accepted in lieu of the Certificate of

Immunization. Immunization Certificates are available from the Cullman County Health Department or from your child's physician. The Certificate of Immunization must be on a form approved by the Alabama Department of Public Health.

See the following chart of required vaccines for school/daycare attendance:

REQUIRED VACCINE	NUMBER OF DOSES
Diphtheria/Tetanus/ Pertussis	5 doses (4 if the 4th dose was received after the 4th birthday)
TDaP (Tetanus/ Diphtheria/Pertussis)	1 dose (11-12 years of age)
Polio	4 doses (3 if the 3rd dose was received after the 4th birthday)
Measles/Mumps/ Rubella	2 doses of Measles, 1 dose of Mumps, and 1 dose of Rubella
Hib	4 doses up to age 5 (daycare only)
Varicella	1 dose or (2 doses separated by at least 28 days for persons 13 years of age or older beginning the vaccination series) or proof of immunity
Pneumococcal Vaccine	4 doses up to age 14 months (preschool ages 3 and 4)

IMMUNIZATION REQUIREMENT FOR 6th GRADE ENTRY

The State of Alabama requires an additional TDaP vaccine for students entering 6th grade. Please have your child immunized over the summer and present the updated certificate of immunization to your child's school before the first day of school. The TDaP vaccine can be obtained from your child's physician or from the Cullman County Health Department.

RECOMMENDED IMMUNIZATIONS

- Influenza: Yearly vaccination against influenza virus is recommended for all school-age children, except when contraindicated due to individual factors.
- HPV (Human papillomavirus): Boys and girls between the ages of nine (9) and twenty-six (26).
- Meningococcal (MCV4): Eleven (11)- twelve (12) year old and unvaccinated adolescents.
- Hepatitis B: If your child has not already completed the three (3) dose vaccine series.

MENINGOCOCCAL DISEASE

Meningococcal disease is any illness caused by the bacteria *Neisseria meningitis*. It is the leading cause of bacterial meningitis in children two (2) – eighteen (18) years of age in the U.S. Meningococcal disease can be very serious, even life threatening in forty-eight hours or less.

The two most severe and common illnesses caused by meningococcal bacteria include:

Meningitis – an infection of the fluid and lining around the brain and spinal cord

Septicemia – a bloodstream infection

Symptoms of meningococcal disease are similar to influenza (flu) and may include sudden onset of a high fever, increased sensitivity to light, headache, rash, stiff neck, confusion nausea, vomiting, severe aches and pain in the muscles, joints, chest or belly. Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household. For more information regarding meningococcal disease, go to www.cdc.gov and type meningococcal disease in SEARCH box or ask your doctor or your local county health department. Adolescents eleven (11) through eighteen (18) years of age are routinely recommended for two (2) doses of meningococcal conjugate vaccine (MCV4). Preteens should get the first dose

of MCV4 at their eleven (11) – twelve (12) years of age check-up and a booster dose of MCV4 is recommended at sixteen (16) years of age.

SUNSCREEN IN SCHOOLS

Students may possess and use federal Food and Drug Administration regulated over-the-counter sunscreen at school and at school-based events. Any student, parent, or guardian requesting a school board employee to apply sunscreen to a student shall present to the nurse a Parent Prescriber Authorization Form (PPA) containing a parent or guardian signature. A medical provider signature or medical provider order shall not be required.

IMPACT OF HEAVY BACKPACKS

Carrying too heavy a backpack may affect children's health and have long term effects. Research shows that children carrying more than 10% of their body weight is damaging to their spinal and postural health. For more information visit the CCBOE website. Menu-Documents-Health Services-Health Information

DIET PRESCRIPTION

In the event your child requires a specific diet AS ORDERED BY HIS/HER PHYSICIAN, a diet prescription form will need to be completed and signed by the parent and student's authorizing physician. This form is available in your student's nurse office, local CNP lunchroom manager, or on the CCBOE website at www.ccboe.org under Menu – Documents - Health Services – Medication and Procedure Forms.

HEAD LICE

Checking for head lice is not a routine nursing procedure. If a student is found to have live lice the parent will be notified. After appropriate treatment, the student should be allowed to return to school. Students will receive the day the parent is notified and one additional day excused. (If the child is picked up, the early departure and the following day will be excused.) It is recommended that each family periodically check their child's head for nits and live lice.

MEDICATION FORMS

Prescribed and/or over the counter (OTC) medication is administered only upon receipt of a correct, current, completed School Medication Prescriber/Parent Authorization Form (PPA). This form is available in the nurse's office at your child's school or on the CCBOE website at www.ccboe.org under Menu – Documents - Health Services – Medication and Procedure Forms. Please ensure the PPA matches the pharmacy label.

DELIVERY OF MEDICATION

All prescription medication must be in a current, pharmacy-labeled prescription container. All OTC medications must be in an unopened (sealed), manufacturer-labeled container and identified with the student's name written in permanent ink. The parent/ guardian or parent-designated responsible adult (not the student) should deliver to the school.

ACCEPTANCE OF MEDICATION

Both the parent/guardian or authorized adult and the medication assistant or licensed nurse will sign the back of the Medication Administration Daily Record (MAR) to verify the amount received or retrieved. Students must not deliver or carry any type of medication to and from school except those authorized for self-administration/ self-carry.

STORAGE OF MEDICATION

All medications must be stored in the school office or the nurse's office according to ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical emergencies.

EMERGENCY MEDICATION

A student may carry his/her emergency medication on his/her person for self-administration with proper authorization on the School Medication Prescriber/ Parent Authorization Form (PPA) and after demonstration of proper administration to the nurse.

EXPIRED MEDICATION

The onsite nurse will begin notification of expiring medication to the parent/guardian or authorized adult two months prior to the medication expiration date. Expired medication must be picked up by the expiration date. If the medication is not picked up within this time frame, medication will be destroyed in accordance with federal and state guidelines.

END OF EACH SCHOOL YEAR

The parent/guardian or authorized adult must pick up all medications on or before the last day of classes or the medications will be destroyed. Medications cannot be kept at the school between the end of the regular school year and the start of summer school.

PREVENTATIVE HEALTH MAINTENANCE

Parents/guardians should screen their child(ren) daily for signs and symptoms as listed under Student Exclusion Due to Illness before sending them to school. If your student is sick, please keep them home. We are committed to sending sick students home to decrease exposure to the rest of our students and keeping students not exhibiting contagious signs or symptoms in school to learn. Effective hand washing is the most powerful weapon available to fight the transmission of most infections. Adequate nutrition, rest, and exercise are important in the fight against illness.

STUDENT EXCLUSION DUE TO ILLNESS

Should a student develop any contagious signs or symptoms such as vomiting, diarrhea, fever (100 or higher), severe headache, severe stomachache and cramps, severe sore throat, severe upper respiratory symptoms, or cold and flu-like symptoms while at school, school personnel will contact the parent/guardian or authorized adult and require that the student be taken home. If symptoms persist for longer than two days, consider taking your student to a physician. In the absence of a medical diagnosis or a physician signed clearance to return to school, students who are ill should be excluded for 24 hours after the last episode or until illness subsides according to guidelines in the chart below:

SYMPTOM	CCBOE EXCLUSION PERIOD
Diarrhea	Until 24 hours after the last episode of diarrhea
Fever (100° degrees or higher)	Until 24 hours after the last episode of fever without anti-fever medication
Respiratory	Until 24 hours after the last episode of productive cough or wheezing in a non-asthmatic
Severe Headache	Until 24 hours after symptoms resolve in a student without a diagnosis of migraines or seasonal allergies
Skin rash with fever	Until 5 days after the onset of the rash and 24 hours after the last episode of fever without anti-fever medication
Skin rash without fever	Until 24 hours after the rash has faded
Vomiting	Until 24 hours after the last episode of vomiting
Wound(s)	Any wound(s) which may spread infection must be covered at all times while at school and may require a letter from a physician to return to school

MEDICATION PROCEDURES FOR CULLMAN COUNTY SCHOOLS

- All medications must be brought to school by an adult (not necessarily the parent). Medications should not be transported on a Cullman County school bus or brought to school by a student.
- In the event a student brings medication to school, the parent/guardian will be contacted, informed of medication guidelines for Cullman County Schools, and will be required to come to school to administer the medication. No

medication will be administered without a completed Prescriber/Parent Authorization. Medication will not be sent home with the student. It must be picked up by the parent/guardian or another responsible adult. If not picked up within 3 days, the medication will be disposed of following state guidelines.

- All prescription medications should be received in the original bottle specific to that medication, child, and circumstances. All over the counter (OTC) medications should be received in an unopened, original bottle. Siblings may share a bottle of OTC medication as long as it is age appropriate for each child.
- Pharmacy Board guidelines require that no medications will be bought or received for the general student population. All medication must be provided by the parent/guardian specifically for his/her own children.
- All medications will be counted by the nurse or unlicensed medication assistant and the person bringing in the medication and both should sign the appropriate form.
- No medication will be given without written parental consent. Verbal consent will not be accepted. Parent/guardian should specify dosages, times, and circumstances to be given. However, if any of the above is deemed inappropriate or differs with label directions, the nurse may make adjustments based on nursing judgment (ex. Parent specifies too high a dosage for the child's weight or age). Parent's/guardian's directions must be specific as to symptoms (if Advil is to be given for menstrual pain, it can only be given for that reason, not headache or fever). The nurse/medication assistant should check the consent for wording (ex. give for fever, headache, or mild discomfort).
- In extreme instances, prescription medication may be given with a parent signature only and a valid, current prescription label for no more than 48 hours to give the parent time to obtain a signed Parent/Provider Authorization from the physician. After this time, the parent/guardian must obtain a physician signature for the medication to continue to be given.
- Cullman County School nurses will accept verbal orders only from physicians, but a written notice should follow within 48 hours. Cullman County School Board Procedures will not allow changes to be made on the Parent/Prescriber Authorization regarding a prescription medication based solely on communication with the parent/ guardian or student.
- The school nurse or medication assistant will administer all medications with the exception of those specific medications (inhalers, EpiPen, insulin, etc) which can be safely administered by the student with written permission of both the physician and parent/guardian. Before any medication can be self-administered, the nurse is required to assess for competency and safety.
- Medication should be picked up by the parent/guardian or authorized adult at the end of the school year or if medication is discontinued. The parent/guardian will be notified of the presence of the remainder of medication and be given a specified length of time for it to be picked up. If not picked up by the specified time, the medication will be disposed of based on state and federal regulations.
- Food supplements, natural substances and herbs are not without potential harm, including life-threatening conditions. Herbal products and dietary supplements have not been subject to the approval of the Food and Drug administration (FDA) and in the United States, as in most countries, dosage and purity have not been regulated for these products. School personnel should not give any substance that could be considered as a drug or medication, including natural remedies, herbs, and nutritional supplements, without the explicit order of an authorized prescriber and parent authorization.

Revised 05/2023

SERVICE ANIMALS
Procedures for Responding to Requests for Any Individual with Disabilities to
Bring a Service Animal to School and/or to a School Function

PURPOSE

The purpose of these procedures is to provide a system for responding to a request for an individual with a disability to bring his/her service animal to school and/or to a school function.

GENERAL STATEMENT OF PROCEDURES

The Cullman County Board of Education will comply with all state and federal laws, regulations and rules regarding the use of service animals by individuals with disabilities under appropriate circumstances.

DEFINITION OF AN "INDIVIDUAL WITH A DISABILITY"

An individual with a disability is defined as an individual with a physical or mental impairment that substantially limits one or more of the major life activities, as defined by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (ADA).

DEFINITION OF A "SERVICE ANIMAL"

As defined by Alabama Law and federal regulations implemented under Title II of the Americans with Disabilities Act (ADA), a service animal includes any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition. (Note: The ADA regulations as to service animals also include "miniature horses" in appropriate circumstances).

DEFINITION OF "WORK OR TASKS" PERFORMED BY A SERVICE ANIMAL

The work or tasks performed by a service animal must be directly related to the individual with a disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effect of an animal's presence and/or the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of these procedures.

PERSONS TRAINING A SERVICE ANIMAL

An individual training a service animal is entitled to the same privileges granted to an individual with a disability.

PROCEDURES/REQUIREMENTS

A request to bring a service animal to school and/or a school function by or on behalf of an individual with a disability is subject to the following procedures and requirements:

1. The district may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. The district will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. The district will not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (*e.g.*, the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).
2. Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the district's facilities where students, faculty, members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go without prior notice to the district.
3. The district can require proof of immunization and all animal licensing and registration requirements under applicable Alabama and local law. In addition, individuals who have service animals are not exempt from local animal control or public health requirements. If the District is not provided proof of immunization as required by Alabama or local law, the district may refuse to allow the individual to bring the service animal to school and/or a school function.
4. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of the harness, leash, or other tether would interfere with the service animal's safe, effective performance or work or tasks, in which case the service animal must be otherwise under the handler's control (*e.g.*, voice control, signals, or other effective means).
5. The district is not responsible for the care or supervision of a service animal.
6. The district may ask the individual with a disability to remove a service animal from the premises if:
 - a. the animal is out of control and/or the animal's handler does not effectively control (*e.g.*, voice control, signals, or other effective means) the animal's behavior; or
 - b. the animal is not housebroken

If the District excludes or removes a service animal consistent with the provisions of this paragraph, the individual shall be provided the opportunity to participate in the service, program, or activity *without* having

7. The district will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.
8. If it is determined that the individual will not be allowed to bring his/her service animal to school and/or a school function, that determination will be considered a grievable discrimination issue and subject to the district's grievance or complaint procedures.

Authority: 4.12 Service Animals - *Cullman County Commission on Education Policy Manual*

Cullman County Commission on Education Policies and Procedures on Academics

HONOR CODE

I. Honor Code (cheating)

The administration and faculty of Cullman County Schools are dedicated not only to teaching academic skills, but also to fostering integrity among students. Today's students are the leaders of tomorrow; therefore, students must be encouraged to recognize, understand, and practice ethical behavior. The following is considered unethical behavior; while this does not include all unethical behavior, it is presented to help students avoid what is considered unethical behavior

1. Copying another person's work to be submitted as one's own
2. Plagiarizing
3. Having, using, or attempting to use unauthorized aids (books, notes, calculators and other electronic aids) on tests, quizzes, homework, papers, or projects
4. Writing formulas, notes, or other material on desks, paper, hands, or clothing to be used while completing an assignment or taking a test
5. Having a copy of the test or answers to the test
6. Providing specific information about a test to someone who has not yet taken the test
7. Attempting to deceive by changing a test paper that was previously graded as a test
8. Giving unauthorized assistance to a fellow student, i.e., giving another student homework to copy, allowing another student to look on test papers, doing another student's assignment for him/her or unauthorized sharing of assignments
9. Printing out or using another student's file or work, via computer
10. Providing any false information to a teacher

Penalties for cheating will be addressed as a Class II violation of the Code of Student Conduct.

II. Respect

Along with fostering integrity among our students, the administration and faculty of Cullman County Schools are dedicated to building character and promoting good citizenship among our students. In an effort to accomplish our goal, we have the following expectations of our students:

1. Students will address administrators, faculty, and other school personnel with an appropriate title.
2. Students will follow directives given by all administrators and faculty members.
3. Students will abide by posted classroom rules.
4. Students will treat school visitors with respect.

ACADEMICS - KINDERGARTEN

1. The operation of a quality kindergarten program requires much planning, adequate funding, and a firm commitment for the development needs of children.
2. A child must be five years of age on or before September 1 of the year he/she enters kindergarten. Prior to entering the kindergarten program, with the exception of homeless, foster care, migratory, immigrant, neglected and/or delinquent and limited English proficient children, a child must meet immunization standards specified in the Code of Alabama. Documentation to verify age, proof of residency and proof of immunization shall be presented in accordance with the same policies and procedures for entering first grade in Cullman County.
3. Kindergarten children should be transported by the same means and subject to the same regulations as other school children.
4. Kindergarten students will be promoted on the basis of earned academic credit (master/application) for grade level skills.
5. In terms of the state goals for kindergarten, the Cullman County School System will carefully evaluate the progress of kindergarten children.
6. A professional staff member of the school system should be assigned the responsibility for the coordination of kindergarten and other programs. The Cullman County Commission on Education shall approve the school

- location of kindergarten classes. The kindergarten classes must be under the supervision of a principal who will promote program continuity between kindergarten and other elementary grades.
7. The kindergarten day shall be the same length as that of elementary schools in the system. Time-on-task in kindergarten means individual exploration, small group interest activities, social interaction, manipulation of concrete objects, and many other first-hand experiences. It also includes teacher planned and directed activities.
 8. Kindergarten classes will be operated in compliance with federal and state laws.

ADMISSION OF STUDENTS

1. Admission of Students to School

- a. A child who is six years of age on or before December 31 may enroll in first grade at the opening of that school year. Every child between the age of six and seventeen years shall be required to attend school. The parent, legal custodian, or guardian of a child who is six years of age may opt out of enrolling their child in school at the age of six years by notifying the local school board of education, in writing that the child will not be enrolled in school until he or she is seven years of age. (Section 16-28-3, Section 16-28-4, Code of Alabama, 1975)
- b. A student entering Cullman County Schools for the first time shall present documentation to verify age, proof of immunization and proof of residency. Disclosure of the child's social security number (SSN) is voluntary. If provided, the SSN will be used as a means of identification in the statewide student management system and in conjunction with enrollment in school as provided in Alabama Administrative Code §290-3-1-.02(2)(b)(2).
- c. No student will be enrolled in school unless he/she presents to the school a certificate(s) of:
 - (1) Immunization, or
 - (2) Medical exemption, or
 - (3) Religious exemption, or
 - (4) Temporary exemption

The enrollment of homeless, foster care, migratory, immigrant, neglected and/or delinquent and limited English proficient shall not be denied or delayed due to lack of documentation listed in sections b and c above. Refer to Board Policy Section (6.1.2.c)

- d. All applicants for admission shall furnish additional required information on the forms supplied.

2. Admission of Students

- a. Admission of students to the schools under the jurisdiction of Cullman County Schools shall be on an individual basis, upon application submitted by the parent, guardian, or student to the school at the beginning of each school year subject to the rules and regulations as the Cullman County Commission on Education may prescribe.
 - b. Prior to admission of students, enrolling official (school registrar, counselor, principal, etc.) must verify that the student wishing to enroll was in good standing at the time of withdrawal from the school last attended. No eligible student may be excluded from the appropriate school within the school district except by due process or failure to meet specification of the policies, rules, and regulations of Cullman County Schools.
 - c. If an individual is twenty-one years of age or older on or before September 1 of a school year, he/she shall not be admitted to any Cullman County School without prior approval of the superintendent of education and the school principal.
3. Refer to the Alabama High School Athletic Association for guidelines and procedures concerning the admission of homeschool students for participation in sports in middle school and high school.

TRANSFER OF STUDENTS

1. Any student who has been enrolled in a school may not transfer to any Cullman County School until the parents establish a proof of permanent residence change to the principal of the school in which the student wishes to enroll and obtains permission from both principals involved. Any questionable transfer must be approved by the Cullman County Commission on Education.
2. Prior to admission of transfer students enrolling, the school official (school registrar, counselor, principal etc.) must verify that the student wishing to enroll was in good standing at the time of withdrawal from the school

last attended.

3. Transfers from Accredited Schools:

- a. A student transferring to an Alabama public school from a public or non-public school accredited by an accrediting agency recognized by the State Board of Education will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript(s).
- b. All transfer students must meet local board of education attendance and graduation requirements.

4. Transfers from Non-Accredited Schools

- a. Any student enrolling from a non-credited school should contact their school counselor for specific enrollment procedures. Placement testing may be required.

5. Students withdrawing from Cullman County Schools to enroll in a church-school program must follow withdrawal procedures:

- a. Parent/Legal guardian must officially withdraw student from the Cullman County School.
- b. The parent/legal guardian of said student must sign student's withdrawal form.

HOMELESS STUDENTS

It is the policy of the Cullman County Schools that all homeless students attending Cullman County Schools must be given a meaningful opportunity to participate in and benefit from educational programming at school. Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Improving America's Schools Act of 1994 and the Stewart B. McKinney-Vento Homeless Assistance Act, all homeless children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Cullman County Schools. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated. Refer to Board Policy 6.1.2c (Homeless Enrollment Dispute forms are available at the local schools.)

EARLY WARNING TRUANCY PROGRAM

Alabama law requires all children between the ages of six and seventeen attend school. If any child fails to attend school without legal excuse, that child and the person having custody of that child will be referred to Juvenile Court. Any child who is prosecuted for truancy will be placed in a juvenile facility or in long-term residential care. Any custodial adult who is prosecuted for failing to require a child to attend school may be jailed, fined, or both. Any child enrolled in Cullman County Schools, regardless of age or grade level, must adhere to the ALSDE and CCBOE laws and policies concerning attendance.

TRUANCY DEFINITION

The following contains information from the State Superintendent of Education Advisory Committee, excerpted from the recommended Policies and Procedures for Court/ School Truancy Prevention Programs. 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) days

following return to school. **Failure to furnish a written 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 (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

The Court/School Truancy Procedures are as follows:

1. **First (1st) Truancy/Unexcused Absence (Warning)** Parents/Guardians will be notified by the school principal or his/her designee that the student was truant and the date of truancy or unexcused absence. 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, Code of Alabama 290-3-1. (Refer to the student attendance section below)

2. **Fifth (5th) Truancy/Unexcused Absence (Conference and/or Court Complaint Filed)** The student and parent/guardian will be referred to Juvenile Court. An early warning officer will contact the parent or guardian to address the complaint filed. The parent, guardian, or person having control of the child will participate in the early warning program provided by the juvenile court.
 - a. Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists.
 - b. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Ala. 1975, §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.
3. **Seventh (7th) Truancy/Unexcused Absence (Formal Court Proceedings)** A petition will be filed against the student and/or parent/guardian. Formal court proceeding will follow.
4. **Child under Probation**
 - a. The school attendance officer should be notified by the Juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975) 12-15-100 and 105.
 - b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

STUDENT ATTENDANCE/ABSENCES **(Board Policy 6.1)**

1. Alabama law requires all children between the ages of six and seventeen to attend school. (Section 16-28-3, Code of Alabama, 1975) Once a child is enrolled in Cullman County Schools, attendance is mandatory, and he/she must follow all attendance policies. If any child fails to attend school without legal excuse, the child and the person having custody of that child will be referred to Juvenile Court. Any child who is prosecuted for truancy may be placed in a juvenile facility or in long-term residential care. Any custodial adult who is prosecuted for failing to require a child to attend school may be jailed, fined, or both.
2. Parents are responsible for ensuring that their children are regular in school attendance.
 - a. In compliance with Alabama Act 93-672, any parent, guardian, or other person having control or custody of any child required to attend school who fails to compel the child to attend school and properly conduct himself or herself in accordance with policies on student conduct shall be guilty of a misdemeanor. School officials who intentionally fail to report suspected violations to the district attorney shall be guilty of a Class C misdemeanor.
 - b. Parents should monitor attendance as reported on the student's report card. No other prior notification will be provided by the school or school system.
 - c. Parents are urged to make dental, medical, and other appointments for their children after school hours, on Saturday, or on days when school is not in session.
3. If a student becomes eligible for and receives homebound teacher services, absences will not be counted while the student is participating in the homebound program. (Homebound services cannot be provided to students out of Cullman County.)
4. It is each teacher's responsibility to accurately check roll for each class period daily and report absences in the required manner.
5. Teachers will provide students who have been absent for excused reasons an opportunity to make up missed assignments. This opportunity shall be provided within a one-week period following the absence at a time most convenient for the teacher. This opportunity does not require the teacher to re-teach the lesson, but it does require that the student receive a reasonable opportunity to learn missed lessons. Teachers are under no obligation to permit students absent for unexcused reasons to make up missed assignments.
 - a. Excused absences include illness, death in the immediate family, emergency conditions as determined by principal (example: inclement weather which would be dangerous to the life and health of the child) legal quarantine, summons to court, prior approval of the principal upon request from the parent or guardian. Any absences not excused shall be considered unexcused (vacations, weddings, etc.).
 - b. Cullman County Schools will accept notes from parents as excused absences as defined above for no more than three (3) unexcused absences per semester for grades K-12.
 - c. It is the student's responsibility to request make-up assignments from teachers upon return to school

and to complete this work within a reasonable length of time.

6. In order to ensure maximum teaching time, attendance procedures for monitoring class period tardies/early checkout shall be developed at each local school at the discretion of the principal. A student in grades K-8 shall be promoted from one grade level to the next higher grade level at the end of the scholastic year when it is considered the student has satisfactorily demonstrated the skills necessary to function successfully in the next grade as is in compliance with the Cullman County Schools Attendance Policy.
7. Students interested in pursuing programs at WSCC, CATA, and Specialty Programs should become familiar with the specific attendance requirements set forth by those programs. For additional information, please contact your school counselor.

PLEASE NOTE-FOR ATTENDANCE AND OTHER REQUIRED GUIDELINES FOR SPECIALIZED PROGRAMS CONTACT THE CAREER COUNSELOR AT CATA 256-734-7740

8. Students interested in attending virtual school should become familiar with the specific attendance requirements set forth by the program. For additional information, please contact your local school principal.

PLEASE NOTE-FOR ATTENDANCE AND OTHER REQUIRED GUIDELINES FOR VIRTUAL SCHOOL CONTACT YOUR LOCAL SCHOOL PRINCIPAL.

PROMOTION/RETENTION

1. Criteria for Promotion (Board Policy 7.3.5)

- a. Promotion – Students are promoted from grade to grade on the basis of earned academic credit or other criteria identified by the Board during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board. Students who are eligible for promotion from grade to grade may nevertheless be retained by agreement of the parents and appropriate school officials.
- b. A student's progress from one grade level to another above grade nine is on the basis of minimum earned major units. A student shall be enrolled in the necessary course(s) to complete graduation requirements before being assigned to a twelfth-grade homeroom. For students entering the ninth grade in the 1993-1994 school year and thereafter:

From Ninth to Tenth Grade.....5 major units

From Tenth to Eleventh Grade.....11 major units

From Eleventh to Twelfth Grade.....17 major units

- c. The passing grade for a full year, one-unit course shall be determined by the numeric average of the first and second semester grades earned in that course.
- d. At the end of the first semester grading period, all students' grades will be reviewed. Parents of those students whose performance indicates the possibility of retention shall be notified and afforded the opportunity for a parent/teacher conference.

2. Promotion Guidelines for Grades K-8.

- a. In grade Kindergarten:
 1. A student in kindergarten should attain grade level reading and math skills to advance to Grade 1. Report card grades will be determined by daily classroom performance and mastery grade level skills. The recommendation for promotion will be determined by student's mastery and application of grade level skills.
- b. In grades 1-3:
 1. Students in grades 1-3 should earn a year-end average of 70% or higher in the reading and math program adopted by Cullman County Schools. Students consistently scoring less than 69% will be considered for retention.
 2. Report card grades will be determined by daily classroom performance (which may include

homework) and test scores.

3. Beginning in the 2023-2024 school year, all third-grade students must demonstrate sufficient reading skills in order to be promoted to fourth grade. (*Alabama Literacy Act 2019-523*) A student portfolio will be maintained for each student that enters 3rd grade with a deficiency in reading.

Pathways for promotion to 4th grade include:

-Scoring above the cut score for reading on ACAP Summative. Students scoring below the cut score are strongly encouraged to attend Summer Reading Camp.

-Earning an acceptable score for reading on ACAP Supplemental.

-Demonstrate mastery on 3rd Grade Minimum Essential Reading Standards in the Student Reading Portfolio.

-Meeting one of the Good Cause Exemptions.

c. In grades 4-5:

1. Students must pass three of the four core academic subjects of reading, mathematics, science, and social studies.
2. Two of the subjects passed must be reading and math.
3. Report card grades will be determined by daily classroom performance (which may include homework) and test scores.
4. The year-end grade for each of the core academic subjects will be determined using the numeric average of all the grading periods in that subject.

d. In grades 6-8:

1. Students must earn a passing average for the school year in each of the four academic core curriculum subjects (English, mathematics, science, and social studies) in order to be promoted to the next grade.
2. The annual passing grade for each of the four academic core curriculum subjects shall be determined by the numeric average of the first and second semester grades earned in that subject with the exception of 7th grade Civics and Geography. These courses are not year long and will receive a final grade at the end of each semester. The two courses will be averaged together to determine pass or fail.
3. Credit for two failed core curriculum subjects may be earned with a passing grade in a state approved summer school session.

3. The Retention Committee

- a. Any student who fails to meet the criteria for promotion shall be referred to the Retention Committee. The purpose of the Retention Committee will be to determine whether a student is to be retained. Factors to be considered shall include grades, standardized test scores, classroom performance, social adjustment, and age.
- b. Each local school shall have a Retention Committee with members appointed annually by the principal. The committee shall be organized in order that a majority decision may be reached. The committee shall consist of:
 1. the principal or designee
 2. the guidance counselor (optional)
 3. one primary elementary teacher*
 4. one intermediate elementary teacher*
 5. one middle school teacher*
 6. the teacher recommending retention
 7. any additional teacher(s) deemed necessary by the principal

*** These teachers will meet only when students from their respective grade levels are being considered for retention.**

- c. In the event a Special Education student is recommended for retention, the student's Special Education teacher shall be included as a member of the Retention Committee. The IEP Committee or 504 Committee shall determine whether a Special Education student or 504 eligible student has met the requirements for promotion as indicated on the IEP or 504 Plan.

- d. Any elementary teacher who is considering retaining a student must complete the “Recommendation for Retention” form and submit it to the principal. In departmentalized situations, any teacher may complete the “Recommendation for Retention” form in consultation with the homeroom teacher and/or guidance counselor. The deadline for submitting the form will be designated by the principal. The committee will then meet to review all available information and make a determination regarding promotion/retention.
- e. If the Retention Committee determines that retaining a student is the appropriate action, a letter of notification shall be sent to the parent/guardian by the principal within five days after the last day of the school year.
- f. After a student has been retained once at a grade level, the Retention Committee may determine that further retention is inappropriate. At this time, the student may be promoted with his cumulative record marked “Promoted with Deficiencies”.

REPORT CARDS

1. Report Cards reflecting student progress will be provided to the parents or legal guardians of students on a regularly scheduled basis. (Board Policy 7.3.4)
2. The grading system for grades K-12 should indicate the use of numeric and/or alpha/symbol grading scales: (Board Policy 7.3.1)
 - a. General Grade Scale – Grades for academic course work will be awarded according to the following scale:

Letter Grade	Numerical Grade (100 point scale)	Grade Point Average Points (4 point scale)
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	1-59	0.0
I	0	Incomplete
G	90-100	Good
S	76-89	Satisfactory
N	60-75	Needs Improvement
U	50 and Below	Unsatisfactory

RESPONSE TO INSTRUCTION - STUDENT SUPPORT TEAMS

At Risk students are those students who have scored below level on diagnostic assessments, other Alabama assessments, or other approved standardized assessments, and/or students who have received academic grades lower than “C” in the core subjects, language arts, social studies, or mathematics, or students defined as at risk in Code of Alabama (1975), Section 16- 13-23 1 (ACT 2003-438).

STUDENT ASSESSMENT

Testing information and the Testing Calendar may be viewed online at ccboe.org

USE OF DIGITAL DEVICES DURING TESTING PROHIBITED

Use of Digital Device During the Administration of a Secure Test Student Policy:

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed to be in possession of a digital device

during the administration of a secure test, the device will be confiscated.

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

Cullman County Schools Student Technology Acceptable Use Agreement

Cullman County Schools provides technology resources for employees/students in support of educational and instructional needs. This Agreement covers all forms of hardware, digital devices, software, accounts, network infrastructure, etc. It applies to all technology, regardless of ownership, used on school property during school hours as well as school- or district-owned technology regardless of location or time of day.

Access

The use of all Cullman County Schools technology resources is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. Individuals may only use accounts, files, software, and technology resources that are assigned to them. Students may not attempt to login to another individual's account.

Privacy and Security

To maintain network integrity and ensure legal and responsible technology usage, our technology staff reserves the right to inspect and monitor files, communications, internet use, and other data on CCBOE accounts or district-owned devices, as well as personal mobile devices connected to any network. While we strive to maintain privacy, security, and confidentiality, Cullman County Schools cannot guarantee the absolute protection of information transmitted or received over the internet. Therefore, it is crucial for all users to keep their passwords private and refrain from sharing or posting them. Additionally, any third-party vendors contracted by Cullman County Schools to provide educational services must comply with all applicable local, state, and Federal laws.

Email and Web-based Services

Cullman County Schools provides email access for students in grades 6-12 through Google Workspace for Education for educational and instructional use only and it may not be used for personal gain, commercial purposes, profit, political activity, threats, harassment, spam, etc. Incoming and outgoing email is filtered by the district for inappropriate content; however, no filtering system is foolproof, and Cullman County Schools cannot assume any liability for hacks or breaches of the filter. Cullman County Schools may also provide access to other web-based services. The use of personal email on school- or district-owned devices is not permitted.

Safety

Cullman County Schools strives to provide safe access to educational resources available via the Internet. Cullman County Schools are in compliance with the Child Internet Protection Act. In accordance with CIPA all Internet access is filtered, and policies have been established for the use of Cullman County Schools' computers, servers, network, and Internet resources. No filtering system is foolproof, and Cullman County Schools cannot assume any liability for hacks or breaches of the filter. Students will learn about online safety and digital citizenship through the implementation of the Alabama Digital Literacy and Computer Science Course of Study.

Personal Mobile Communication Devices

The use of personal mobile devices, including but not limited to laptops, tablets, and cell phones, can be allowed for instructional purposes at the discretion of the principal of the local school. If allowed by the principal, these devices should be restricted to instructional purposes only. Principals and teachers may also choose to place further restrictions on the use of personal mobile devices. All uses of personal mobile devices must fall within and are

subject to the restrictions outlined in this Acceptable Use Agreement. Any student using a personal mobile device must have the Student Technology Use Agreement signed and on file with the school/district.

Respecting Resources

Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this Agreement. Other examples of inappropriate use of resources can be considered a violation of this

Agreement and may include, but is not limited to, the following:

- Sharing or attempting to discover or share another user's personal information including password
- Unauthorized access of another user's accounts, files, or work
- Downloading, installing, or copying files or software illegally
- Bullying, harassing, insulting, embarrassing, or attacking others via technology resources
- Placing irresponsible demands on limited resources such as Internet bandwidth or disk space
- Accessing, sending, or posting inappropriate or offensive materials or language
- Bypassing or attempting to bypass the Internet filter or other security measures
- Posting false or damaging information about other people, the school system, or other organizations
- Any form of hacking including hacking devices, accounts, servers, or other network resources

Copyright

All users are expected to follow the Fair Use Guidelines for Educational Multimedia.

Additional Laws and Policies

In addition, the policies outlined in this Acceptable Use Agreement, students are expected to follow all Board Policies as well as all local, state, and Federal laws.

Restriction or Loss of Technology Privileges

Persons who violate any Board policy, rule, or regulation regarding technology, including those found in this Acceptable Use Agreement, may be denied use of the Board's technology resources and may be subject to additional disciplinary action.

Searches

School- or district-owned and personal technology may be searched pursuant to other applicable board policies and state and federal laws.

Complaints and Grievances

Complaints and grievances may be submitted as outlined under the "Student Grievance Procedure" located in the Student Handbook.

Parental Rights As a parent, you have the right to restrict student access to the Internet and web-based services. You have been provided an opportunity to Opt-Out of Web Services through on-line enrollment.

Student Technology Acceptable Use Agreement Acknowledgement

Your on-line signature verifies your agreement to adhere and abide by the terms of the Cullman County Schools Student Technology Acceptable Use Agreement. You are agreeing to indemnify and hold harmless the school and the school district that provides the opportunity for technology access against all claims, damages, losses, and costs that may result from student access to technology or his/her violation of the district's Acceptable Use Agreement.

Revised April 14, 2014

Revised May 20, 2021

Revised July 24, 2023

HIGH SCHOOL SEMESTER TEST EXEMPTION PROCEDURES

Students with 6 absences or less and a passing grade may be exempt from the semester exam for that class period. Any student with 7 or more absences in a class period or a failing grade in the class period will be required to take the semester exam.

HOMEWORK AND STUDY SKILLS

Homework is an essential component of the educational process for all students. It extends learning beyond the classroom and adds development and mastery of those skills being taught in the classroom.

Homework may be any assignment given to an entire class, a small group of students, or any individual student to be completed outside the regular instructional time.

STUDENT FEES AND OTHER CHARGES

The Cullman County Commission on Education has established the following Fee Schedule in compliance with state law:

- | | |
|--|--------------------------------|
| 1. MUSIC | |
| a. Band | Fee determined at local school |
| b. Chorus, choir and elective music | Fee determined at local school |
| 2. LAB SCIENCE | |
| a. Chemistry, Physics, Anatomy | \$10.00 per semester |
| 3. CAREER/TECHNICAL (includes club dues) | \$25.00 per semester |
| 4. DRIVER EDUCATION | \$25.00 per semester |

Criteria for Exemption of Driver Education Fees:

- | | |
|---|----------------------|
| a. All students are expected to pay driver education fees if at all possible. | |
| b. The Cullman County Commission on Education requires that in order to be exempt, the student must request a waiver of fees stating the reason he/she cannot pay the driver education fees. The local principal must investigate the request and make a determination of the validity of the student's request and make other arrangements for payment of the fee. | |
| 5. COMPUTER COURSES | |
| a. Advanced Computer Applications | \$10.00 per semester |
| b. Computer Programming | \$10.00 per semester |
| c. Web Design | \$10.00 per semester |

DIPLOMA REQUIREMENTS, GRADE POINT AVERAGE (GPA), CLASS RANK, AND VALEDICTORIAN/SALUTATORIAN

PLEASE NOTE: The Alabama State Department of Education (ALSDE) sets the requirements for all diplomas and certificates. Cullman County Schools will offer those diplomas sanctioned by the ALSDE. In some instances local, district, and/or state procedures, and policy changes will override previously printed materials.

An Alabama High School Diploma shall be awarded to all students who successfully complete the requirements set forth by the Alabama State Department of Education and Cullman County Schools. Students in the class of 2019 (first time 9th graders of 2015-2016) and thereafter who successfully complete three or more advanced core dual enrollment courses, or core Advanced Placement courses, will be designated as Graduates of Distinction.

Schools may recognize the Top 5%, Top 10%, and Top 15% of students as honor graduates. This designation is based on weighted, numerical grade point average (calculated and weighted as described herein).

Board Policy 7.11.1

For the Class of 2019 (first-time ninth graders of 2015-2016) and thereafter, the valedictorian and salutatorian for the graduating class of each high school must meet the following requirements:

1. Students must be designated as Graduate of Distinction
2. Candidates for valedictorian and salutatorian must have been not only continuously enrolled at the same high school, but also have completed course work at their school site for the last four semesters prior to the date of their graduation. Fast Track students are considered enrolled at his or her high school and completing coursework. (Updated summer 2020 and supersedes all previous procedures). Students who complete coursework through credit advancement are not eligible for valedictorian and salutatorian.

The student with the highest weighted, numerical grade point average (calculated and weighted on the 100-point scale as described in the grading section above) shall be the class valedictorian. The student with the second highest weighted, numerical grade point average shall be the class salutatorian. A “tie” will be the absolute same weighted, numerical grade point average.

ACCESS COURSES

Beginning in 2016-2017, all foreign language courses and AP advanced core courses offered on ACCESS Distance Learning will be weighted in GPA for all students. Principals will have the discretion on whether or not students may take these courses if these courses are offered on their campus face-to-face.)

AP English Language	AP Biology	French I, II, and III
AP English Literature	AP Calculus AB	Latin I, II, and III
AP US History	AP Statistics	Spanish I, II, III, IV
AP Macroeconomics (1/2)	AP Computer Science A	German I, II, and III
AP US Government (1/2)		Mandarin Chinese I and II

DUAL ENROLLMENT

Each three-hour (four-hour if a lab required) dual enrollment course equals one high school credit. Students earning a 69%, or lower in dual enrollment course work will not be able to participate in dual enrollment for one semester. (All students taking dual enrollment courses should become familiar with procedures and requirements.) Any dual enrollment course is subject to any and all policy revisions and/or changes set forth by post-secondary education and/or the Cullman County Board of Education.

GRADE CONVERSION

Where letter grades are present on a candidate’s transcript from a previously attended school, the candidate must have the respective school(s) submit the grades in numerical form. If school officials of the school the student previously attended cannot or will not convert the letter grades to numerical grades, the letter grades will be converted to numerical grades as follows:

A+ =99	B+ =89	C+ =79	D+ =69	F=55
A =95	B =85	C =75	D =65	
A- =90	B- =80	C- =70	D- =60	

In the event a student transfers into to the system from another system where standards-based grades have been recorded; the school official (administrator, school counselor, etc.) should contact the CCBOE Curriculum Department for procedures for inputting the student’s transfer grades into the system.

**PROCEDURES FOR DETERMINING CLASS RANK, GRADE POINT AVERAGE (GPA)
AND VALEDICTORIAN/SALUTATORIAN**
(PERTAINS TO GRAUDATES OF 2020-2021, 2021-2022, 2022-2023, AND 2023-2024)

Beginning with the Class of 2017 (first-time) ninth graders of 2013-2014), deciles will be calculated for class rank purposes using a numerical grade point average (GPA) at the end of the eighth semester of high school (calculated and weighted as described herein).

The only subjects included in GPA will be the core curriculum courses plus foreign language, if taken. All English, math, social studies, science, and foreign language courses attempted will be included in GPA. The other required transfer credits that may be included in a transfer student’s core curriculum will be included (ex. Religion) if from an accredited parochial school.

Board Policy 7.3.5 A

When calculating the grade point average (GPA) at the high school level, a multiplier will be included in the calculation for advanced core curriculum courses according to the following scale. These multipliers will be in effect for all students beginning with courses taken during the 2016-2017 school year. Applicable, AP, dual enrollment, and foreign language courses are designated below. Weight will be applied to the final computation and will only be applied if the student completes the course with a passing grade.

Board Policy 7.3.1 A

CLASS	WEIGHT/GPA MULTIPLIER
Dual Enrollment Classes* (See specific courses below)	1.2
AP Courses (approved courses)	1.2
Pre-AP Classes	1.15
Anatomy & Physiology	1.15
Chemistry	1.15
Chemistry II	1.15
Honors English	1.15
Honors Alg. I with Probability	1.15
Algebra II with Trigonometry or Honors Alg. II with Statistics	1.15
Physics	1.15
Pre-Calculus	1.15
Calculus	1.15
Honors Biology	1.15
Foreign Language	1.15
Honors History	1.15

WEIGHTED DUAL ENROLLMENT COURSES THAT RECEIVE 1.2 WEIGHT/GPA MULTIPLIER

At the current time, CCBOE only has an Articulation Agreement with Wallace State College and the University of Alabama (UA) Early College for dual enrollment courses.

ENG 101, 102, 261, 262

MTH 112, 113, 125, 126

HIS 201, 202, POL 211, ECO 231, 232

PHY 201, 202

CHM 104, 105, 111, 112

BIO 103, 104, 201, 202, 220

All DE Foreign Language courses that are not considered to be remedial.

PROCEDURES FOR DETERMINING CLASS RANK, GRADE POINT AVERAGE (GPA) AND VALEDICTORIAN/SALUTATORIAN (PERTAINS TO GRADUATES OF 2024-2025 AND BEYOND)

For the Class of 2025 (first-time ninth graders of 2021-2022), deciles will be calculated for class rank purposes using a numerical grade point average (GPA) at the end of the eighth semester of high school (calculated and weighted as described herein). All subjects will be calculated in GPA regardless of the passing or failing final grade. The weight additions to specific courses will be in effect for all entering 9th graders of 2021-2022 and thereafter for specific courses that are passed, and credit is earned. Applicable courses that receive an additional weight (+5/+10) are contained herein for courses that are passed and credit is earned.

The weight addition will be applied to the final computation and will only be applied if the student completes the course with a passing grade. No credit is awarded, and no weighted additive is applied if the student fails the course.

Board Policy 7.3.1 B

CLASS	ADDITIONS TO GPA
Dual Enrollment Core Classes (See specific courses)	+ 10
AP Core Courses (Specific Courses)	+ 10
Pre-AP Core Courses	+ 5
Honors Biology	+ 5
Anatomy & Physiology	+ 5
Chemistry	+ 5
Physics	+ 5
Honors English	+ 5
Honors Algebra I with Probability	+ 5
Honors Geometry with Data Analysis	+ 5
Honors Algebra II with Statistics	+ 5
Pre-Calculus	+ 5
Calculus	+ 5
Honors History	+ 5
Foreign Language	+ 5

WEIGHTED DUAL ENROLLMENT COURSES THAT RECEIVE +10 ADDITION

At the current time, CCBOE only has an Articulation Agreement with Wallace State College and the University of Alabama (UA) Early College for dual enrollment courses.

ENG 101, 102, 261, 262

MTH 112, 113, 125, 126

HIS 201, 202, POL 211, ECO 231, 232

PHY 201, 202

CHM 104, 105, 111, 112

BIO 103, 104, 201, 202, 220

All DE Foreign Language courses that are not considered to be remedial.

CREDIT ADVANCEMENT

Credit advancement allows students who already know most of the standards taught in a particular course to prove mastery of course content by successfully completing credit advancement requirements. Eligible students can attempt credit advancement in most regular level core classes. Students should see their school counselor for additional information. (Board Policy 7.3.7) Credits and course weights will follow all established CCBOE policies and procedures.

GRADUATION PARTICIPATION FOR SENIORS WITH CHRONIC ABSENTEEISM

Seniors with 15 or more days absent (excused and/or unexcused) will be required to attend school the week prior to graduation in order to be able to participate in graduation. These days will be used to make up missed instructional time.

EARLY GRADUATION

Students wishing to graduate earlier than the original cohort must meet all requirements. Some of those requirements that would make a student not eligible for early graduation are:

- Failing to adhere to early graduation requirements and deadlines
- Those wishing to be Valedictorian and/or Salutatorian

Students wishing to graduate early should schedule a meeting with the counselor for a complete listing of requirements as soon as possible.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

FAFSA – High School Seniors complete FAFSA or satisfy an opt-out option as part of the graduating seniors transition into postsecondary education, training or the workforce.

SEAL OF BILITERACY

Students may be awarded the Alabama Seal of Biliteracy if they have demonstrated proficiency in English and one or more world languages, through school-based programs, community-based programs, or life experiences, and have met all other additional requirements by the ALSDE listed in the Seal of Biliteracy procedures, and have completed and turned in his/her application for said seal in the timeline required.

WORKFORCE READY DIPLOMA SEAL

Students may be awarded the Workforce Ready Diploma Seal if they have met the requirements listed in the Workforce Ready Diploma Seal Procedures and have completed and turned in his/her application for said seal in the timeline required.

EXTRACURRICULAR ACTIVITIES PARTICIPATION - ACADEMICS FIRST

1. The Cullman County Commission on Education recognizes the value of all extracurricular activities as they are related to the total education of students. The commission also recognizes and supports high academic standards

and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress towards graduating from high school on schedule with his/ her class. The Commission also recognizes that the class of 2000 and subsequent classes will be required by State Board of Education resolution and the Alabama Administrative Code to earn a minimum of 24 credits in Grades 9-12, with 4 credits each in Math, Science, Social Studies, and English.

2. The Cullman County Commission on Education prescribes the following regulations for eligibility by students in this school system to participate in extracurricular activities:
 - a. Students entering grades 10-12 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each (6) subjects that total (6) Carnegie units of credits, including four (4) credits from the four (4) core subjects composed of English, Science, Social Studies, and Mathematics with a composite numerical average of 70.
 - b. Students entering grades 8 and 9 must, for the last two semesters of attendance and 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.
 - c. Students promoted to the seventh grade for the first time are eligible.
 - d. Physical education may count as only one (1) unit per year.
 - e. No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the high numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
 - f. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester.
 - g. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfer may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules developed by the local board of educations as they pertain to other extracurricular activities.
 - h. Each eligible student entering grades 10-12 must have a minimum composite numerical average of 70 and minimum six (6) Carnegie units from the preceding year, including summer school. Summer schoolwork passed may substitute for regular schoolwork repeated in computing the 70 average.
 - i. Each eligible student involved in athletics must meet the definition of a regular student as defined Alabama High School Athletic Association.
 - j. 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 by earning eight (8) core credits over any two-year span, including summer school.
3. 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 that are not related to a student's academic requirements or success in a course(s).
4. 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, in a curricular activity shall be granted if the principal, superintendent, and local board of education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.

5. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through Math, Science, Band, Choral Music, and other courses or events such as athletic events (pre-game, game halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances of various meetings, etc. are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

SCHOOL CRISIS INSTRUCTIONS FOR PARENTS

The Cullman County School System is committed to the safety of all children and staff. In the event of an emergency and the school has to be evacuated, our evacuation sites have been predetermined. For all other emergencies, students and staff will remain on site and follow established crisis procedures.

We ask that you cooperate in following these procedures if you hear of an emergency at school.

1. The Crisis Response Team(s) will be activated, and appropriate steps taken to provide a safe and supportive environment for children and staff.
2. No student will be dismissed from school unless a parent/guardian (or other person(s) designated by the parent/guardian and listed in the PowerSchool database) comes for him/her. No child will be allowed to leave without the adult responsible for his/her care providing positive identification. It is the responsibility of the parent/guardian to keep all emergency records up to date.
3. Students must sign out through the principal's office or designated dismissal site before leaving school. Students will be dismissed individually through an established dismissal station.
4. PLEASE do NOT call the school. We must have all the telephone lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately. Please do not call your child on his/her cell phone. If you are aware of a crisis that has occurred in the community, notify the school first.
5. During or immediately following an emergency, do NOT drive to school. The school access route and entrances must remain clear for emergency vehicles.
6. Updated information will be provided with specific directions for parent(s)/guardian(s)/emergency contact. This information will be communicated via the district's call out system, ccboe.org website and mobile app. It is vital that you keep your child's emergency information updated should any changes occur.
7. Buses will not make their runs during adverse weather conditions. Students will be released early or supervised at school until the weather permits their return home.
8. Emergency information and updates will be provided by the Public Information Officer (POI) through the CCBOE communication system as updates and information become available.

WHAT EVERY PARENT SHOULD KNOW ABOUT

Every Student Succeeds Act of 2015

Our school district receives funds from the federal government to help improve student learning. These funds are provided under the rules and regulations of a federal law known as Every Student Succeeds Act (ESSA) of 2015.

This education law requires every state to determine academic standards for K-12 students and for every public school district to demonstrate successful academic achievement in order to receive federal funds. This law also requires public school districts to develop a parent notification process to inform them about student progress and encourage their involvement in their child's academic success.

The following are highlights of ESSA, our district and schools' responsibilities and what they mean to you and your child.

STUDENT ACHIEVEMENT

ESSA requires every state to establish academic standards for what students should know and be able to do. Each district and school are measured by how well students are progressing toward and meeting these standards. All students are required to make progress as measured by a state-developed test that is administered annually at

specific grade levels. Annually, the district will publish an easy-to-read and detailed “report card” identifying the progress of each school. Included in the report card is student achievement data separated into groups by:

Race	Gender
Migrant Status	Low-Income Status
Ethnicity	English Language Proficiency
Disability Status	All Students

LEA must inform parents of Title I schools that they can request information concerning the professional qualifications of their child’s classroom teachers.

ACCOUNTABILITY

The Cullman County School System operates in full compliance with ESSA and the Alabama State Department of Education Waivers and Plan 2020. For more information go to www.alsde.edu.

MORE INFORMATION ABOUT TITLE 1 OF ESSA

For your convenience, we have provided you with the language directly from Every Student Succeeds Act (ESSA) of 2015.

“The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. This purpose can be accomplished by:

1. Ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging state academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement;
2. Meeting the educational needs of low-achieving children in our nation’s highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;
3. Closing the achievement gap between high-performing and low-performing children, especially the achievement gaps between minority and non-minority students, and between disadvantaged children and their more advantaged peers;
4. Holding schools, local educational agencies and states accountable for improving the academic achievement of all students and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;
5. Distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;
6. Improving and strengthening accountability, teaching, and learning by using state assessment systems designed to ensure that students are meeting challenging state academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;
7. Providing greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;
8. Providing children an enriched and accelerated educational program, including the use of school-wide programs or additional services that increase the amount and quality of instructional time;
9. Promoting school wide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;
10. Significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;
11. Coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and
12. Affording parents substantial and meaningful opportunities to participate in the education of their children.” 20 U.S.C. § 6301 et. seq. [ESSA Sec. 8101 (52)]

PARENTS RIGHT TO KNOW

All teachers working in a program supported with funds under this part must meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification; for the grade levels and subject areas in which the teacher provides instruction.

To request teacher qualifications, complete the Parents Right to Know form located on the ccboe.org website under the federal programs tab.

WHICH SCHOOLS RECEIVE FUNDS FOR TITLE I

Each year, the district determines which schools are eligible to receive Title I funds. Priority is given to schools with enrollment of 35% or more students from low-income families. Schools with enrollment of 40% or more students are eligible to operate a school-wide Title I program. Schools that have school-wide Title I programs must involve parents in developing plans designed to raise the achievement of low-achieving students by improving instruction throughout the entire school (thus using Title I funds to benefit all children).

PARENT AND FAMILY ENGAGEMENT

Research overwhelmingly demonstrates the positive effect that parent and family engagement have on their children's academic achievement. In the event a Title I school is identified as a comprehensive and targeted support school; the district will notify parents and explain to them how they can become involved in school improvement efforts.

In addition, Title I has other specific requirements that include:

1. planning at the district and school levels
2. writing policies/plans on parent and family engagement at the district and school levels
3. planning and holding annual meetings with parents
4. training
5. coordinating parent and family engagement strategies among various federal education programs

Parent & Family Engagement Plan

Describe how the Local Education will involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d).

The Federal Program Advisory Council will meet to develop the Parent and Family Engagement Written Plan.

- Conduct scheduled meetings with the Parent Advisory Committee;
- Incorporate parent ideas/suggestions into the LEA Parent and Family Engagement Plan.
- Send parent suggestions from the LEA Parent and Family Engagement Plan to Title I Schools in an effort to improve parent and family engagement.
- An adequate representation of parents will serve on the local school continuous improvement team to help develop and review the continuous improvement plan.
- Local schools will review current academic data based on state assessments to determine if the school is meeting accountability models.

- Review results of parent feedback, program evaluations, and achievement data for the annual school review and use these data as needed to modify Parent Family Engagement Plan.

Describe how the Local Education Agency will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

- Provide a district parent and family engagement videos and meetings for school administrators and teachers to assist in developing effective parent and family engagement strategies.
- Inform parents by scheduling videos of informational guest speakers through social media for CCBOE.
- Update Cullman County Schools' website to include information for parents concerning state test, community, and school activities.
- Assist schools in developing and implementing their local Parental and Family Plan.
- Conduct parent and family engagement meetings with administrators and teachers.
- Provide parenting tips via district newsletters, websites, community meetings, and social media.
- Provide parental involvement templates for use of local schools (examples: School-Parent Compacts, CIP support, Annual Meeting PowerPoint, etc.).
- Assist schools with assigning a Parent and Family Engagement Representative and organizing a Parenting Committee.
- Assist schools in developing effective ways to communicate with parents (such as a Calendar of Events, CCBOE APP, CCBOE Website, Text Remind, Video Recordings, or Call-Out system).
- Assist schools in determining and scheduling volunteer opportunities for parents.
- Assist schools in providing community liaison with non-English speaking parents.
- Assist schools in addressing identified barriers to parental involvement.
- Provide opportunities for parents and teachers to coordinate joint efforts to support student and school achievement, encouraging parental input on how educators could best assist their children in achieving educational goals, encouraging parents to serve as trainers of other parents and educators where appropriate, and encouraging joint planning and participation in academic and parental skills training and use of school resources.

Describe how the Local Education Agency will coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.

- Invite representatives to serve on the Federal Programs Advisory Council.
- Distribute academic standards.

- Upon request, information and presenters are available for meetings held for counselors, Title I staff, principals, and individual school staff.
- Assist Parents with enrollment through the online registration, PowerSchool Registration (InfoSnap).

Describe how the Local Education Agency will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement plan in improving the academic quality of all schools served under this part, including identifying—

(i) barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)

- Local school administrators will be responsible for conducting an evaluation of parental engagement with the assistance of district personnel.
- Review, evaluate, and revise the District Parent and Family Engagement Plan annually.
- The annual parent survey through eProve will be distributed through the local schools; The results of the surveys will be analyzed and reported to the LEA.
- Individual school's recommendations will be brought before the LEA Parent Advisory Committee who will discuss the results and identify trends. This information will be used to revise the LEA Title I Parent and Family Engagement Plan.
- Survey results will be shared with school administrator and leadership teams.
- Comments of concern, discontent, or disagreement with the current plan should be sent to the Federal Programs Director.

(ii) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers

The district conducts parent videos/meetings called “Parent Connection”. The district provides training to assist the parents and family members with what is going on in the schools. For example, what is virtual school? School resource officers train parents on cell phone and technology use and how to be safe with technology. The schools are also providing trainings virtually through Zoom. These trainings are conducted by teachers and administrators at the local school.

(iii) strategies to support successful school and family interactions

Cullman County Schools use many successful ways to interact with parents either face to face or virtually. The Parent Connection has videos and information that is used virtually. Parents that cannot attend the live Zoom meetings can view the trainings/meetings because they are recorded. Cullman County Schools have an open-door policy for our families to have ongoing interaction.

Describe how the Local Education Agency will use the findings of such evaluation described in the section above (Sec. 1116(2)(D)) to design evidence-based strategies for more effective parental

involvement, and to revise, if necessary the parent and family engagement plan described in this section.

- An adequate representation of parents will serve on the local school continuous improvement team to help develop and review the continuous improvement plan.
- Local schools will review current academic data based on state assessments to determine if the school is meeting accountability models.
- Parents will be informed in writing if their local school does not meet accountability requirements.

Describe how the Local Education Agency will involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement plan.

- Establish a districtwide LEA Parent Advisory Committee to provide advice on matters related to parental involvement.
- Develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement Activities.
- Provide reasonable support for parental involvement activities as parents may request.
- Review, evaluate, and revise the District Parent and Family Engagement Plan annually.
- Individual school's recommendations will be brought before the LEA Parent Advisory Committee who will discuss the results and identify trends. This information will be used to revise the LEA Parent and Family Engagement Plan.
- Survey results will be shared with school's administrator and leadership teams.
- Comments of concern, discontent, or disagreement with the current plan should be sent to the Federal Programs Director.

In order to build capacity for Parent and Family Engagement, the Local Education Agency will ensure effective involvement of parents and will support a partnership among the schools involved, the parents, and the community to improve student academic achievement, the LEA shall:

Describe how it will provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.

- The State's academic content standards,
- The State's student academic achievement standards,
- The State and local academic assessments including alternate assessments,
- How to monitor their child's progress, and
- How to work with educators:

- Inform parents of current academic content standards.
- Distribute student academic assessment data to parents.
- Examine College & Career Ready Standards.
- Provide training for parents in understanding state & local assessments.
- Monitor student progress.
- Send home student progress reports every grading period.
- Communicate with parents and educators by providing parent liaison when needed for individual conferences.
- Conduct Annual Title I Parent meetings to discuss requirements of Part A and inform parents of their rights.

Describe how it will provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.

- Provide take home materials and virtual information that help parents understand the use of technology in the classroom.
- School counselors assist families in finding resources and/or providing referrals to agencies to address family needs.
- Communicate important information to parents through emails, school websites, all call system, etc.
- Hold parent meetings at district level so that parents can communicate with the local school parent organization to train other parents.

Describe how it will educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

- Invite representatives from local community agencies to serve as members of the Federal Programs Advisory Committee.
- Inform schools when workshops and information is available on various subjects.
- Purchase materials and provide training for a cross section of school personnel on how to effectively work with parents, including building parental capacity to increase academic achievement.
- Provide training for new teachers on benefits of working closely with parents for virtual and traditional school.
- Compile and distribute a list of community agencies.
- Provide training for faculty/staff on ways to involve ELL families and raise cultural awareness.
- Work with teachers and administrators through in-services, faculty meetings, grade level meetings in understanding the importance of parental involvement.

- Provide training and support to Parent and Family Engagement Representative at local schools (see parental involvement calendar at www.ccboe.org/federal-programs-public.)

Describe how it will to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Forming pre-school partnerships

- Meet with local preschools to encourage them to use parent resource materials.
- Provide information on school expectations and standards on effective parent communication.
- Collaborate with various community agencies such as The Link;

Parent Resources

- Provide Up to date Parent Resource for all Title Schools.
- Partner with Resource Officers for Trainings.
- Provide Materials and Resources in Counselors' Offices.
- Provide resources from social workers.

Describe how it will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

- Provide translated student registration handbook and student handbook.
- Send translated forms, letters, etc... to parents with limited English proficiency, when practicable.
- Translate communications and relative policies.
- To the extent practicable, liaison will be available at parent meetings/conferences.
- Provide parent liaison at all kindergarten registration.
- To the extent practicable, parent resource materials will be provided in a language that parents can understand.
- Post the LEA Parent and Family Engagement Plan on the Cullman County School System's website at www.ccboe.org/federal-programs-public.

Describe how it will ensure provide such other reasonable support for parental involvement activities under this section as parents may request.

- Provide training for parents to understand state and local assessments.
- Provide take home materials that help parents to understand the changes in education such as PowerSchool, tech books, etc.
- Provide reasonable support through monthly parent meetings at a district level involving parent activities and trainings.

Describe how the LEA may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.

Describe how the LEA may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.

- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.

Describe how the LEA may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with parental and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the involvement of other parents.
- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
- Adopt and implement model approaches to improving parent and family engagement.
- Establish a LEA parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental and family engagement activities.
- Provide other reasonable support for parental involvement activities under section 1116 as parents may request.

Describe how the LEA may train parents to enhance the involvement of other parents.

- Hold parent meetings at district level so that parents can conduct turnaround meetings at local schools over topics, strategies, and use of technology in Cullman County Schools.
- Parent Calendar for the current school year with training videos.

Describe how the LEA may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

Cullman County schools provides a variety of times and ways for parents to meet. When parents are unable to attend conferences, teachers and administration set up conference calls or use technology to communicate. We have email addresses on all parents in Cullman County Schools offer different dates and times of meetings to accommodate parents throughout the year. Cullman County also has a PowerSchool Parent Portal so that parents can view their child's grades, discipline, schedule, attendance and information.

Describe how the LEA may adopt and implement model approaches to improving parental involvement.

Cullman County uses the collaboration model for parent and family engagement. The is collaboration among parents, educators, and community members. Collaboration occurs through monthly meetings at the district level with trainings, then turnaround meetings occur at the schools. Collaboration occurs through two-way communication, recognizing parents' strengths, and solving problems together. The district and schools are open to exploring new policies, practices, relationships, and attitudes that foster partnering for children's school success.

Describe how the LEA may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.

- The district request that each school provides a parent or parents from each school to serve on the advisory council to provide advice on all matters related to parental involvement in programs. These parents receive monthly Zoom Meetings with schools.
- Local schools involve parents in the development and revision of the continuous school improvement plans.

Describe how the LEA may develop appropriate roles for community-based organizations and businesses in parent involvement activities.

- The district works closely with community representatives such as The Link, Cullman County Sheriff's Office, local judges, and businesses to support and train our parents that are held throughout the year.
- School counselors and district social workers assist families in finding resources and/or providing referrals to agencies to address family needs.

Describe how the Local Education Agency, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, parent and family members of homeless children, and parents and family members of immigrant children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

- Translate student registration handbook and student handbook.
- Send translated forms, letters, etc. to parents with limited English proficiency, when practicable.
- Provide translation of communications and relative policies.
- To the extent practicable, liaison will be available at parent meetings/conferences.
- Provide parent liaison at all kindergarten registration.
- To the extent practicable, parent resource materials will be provided in a language that parents can understand.
- Post the LEA Parent and Family Engagement Plan on the Cullman County School System's website at www.ccboe.org/federal-programs-public.
- Provide training for faculty/staff on ways to involve EL families and raise cultural awareness.
- Provide take home materials that help parents in a language that parents can understand.

This LEA Parent and Family Engagement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs as evidenced by Federal Programs Advisory Committee. The school district will distribute this plan to all parents of participating Title I, Part A children on or before October 1, 2022.

Shane Barnette

PLAN APPROVED BY (Person or Entity)

9-23-22