

**St Clair County Schools** 

Preparing Tomorrow's Leaders Today

**2011-2012**  
**St. Clair County**  
**Student/Parent Information Guide**  
**and**  
**Student Code of Conduct**



**St. Clair County Board of Education**  
**410 Roy Drive • Ashville • AL • 35953**  
**Phone: 205-594-7131 • Fax: 205-594-4441**

[www.sccboe.org](http://www.sccboe.org)

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## ST. CLAIR COUNTY BOARD OF EDUCATION MEMBERS

<u>Board Member</u>	<u>Email Address</u>	<u>Phone Number</u>	<u>District</u>
Scott Suttle, President	scott.suttle@sccboe.org	205-640-1455	Moody
Randy Thompson	randy.thompson@sccboe.org	205-594-7370	Ashville/Steele
Angie Cobb	angie.cobb@sccboe.org	205-629-5288	At-Large
John DeGaris	john.degaris@sccboe.org	205-594-4369	Springville
Allison Gray	allison.gray@sccboe.org	205-629-7026	Odenville
Terry Green	terry.green@sccboe.org	205-640-4184	At-Large
Marie Manning	marie.manning@sccboe.org	205-884-0383	Ragland

### **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the St. Clair County Board of Education that no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of gender, age, marital status, race, religion, belief, national origin, ethnic group, disability, immigrant status, non-English speaking ability, homeless status, or migrant status.

Inquiries regarding compliance with state or federal equal opportunity rules (Title IX, ADA, IDEA, section 504, etc) and/or for reporting discrimination concerns may be made to the Federal Programs Coordinator, St. Clair County Board of Education, 410 Roy Drive, Ashville, AL 35953, (205) 594-7131.

Dear Parents, Faculty, and Staff,

As we begin the 2011-2012 school year, I want to extend to you my sincere appreciation for the important roles that you have played in preparing our students for a new school year and for the educational experiences and support that you will provide to enhance and enrich their lives during the coming months. Each of you, parents, faculty, and staff, bring unique contributions to our efforts to help all children to become successful in school and in life.

As parents, you have the awesome responsibility of creating a home environment that assists students in coming to school well-prepared and ready for instruction in the classroom. Our teachers, who are highly qualified and caring educators, must ensure that all children are treated with understanding and acceptance and are provided the best instruction to meet their individual learning needs. The support staff will offer valuable services to strengthen the learning environment in our schools.

With this combined support, I expect our students to come to class with an eagerness to learn and excel. All students should obey school rules by being respectful, responsible, and resourceful and, therefore, earn self respect. I encourage all of our partners in education to work together to promote a successful school year for our students. As a team, we will continue to raise the bar of excellence and strive to constantly improve and reach our goal of providing our youth the best possible education.

This handbook is a great resource to share with our partners and communicate the guidelines for reaching our goals. The student/Parent Information Guide and Code of Conduct will assist parents and their children, faculty, and staff in understanding general school policies, and conduct standards. A collaborative effort of our partners and approved by the Board of Education, the handbook will inform you of students' requirements and responsibilities.

We welcome your active participation in our efforts to create safe school environments where learning takes place in an orderly process. If you have any questions or concerns, please contact your school administrator. I welcome you to an exciting year and offer a heartfelt thank you for the support you provide children in the St. Clair County Schools.

Sincerely,

*Jenny Seals*

Superintendent of Education

The Student/Parent Information Guide and Code of Student Conduct is designed to assist students and parents in understanding the daily operations of our schools and ensure a safe secure environment for teaching and learning.

## CENTRAL OFFICE ADMINISTRATIVE DEPARTMENTS

**St. Clair County Board of Education  
205-594-7131 FAX 205-594-4441**

Contact	Department / Position	Extension	Contact	Department/Position	Extension
Alverson, Cathy	Receptionist Secretary Personnel	2270	Seals, Gena	Secretary Special Education	2268
Arnold, Teresa	Special Education Coordinator	2267	Nance, Laura	Chief School Financial Officer	2266
Darnell - Bailey, Jan	Continuous School Improvement Preschool/Federal Programs	2215	Perrin, Toni	Secretary Child Nutrition Program	2272
Bennett, Vickie	Secretary Accounts Payable	2273	Peterson, Vickie	Secretary Superintendent	2277
Cobb, Greg	Assistant Principal of Instruction	2257	Sampley, Judy	Child Nutrition Program Director	2214
Fuller, Rita	Secretary Federal Programs	2274	Seals, Jenny	Superintendent Of Education	2277
Hathcock, Kevin	Student Services Coordinator Federal Programs	2278	Splawn, Melinda	Personnel Director	2263
Loggins, Cynthia	Technology Assistant	2216	Stewart, Russ	Technology Director	2258
Martin, Amy	Finance Officer Local School Accounting	5693	Washington, Donna	Secretary Payroll & Insurance	2271
Mize, Sheryl	Finance/ Payroll Officer	2261	Wilson, Gina	Curriculum And Testing	2275

**2011-2012 SCHOOL CALENDAR** (Board approved: April 18, 2011)**August**

09 Teacher contract day 181  
 10 Institute (teacher contract day 182)  
 11-12 Teacher contract days 183 and 184  
 15 First Day for Students

**September**

05 Labor Day (school closed)

**November**

11 Veteran's Day (school closed)  
 21-22 Professional Development Swap Days 1 and 2 (teacher contract days 185 and 186)  
 21-25 Thanksgiving Holidays (no students)

**December**

20 Last Day of 1<sup>st</sup> Semester (unless weather day # 1 is used)  
 21 Weather Day # 1

**January**

03 Teacher contract day 187  
 04 Students Return  
 16 MLK Holiday (school closed)

**February**

20 President's Day [Weather Day # 2] (school closed if not needed as weather day)

**March**

26-30 Spring Break (school closed)

**April**

6 Weather Day # 3 (school closed unless needed for weather day)

**May**

25 Last Day of 2<sup>nd</sup> Semester

**REPORT CARD AND PROGRESS REPORT DISTRIBUTION DATES**

	<b>Grading Period</b>	<b>Days</b>	<b>Progress Reports End</b>	<b>Progress Reports Delivered</b>	<b>Report Cards Delivered</b>
<b>1</b>	<b>August 15 – October 14</b>	<b>44</b>	<b>Sept. 16, 2011</b>	<b>Sept. 20, 2011</b>	<b>Oct. 20, 2011</b>
<b>2</b>	<b>October 17 – Dec 20</b>	<b>41</b>	<b>Nov. 4, 2011</b>	<b>Nov. 8, 2011</b>	<b>Jan. 4, 2012</b>
<b>3</b>	<b>January 4 – March 9</b>	<b>46</b>	<b>Feb. 3, 2012</b>	<b>Feb. 7, 2012</b>	<b>March 15, 2012</b>
<b>4</b>	<b>March 12 – May 25</b>	<b>49</b>	<b>April 20, 2012</b>	<b>April 24, 2012</b>	<b>May 25, 2012</b>

## EXAM SCHEDULE

All teachers administer semester exams on the date(s) scheduled and only senior students with an average of 90 or above are exempt from semester exams.

<b>1<sup>st</sup> Semester Exam Schedule 2011-2012 School Year</b>	
<b><u>Seniors</u></b>	
Same schedule as Grades 9-11	
<b><u>Grades 9-11</u></b>	
Block 3 & 4	December 16
Block 1 & 2	December 19
Make Up Exams	December 20
<b><u>ECTC</u></b>	
Same as above	

<b>2<sup>nd</sup> Semester Exam Schedule 2011-2012 School Year</b>	
<b><u>Seniors</u></b>	<b>May 17-18</b>
Distance Learning Lab	May 18
<b><u>Grades 9-11</u></b>	
Block 3 & 4	May 22
Block 1 & 2	May 23
Make Up Exams	May 24
<b><u>ECTC</u></b>	
Same as above	

## DATES FOR STANDARDIZED TESTS

<u>Name of Test</u>	<u>Testing Dates</u>
Alabama High School Graduation Exam	September 19-23, 2011 December 5-9, 2011 March 19-23, 2012
EXPLORE (8 <sup>th</sup> Grade only)	October 19, 2011
ACCESS for ELLs	February 20-March 30, 2012
Alabama Alternative Assessment	March 5-23, 2012
Alabama Reading and Math Test+	April 11, 12,16,17, 2012

## **SCHOOL ADMISSION AND ATTENDANCE**

Students are admitted to the St. Clair County School System based upon an application submitted by the parent/guardian to the school for which they are zoned under such rules and regulations as the Board may prescribe.

### **AGE OF ADMISSION**

Children entering kindergarten must be five years old on or before September 1st. Children entering first grade must be six years old on or before September 1st. Students requesting admission who are over 17 years of age with a history of disciplinary dismissals may be denied enrollment.

### **ENROLLMENT DOCUMENTATION**

All students enrolled in the St. Clair County School System must live with a legal custodial parent/guardian. Extenuating circumstances must be approved by the superintendent. All students enrolling in the St. Clair County School System shall provide the following information:

- Certified Birth Certificate
- Valid Social Security Card
- Proof of Immunization
- Copy of Parent Driver License
- Proof of Custody when warranted (see definitions below)
- 2 Proofs of residence: (examples given below but not limited to these examples)
  - Copy of Lease or Mortgage Agreement
  - Copy of current utility bills in a parent's name (power, gas, water, telephone, etc.)
  - Property Tax Notice, Voter Registration Card

### **LEGAL CUSTODY DEFINITIONS**

Only the parent of record, legal guardian or parent with court approved custody shall be recognized and considered to be the legally authorized person in all school-related matters pertaining to an individual student. The school system will afford a natural parent(s) of record the rights that the Family Education Rights and Privacy Act of 1974 §99.3 affords him/her unless the court or a responsible party has provided the school system with a legally binding document that specifically revokes or extinguishes the parent(s)' of record right to have knowledge of and participate in the child's schooling. We do not accept custody papers that have only been notarized.

When the parent of record enrolls a student in school, the principal should be notified of any completed or pending legal action affecting the family and of any previous placement or expulsion at any school. The principal should be given a copy of the most recent court order creating or limiting the rights of the non-custodial parent(s) of record. Should neither parent(s) of record file a court order with the school, the school presumes that the person who enrolls the child in school is the custodial parent and that there are no restrictions on the other parent's rights.

### **HARDSHIP LETTERS/REQUEST FOR TRANSFER LETTERS**

All letters of hardship and transfer letters must be submitted annually to the superintendent. The letters must be on file in the superintendent's office by the last day of each school year.

**HOMELESS, MIGRANT, NON-ENGLISH SPEAKING, DISABLED**

Children who are zoned to attend the St. Clair County Schools and who are homeless, migrant, non-English speaking, immigrant, or disabled will have access to a free, appropriate education. Students will not be prohibited from school attendance due to barriers such as:

- Residency requirement • Lack of birth certificate • Legal custody requirements • Language Barriers
- Lack of Social Security Card • Lack of immunization • Transportation • Disabilities

School administrators, with the assistance of local government agencies, shall take necessary steps to assist families obtain documentation necessary for school admission.

**TRANSFER STUDENTS**

Transfer students shall be admitted upon presentation of the most recent report card or a release form from the last school attended. The principal or principal designee is responsible for contacting the last school the transferring student attended to secure a transcript and other applicable records. The parent of any student eligible for special education services should inform school officials or designee. Consent for special education services must be signed by parent. Special education services will commence in accordance with regulations of IDEA. Placement and admission of students transferring from non-accredited settings, from alternative schools, and correctional centers, who are subject to disciplinary sanctions, on probation or in need of transitional placement, shall be considered on a case-by-case basis by the local school administration. The local administration will contact the Juvenile Probation office to investigate proper placement upon admission.

Students transferring within or withdrawing from the St. Clair County Schools must complete withdrawal/transfer request forms available in the school office. A student age 17 or over who withdraws may not return to the regular school program during that semester without official permission from the superintendent or designee. Pending investigation of the request, the student may be assigned to an alternative program before being allowed to return to the regular school program. Additionally, the Alabama Department of Public Safety shall deny a driver's license or learner's permit to any person under the age of 19 who is not enrolled in school or who has not received a diploma or certificate of graduation.

**AGENCY ENROLLMENT/TRANSFER REQUESTS**

Students requesting to enroll in the St. Clair County School System through the Department of Human Resources and Juvenile and/or Family Court will be referred to the superintendent's office or designee for enrollment validation. The appropriate officials from the agencies listed above will accompany the student to the office and must have the following:

- Academic Records, including Special Education Records
- Transfer or Withdrawal
- Immunization Record
- Any other record deemed appropriate for enrollment

**ATTENDANCE**

Regular school attendance contributes to academic achievement and facilitates the student's ability to succeed. Alabama law requires all children between the ages of seven (7) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child's regular attendance and proper conduct. Parents and

guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the Board. Parents failing to enroll students and ensuring their proper behavior and attendance are subject to fines and imprisonment under state law. (Code of Alabama 1975 §16-28-12, §, 16-28-40).

### **ABSENCES**

Parents/guardians must present to the school principal or designee a written explanation of a student's absence within three (3) days of the absence. Failure to present a written explanation will cause the absence to be recorded as unexcused. Absences for official school events are considered excused.

Absences are excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or Superintendent
6. Prior permission of the principal with the consent of the parent or legal guardian

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. Students shall have two (2) days for each day of excused absence to complete and return make-up work. It is the responsibility of the student to request and return make-up work.

### **EXCESSIVE ABSENCES**

Excessive absence is defined as **Five (5) days absence for a student in grades K-12**. Days of absence beyond five (5) must be documented by a physician's statement or by a court order to be considered excused. A parent/guardian note of explanation is not acceptable for absences after the fifth (5<sup>th</sup>). Absences without physician or court documentation beyond these numbers shall be considered unexcused absences.

### **UNEXCUSED ABSENCES/TRUANCY**

Unexcused absences are those for which no acceptable written explanation is provided by the parent/guardian, or for reasons other than those in the state definition (refer to 1-6 under the absences heading), or those after 5 days per year for which no physician or court documentation is provided. Schoolwork missed due to unexcused absences may not be made up.

The St. Clair County School System participates in cooperation with the St. Clair County District Attorney and the St. Clair County Juvenile Court in the Early Warning Program for Attendance Intervention and the Early Warning Program for Behavior Intervention to assist families in achieving good school attendance and students in maintaining good conduct.

The first referral to the Early Warning Program is initiated by the school when a student has three (3) unexcused absences. The legal custodial parent/guardian shall be notified in writing of the referral and shall be required to attend an Early Warning Program conference with a judge and juvenile probation officer. Students over the age of 12 are required to attend with the parent/guardian.

When a student has five (5) unexcused absences, a second referral to the Early Warning Program is initiated by the school system. The legal custodial parent/guardian shall be notified in writing to attend

a conference at the school to include the student, a juvenile probation officer, and designated school officials.

When a student has seven (7) unexcused absences, the school shall file a petition in Juvenile Court which may result in charges against parents/guardians and/or court-ordered supervision (CHINS designation) of the student.

Once a student has been referred to early warning, the school cannot dismiss the truancy or accept excuses until the student and /or parent has attended early warning.

### **HOMEBOUND SERVICES**

A student with an injury or illness that requires absence from school for an extended period (more than four weeks) may request homebound services. An application to request homebound services may be obtained from the school office. Receipt of these services is contingent upon continued physician documentation of need.

### **CHECK-IN/CHECK-OUT PROCEDURES**

Students arriving late to school (checking in) or leaving school early (checking out) may do so only with the parent physically coming to the school or a verified written permission of the parents/guardians turned into the office upon students' arrival. DOCTOR AND DENTIST APPOINTMENTS ARE ENCOURAGED TO BE SCHEDULED FOR AFTER SCHOOL HOURS. Check-ins and Check-outs beyond a combination of five (5) will be unexcused absences. Students miss valuable class time when they are not present.

(SEE EXCESSIVE CHECKINS TARDIES AND CHECKOUT SANCTION SECTION PAGE 10)

EXCUSED CHECK-INS, CHECK-OUTS AND TARDIES INCLUDE illness with dr. excuses, death in the immediate family, inclement weather, legal quarantine, emergency conditions as determined by principal and/or Superintendent, or prior permission of the principal

### **EXCESSIVE CHECK-INS, EXCESSIVE CHECK-OUTS AND TARDIES SANCTIONS**

#### **AFTER A TOTAL OF THREE (3) UNEXCUSED OR (5) PARENT EXCUSES FOR CHECK-INS, TARDIES, AND/OR CHECK-OUTS**

- Student will be assigned to 2 hours after school detention

#### **AFTER A TOTAL OF FIVE (5 ) UNEXCUSED OR SEVEN (7) PARENT EXCUSES FOR CHECK-INS, TARDIES, AND/OR CHECK-OUTS**

- Student will be assigned to 1 day of ISS or after school detention for 2 days, 2 hours each day or Saturday School

#### **AFTER A TOTAL OF SEVEN (7) UNEXCUSED OR NINE (9) PARENT EXCUSES FOR CHECK-INS, TARDIES, AND/OR CHECK-OUTS**

- Student will be assigned to 2 days of ISS or after school detention for 4 days, 2 hours each day or 2 Saturday School assignments

#### **AFTER A TOTAL OF TEN (10) UNEXCUSED OR (12) PARENT EXCUSES FOR CHECK-INS, TARDIES, AND/OR CHECK-OUTS**

- Student will be placed in Alternative School for 5 days/second assignment to Alternative School will be 10 days/Third Assignment to Alternative School will be limited to 20 days

# CURRICULUM, ACTIVITIES AND STUDENT SERVICES

## Vision and Mission of St. Clair County School System

The vision of the St. Clair County School System is to be recognized as one of Alabama's premiere systems by providing a rigorous and relevant curriculum which will enable all students to graduate from high school and be successful in the 21<sup>st</sup> century.

To accomplish our vision the St. Clair County School System will

- provide a safe and supportive learning culture in which relationships are built and maintained with students, teachers, parents and community for student success.
- provide classroom instruction which is relevant to the 21<sup>st</sup> century learner.
- provide a rigorous curriculum where students become problem solvers, critical thinkers by collaboration with diverse groups and gain a deeper understanding of how their learning can make a lifelong difference.

The mission of St. Clair County Board of Education is to ensure that high expectations are maintained for all students by providing quality instruction and involving parents and community so that all students graduate, become responsible, productive citizens and life-long learners.

## St. Clair County School System BELIEFS

- Given a safe and supportive environment all students can learn
- Effective teachers are the key to student achievement
- Support from stakeholders provides enhanced opportunities and impacts student success
- Creating a culture that embraces change and promotes continuous improvement will result in success for all

## St. Clair County District Continuous Improvement Goals for 2011-2012

- All teachers will develop and deliver effective, strategic instruction daily
- All classrooms will be a "student- centered" learning environment
- All schools will promote meaningful parent and community involvement in academics

## CURRICULUM

The St. Clair County School System provides high quality educational experiences and effective instruction in core academic subjects and a variety of elective programs and extracurricular activities. Schools in the system use the Courses of Study adopted by the Alabama State Department of Education as the basis of instruction. Schools provide a free and appropriate education for students eligible for Special Education services according to IDEA guidelines.

## SPECIAL EDUCATION

Special education services are available for eligible students from birth to age 21. Parents/guardians of students enrolled in St. Clair County schools may request services and/or evaluation for services from the school. Parents/guardians of students who are not currently enrolled may request Special Education services or evaluation for services through the Central Office (205) 594-7131 ext 2268.

## GIFTED EDUCATION

Information about gifted education services for identified students in grades 3-12 is available at each school. The St. Clair County School System uses the identification procedures and eligibility criteria provided by the Alabama State Department of Education. All 2<sup>nd</sup> grade students are assessed for potential giftedness by school system personnel. Parents/guardians may contact the school or the

Central Office (205) 594-7131 for more information about the gifted student referral process or gifted education programs.

### **PRE-KINDERGARTEN PROGRAMS**

The St. Clair County School System provides a full day Pre-Kindergarten classes for selected four-year-old students through a grant from the Alabama Office of School Readiness. Applications for participation in a Pre-K program may be requested from the Central Office (205) 594-7131 ext 2215.

### **GUIDANCE AND COUNSELING**

All St. Clair County schools have certified guidance counselors. The guidance/counseling programs provide classroom, small group and individual instruction in peer relationships, character development, study skills and career awareness. Guidance counselors may also assist students and families with issues that may limit or interfere with learning as well as with post-secondary opportunities and educational enrichment activities. Parent education materials, referral information for social service agencies, scholarship applications and many other valuable resources are available from school guidance counselors.

### **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

Parents/guardians of students eligible for services for English Language Learners (ELLs) will be notified by school officials. Program services, parent options and additional resources will be communicated by school personnel. Participation in the ELL program and student progress in English proficiency will be monitored throughout the school year with regular reports to parents. Parents/guardians of non-English proficient students who need enrollment assistance and/or translation of school information may contact the school principal or the Central Office (205) 594-7131.

### **PROMOTION/RETENTION STANDARDS**

All students must comply with the St. Clair County School System attendance policy to be promoted to the next grade. No student should be recommended for retention unless their case has been presented to the school's problem solving team and intervention strategies have been implemented. When a student enrolls after the beginning of the final quarter of the school year promotion/retention decisions will be made on a case-by-case basis by the principal and teacher(s). Promotion/retention decisions and grade placement determinations for special education students follow the student's IEP.

#### **Grades K-4**

To be promoted to the next grade, a student in grades K through 4 must pass reading and mathematics to grade level standards. The process of making decisions as to promotion and retention of students in grades K through four (4) should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student should be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

**Grades 5-8**

Students enrolled in grades five (5) through eight (8) must pass reading, language and math plus one (1) additional core courses each year in order to be promoted to the next higher grade. Students who do not pass required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program.

**Placement**

If a student is retained twice in any grade, he/she may be placed in the next higher grade level upon teacher recommendation(s) and the approval of the principal. A possible referral for evaluation for special education would be recommended.

**Grades 9-12**

For students to be permitted to move to the next higher grade level, the following standards must be met:

Tenth Grade – students who have earned seven (7) Carnegie units will be classified as tenth graders.

Eleventh Grade - students who have earned fourteen (14) Carnegie units will be classified as eleventh graders.

Twelfth Grade – students who have earned twenty (20) Carnegie units will be classified as twelfth graders.

**Summer School Options**

A student who does not pass coursework in a logical and sequential order should be strongly encouraged to attend an approved summer school to earn the required Carnegie unit(s) necessary for orderly progression through the courses required for graduation.

**Special Education Students**

Promotion of any student in a special education program, with the exception of gifted students, is based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6<sup>th</sup>) grade level, he/she must have been enrolled in school for at least five (5) years.

**REPORT CARD GRADES**

The report card is a mechanism for reporting student achievement and the conference is a means of expanding upon this communication.

<b>ACADEMIC GRADING SCALE (Grades 1-12)</b>				
A+ = 98-100	B+ = 88-89	C+ = 78-79	D+ = 68-69	F= 59 and below
A = 94-97	B = 84-87	C = 74-77	D = 64-67	
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63	
<b>KINDERGARTEN GRADING SCALE</b>				
S=Satisfactory (80-100)			+=Skill Mastered	
N=Needs Improvement (70-79)			--=Skill Not Mastered	
U=Unsatisfactory (69 and below)			X=Skill Not Tested	

**Conduct grades** are assigned and reported based on the conduct rating at the local school. Conduct grades are not used in calculating grade point averages (GPAs) or to determine eligibility for Honor Rolls or academic awards.

**Class rankings** for high school students are calculated at the end of the second semester of the senior year on a four-point scale (A=4 points, B=3 points, C=2 points, and D=1 point). Information about courses for which **weighted credit** may be earned is distributed annually by high schools during registration.

### **TEXTBOOKS**

Textbooks issued to St. Clair County students are the property of the State of Alabama and the school system. Students have responsibility for the proper care of textbooks. Proper textbook use and care include the following practices:

- Keep the book clean inside and out.
- Refrain from marking the book.
- Avoid tearing, turning down or damaging pages.
- Refrain from placing the book where it may become soiled or damaged by the weather.
- Use care when applying or removing book covers

The student and parents/guardians are responsible for any loss, abuse, or damage in excess of that which would result from normal use. Costs for replacement of lost textbooks and/or charges for damage to textbooks will be based on current replacement cost and must be remitted to the school. Misuse of textbooks includes, but is not limited to, the following:

- One or more pages of content missing
- Water damage—cover/pages swollen or molded
- Marked with any kind of pen, pencil, crayon, ink, etc., on the inside or on the outside
- Defaced or marred by cuts, smears, etc.

### **GRADUATION REQUIREMENTS, DIPLOMAS, CERTIFICATES**

To receive a diploma, students must pass the Alabama High School Graduation Exam in addition to completing the required units for graduation. An Occupational Diploma or Graduation Certificate is available through an Individual Education Plan (IEP) for eligible special education students.

Effective with the ninth grade class of 2009-2010, the Alabama High School Advanced Academic Diploma becomes the first choice diploma for high school students. Also effective for students entering the ninth grade in the 2009-2010 school year, students are required to complete one on-line/technology enhanced course prior to graduation. Exceptions through Individualized Education Plans (IEPs) shall be allowed.

The ½ unit of required Computer Applications may be waived if computer literacy, keyboarding skills and introductory applications are verified by qualified staff at the high school.

**Credit-Based Diploma** – A diploma with Credit-Based Endorsement may be earned by a student's passing all required courses and three of five sections of the Alabama High School Graduation Exam (reading, mathematics, and one additional subject-area test). Effective for students entering the ninth grade in 2009-2010 school year, one Career Technical Education credit is required for this diploma.

**Certificate of Graduation** –Based on the State Board of Education’s mandate requiring students beginning with the graduating class of 1985 to pass the Alabama High School Graduation Exam and earn the required Carnegie Units to receive a State-approved diploma, the Board authorizes the issuance of a Certificate of Graduation to special education students, with the exception of gifted and speech-impaired students. The student’s IEP objectives and the decision of the IEP Committee shall be followed when determining the diploma path and/or issuance of the Certificate of Graduation for special education students.

**Certificate of Attendance** – For students graduating until 2011-2012, certificates of attendance shall be awarded to regular education students who have completed course requirements and received Carnegie units required for a diploma, but who have not passed required sections of the AHSGE. Beginning with the graduates of 2012-2013, certificates of attendance shall not be awarded.

All students entering the 9<sup>th</sup> grade are required to earn 28 units by completing course requirements specified by the Alabama State Board of Education and the St. Clair County Board of Education as indicated on the following pages.

### **Alabama High School Diploma with Advanced Honors Academic Endorsement**

<b>Courses/Subject Areas</b>	<b>Credits</b>
English (grades 9, 10, 11, and 12; must include Honors levels, where available)	4
Mathematics (including Algebra 1, Honors Geometry, Algebra 2 w/Trigonometry, and one additional advanced mathematics credit)	4
Science (including Biology, Chemistry, Physics and one additional advanced science credit)	4
Social Studies (courses specified for grades 9, 10, 11, and 12)	4
Physical Education/LIFE	1
Health Education	0.5
Fine Arts Education	0.5
Computer Applications (may be waived upon verification of literacy/skills; if waived the designated one-half credit will be added to electives)	0.5
Foreign Language (two credits in the same foreign language)	2
Electives*	7.5
<b>Total</b>	<b>28</b>

Assessment Requirement: Alabama High School Graduation Examination (all sections)  
 An online course or online experience is required for students graduating in 2011-2013 and beyond.  
 Career Technical Endorsement may be earned concurrently by passing 3 Career Technical courses (or 2 Career Technical courses and 1 additional course related to the student’s career choice)

### **Alabama High School Diploma with Advanced Endorsement (First Choice)**

<b>Courses/Subject Areas</b>	<b>Credits</b>
English Language Arts (grades 9, 10, 11, and 12)	4
Mathematics (including Algebra 1 or Algebra 1A & 1B, Geometry, Algebra II with Trigonometry, and one additional mathematics credit)	4
Science (including Biology, a physical science, and two additional science credits)	4
Social Studies (courses specified for grades 9, 10, 11, and 12)	4
Physical Education	1
Health Education	0.5
Fine Arts Education	0.5
Foreign Language (two credits in the same foreign language)	2
Computer Applications (may be waived upon verification of literacy/skills; if waived the designated one-half credit will be added to electives)	0.5
Electives*	7.5
<b>Total</b>	<b>28</b>

Assessment Requirement: Alabama High School Graduation Examination (all sections)  
 An online course or online experience is required for students graduating in 2011-2013 and beyond.  
 Career Technical Endorsement may be earned concurrently by passing 3 Career Technical courses  
 (or 2 Career Technical courses and 1 additional course related to the student's career choice)

### **Alabama High School Diploma**

<b>Courses/Subject Areas</b>	<b>Credits</b>
English Language Arts (grades 9, 10, 11, and 12)	4
Mathematics (including Algebra 1 or Algebra 1A & 1B, Geometry, and two additional mathematics credits)	4
Science (including Biology, a physical science, and two additional science credits)	4
Social Studies (courses specified for grades 9, 10, 11, and 12)	4
Physical Education	1
Health Education	0.5
Fine Arts Education	0.5
Computer Applications (may be waived upon verification of literacy/skills; if waived the designated one-half credit will be added to electives)	0.5
Electives*	9.5
<b>Total</b>	<b>28</b>

Assessment Requirement: Alabama High School Graduation Examination (all sections)  
 An online course or online experience is required for students graduating in 2011-2013 and beyond.  
 Career Technical Endorsement may be earned concurrently by passing 3 Career Technical courses

### **Alabama High School Diploma with Credit-Based Endorsement**

<b>Courses/Subject Areas</b>	<b>Credits</b>
English Language Arts (grades 9, 10, 11, and 12)	4
Mathematics (including Algebra 1 or Algebra 1A & 1B, Geometry, and two additional mathematics credits)	4
Science (including Biology, a physical science, and two additional science credits)	4
Social Studies (courses specified for grades 9, 10, 11, and 12)	4
Physical Education	1
Health Education	0.5
Arts Education	0.5
Computer Applications (may be waived upon verification of literacy/skills; if waived the designated one-half credit will be added to electives)	0.5
Career Technical Education	1
Electives	8.5
<b>Total</b>	<b>28</b>

Assessment Requirement: Alabama High School Graduation Examination (3 of 5 sections to include reading, math, and one additional section)  
An online course or online experience is required for students graduating in 2011-2013 and beyond.

### **Alabama Occupational Diploma (available with IEP team recommendation only)**

<b>Courses/Subject Areas</b>	<b>Credits</b>
English Language Arts (to include the equivalent of English I, II, III and IV)	4
Mathematics (to include the equivalent of Math I, II, III and IV)	4
Science (to include the equivalent of Science I, II, III and IV)	4
Social Studies (to include the equivalent of Social Studies I, II, III and IV)	4
Physical Education	1
Health Education	0.5
Fine Arts Education	0.5
Computer Applications (may be waived upon verification of literacy/skills; if waived the designated one-half credit will be added to electives)	0.5
Career Technical Education	2
Coordinated Studies or Transition Services	1
Cooperative Career Technical Education	1
Electives	3.5
<b>Total</b>	<b>26</b>

Assessment Requirement: Alabama High School Graduation Examination (must attempt least once – Spring of the 11<sup>th</sup> grade year)  
An online course or online experience is required for students graduating in 2011-2013 and beyond.

### **PARTICIPATION IN GRADUATION CEREMONIES**

The St. Clair County Board of Education authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:

1. Students who have met the requirements for any Alabama High School Diploma and have passed all required areas of the Alabama High School Graduation Examination are eligible to participate in the graduation ceremony (marching). Special Education students who have met the requirements for an Alabama Occupational Diploma are eligible to participate in the graduation ceremony (marching). Students who entered the ninth grade in 2006 through 2010 who complete all courses required for graduation but who have not passed required sections of the AHSGE may participate in graduation ceremonies (march) and receive an attendance certificate.
2. Special education students who have not met the requirements for a diploma but have met the requirements of their IEPs shall be permitted to participate in the graduation ceremony and will be awarded the Graduation Certificate.
3. Beginning with ninth graders entering in 2011 (Class of 2014-2015), non-special education students must be eligible to receive a diploma in order to participate in graduation ceremonies (march).

Participation in the graduation ceremony is a privilege that may be revoked by the school administrator and the Superintendent if deemed necessary.

### **HONOR GRADUATES**

The following criteria shall determine honor graduates of St. Clair County high schools:

1. A student must be enrolled in a particular school for the entire senior year to be designated an honor graduate.
2. All students with a grade point average (GPA) of 4.0 or higher and who have earned the highest diploma offered at a particular school shall be designated honor graduates. GPA for the determination of honor graduates shall be calculated at the end of second semester of the senior year. GPA calculations shall be carried to the fourth decimal place with no "rounding".
3. In the event that no student in the graduating class has a GPA of 4.0 or higher, the top 10% of the class with GPAs of 3.5 or higher shall be designated as honor graduates.
4. The local school will determine how honor graduates will be recognized at the graduation ceremony.
5. The two (2) honor graduates with the highest numerical averages (in academic core courses including foreign language) shall each deliver an address at commencement. In the event that one or both students decline the opportunity to speak, the principal shall appoint another honor graduate to speak or no one at all.

### **HONOR ROLL**

St. Clair County elementary and middle schools designate academic honor roll students each grading period based on local school criteria. Conduct grades are not used in the calculation of All "A" or "AB" honor rolls in elementary and middle schools.

### **NATIONAL ELEMENTARY HONOR SOCIETY (NEHS)**

NEHS is a student organization designed to recognize outstanding elementary students who demonstrate excellence in scholarship and responsibility. Chapters of NEHS work to develop leadership and promote service to the school and community.

Students' academic records are reviewed to determine scholastic eligibility. Students must have a 94 GPA in order to qualify for membership. Membership in a local chapter is an honor bestowed upon a student. Selection for membership is based on outstanding scholarship and responsibility. Once selected, members have the responsibility to continue to demonstrate these qualities and to participate in chapter activities to build experience and improve skills in leadership and service. Each member is required to participate in two service projects each school year.

### **BETA CLUB**

Each school, based on the following guidelines, determines Junior and Senior Beta Club rules and regulations. Applicants must possess the following qualifications for membership:

- Good character
- Above average academic achievement
- Commendable attitude

Students must obtain an overall 88 academic average for placement and maintain an overall A-B academic average with no term average below 80. A member who receives a term average below 80 will be given a probationary period of one term to bring the grade to an 80 or better. A term is defined as nine (9) weeks for high school block schedule and eighteen (18) weeks for school without the block schedule.

Beta Club members must not receive suspension for any reason (internal suspension, external suspension or alternative school placement) to remain in good standing. Students will be suspended for one calendar year from the Beta Club for any of the following reasons:

- Cheating
- Insubordination
- Use/possession of alcohol/drugs, including tobacco
- Non-payment of dues

Students may be reinstated in the Beta Club if they meet all requirements for Beta Club membership during the one-year suspension. Failure to meet all Beta Club standards during the one-year suspension will result in dismissal. Each Beta Club is responsible for adopting a constitution and by-laws that address procedures to implement these guidelines. Beta Club constitutions and by-laws are available at each school.

### **STANDARD OF EXCELLENCE AND STANDARD OF ACHIEVEMENT AWARDS**

Winners of the Standard of Excellence and Standard of Achievement Awards are selected from the Standard Diploma Program. To be eligible for the Standard of Excellence or Standard of Achievement a student must have declared that specific diploma type with the school counselor before the 1<sup>st</sup> day of school of his/her senior year. Criteria for these awards include the following:

- The students' numerical grades from Grade 9 through the end of the second semester of Grade 12 will be averaged.
- The student with the highest average will receive the Standard of Excellence Award.
- The student with the second highest average will receive the Standard of Achievement Award.

- The student must have been enrolled and attended school in the St. Clair County School System for two years (Grades 11 and 12) and have been working toward a required diploma from the beginning of his/her senior year.
- Core curriculum subjects for the Standard Diploma Program are used to compute averages for the Standard of Excellence and Achievement Awards.

### **PERFECT ATTENDANCE AWARDS**

Each local school is responsible for recognizing students who maintain attendance according to the following standards:

- ★ **Perfect Attendance – Gold Certificate**  
Zero absences for the year/Zero check ins/outs for the year/Zero tardies for the year
- ★ **Excellent Attendance – Silver Certificate**  
Student attends school each day but has no more than two (2) excused check ins/outs or one of each.
- ★ **Outstanding Attendance – Bronze Certificate**  
Student has no more than three (3) excused absences, check ins/outs.

### **CORRESPONDENCE COURSES**

Credits for correspondence courses may be allowed on the following conditions:

- 1) A student must have written approval by the principal and superintendent before the correspondence work is begun.
- 2) Any credit earned through correspondence courses shall be included in calculating a student's course of study.

### **DUAL ENROLLMENT**

The St. Clair County Board of Education has established dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and the participating postsecondary levels.

Criteria for participating in the dual enrollment program include the following:

- 1) The student will have a "B" average.
- 2) The student will obtain written approval of the principal and superintendent.
- 3) The student will be enrolled in Grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code Rule 290-8-9-.17 regarding gifted and talented students.
- 4) The student who is enrolled in Grade 10, 11, or 12 who does not have a "B" average in completed high school courses may be deemed eligible to participate in dual enrollment courses pending demonstrated ability to benefit as documented by successful completion and placement identification on assessments approved by the Department of Postsecondary Education. Students eligible under this section will be restricted to pursuing career/technical and health-related courses. Students enrolled under this provision must have earned a "B" average in high school courses related to the occupational/technical studies and have an overall Grade Point Average of 2.5
- 5) The student shall take courses at a postsecondary/college level – not remedial courses.
- 6) The student enrolled in courses during the normal high school day on or off campus is responsible for his/her own transportation. The St. Clair County Board of Education is not responsible for transportation or its liability.
- 7) Six semester credit hours at the postsecondary level shall equal one credit at the high school level.

**SUMMER SCHOOL**

Summer school is offered to students enrolled in Grades 5-12 for make up work in failed courses or for students who wish to take Driver Education/Health. Summer school tuition is \$250.00 per course for St. Clair County students and \$300.00 per course for students outside of St. Clair County. Students must provide their own transportation to and from the summer school program. The rotation for summer school is as follows:

2009	St. Clair Co High	2012	Moody High
2010	Ragland High	2013	Ashville High
2011	Springville High	2014	Ragland High

**CREDIT RECOVERY**

High school students may be eligible to participate in credit recovery for certain failed subjects. Students in need of credit recovery may consult school guidance counselors or the school principal to obtain information about credit recovery.

**ACADEMIC ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are defined as activities that are sanctioned by a public school which are not related to a student's academic requirements.

- All students promoted to the 7<sup>th</sup> Grade are eligible.
- For students in grades 8-12 - Eligibility is determined by grades earned during previous school year/summer school.
- For students entering Grades 8-9 - Must have passing grade in five (5) subjects with a composite numerical average of 70.
- For students entering grades 10-12 - For the last two semesters of attendance (and summer school, if applicable) must have a passing grade and earn the appropriate number(s) of credits in each of six (6) subjects that total six (6) Carnegie Units of Credit. Must include four (4) credits from the four core subjects of English, Science, Social Studies and Mathematics, with a composite numerical average of 70.

**Regaining Eligibility Status**

- Students may regain eligibility at the start of each term using the last two term grades. For AHSAA purposes, a "term" is defined as two 9-week grading periods which equal one semester.
- Physical Education may only count as one (1) unit per year.
- No more than two (2) units may be earned during summer school.
- If a subject is repeated in summer school, the higher numerical grade for the subject may be used to compute the composite grade average.

**ATHLETICS AND CHEERLEADING**

All athletic and cheerleader programs of the St. Clair County School System are conducted in accordance with the Alabama High School Athletic Association. All athletes and cheerleaders are subject to random drug testing. Students must show written proof of adequate insurance coverage prior to engaging in practice or participation in any athletic program sponsored by the school. Students must submit to and pass a physical examination prior to engaging in practice or participation in any athletic program sponsored by the school. Additional information on cheerleader eligibility, selection, purpose and goals may be found in the St. Clair County Cheerleading Constitution available at local schools or on the web at [www.stclaircheerleading.homestead.com](http://www.stclaircheerleading.homestead.com).

**FIELD TRIPS**

Field trips, serving an instructional purpose, are important to the educational process. Any time students are taken off campus, rules and regulations must apply to make the trip safe for everyone.

- 1) Students going on school-sponsored trips are required to ride the bus to and from the appointed destination with all other students.
- 2) In unusual circumstances, with the permission of the principal, a student may ride in the car with his/her parents/guardians.
- 3) Parents serving as chaperones may accompany students on the outing. Other children are not allowed.
- 4) If space is a problem, parents must provide their own transportation.
- 5) Any student may be denied the opportunity to go on field trips if his/her behavior warrants such a denial.
- 6) Students whose parents are serving as chaperones are subject to the same rules as the rest of the class.
- 7) Students must pay in advance for field trips. These funds are requested in advance to pay for admission, buses, etc.
- 8) Out-of-State field trips must be approved by the St. Clair County Board of Education prior to the event.

**SCHOOL FEES**

Secondary schools may charge reasonable fees for certain activities and for non-required courses. Fees are non-refundable after 2 weeks. Current fees are as follows:

Local School Keyboarding	\$40 per semester
Eden Career Tech Center	\$30 per semester
Science – Non-required Science Lab Fee	\$20 per semester
Driver Education	\$20 per semester
Art I and Art II	\$20 per semester
Family & Consumer Science (Home Ec)	\$30 per semester
Agri-Business	\$30 per semester
Shop – Industrial Arts	\$30 per semester
Computer Class (Non required)	\$20 per semester
Band	\$20 per semester
Chorus	\$10 per semester
Distance Learning Lab	\$10 per semester
Gym Locker Rental	\$5 per semester
Locker Rental (\$7.50 per term)	\$15 per year
Drama	\$20 per semester
<a href="http://gaggle.net">gaggle.net</a> fee	\$5 per year

**SPORTING EVENT CHARGES**

St. Clair County Schools charge admission for athletic events according to the schedule listed below.

Tournament Admission prices vary from regular schedule games.

Football

Student Advance Ticket \$4.00

Gate Admission \$5.00

All Other Sports

Student and Adult \$5.00

## **SAFETY, HEALTH and WELLNESS**

All St. Clair County schools have current, approved school safety plans. Every effort will be made to keep students safe, secure and healthy while attending school. Students, employees, parents and visitors are to follow posted safety regulations, school rules, and federal and state law.

### **ASBESTOS IN SCHOOL BUILDINGS**

The St. Clair County Board of Education has complied with all the requirements set forth under federal and state statutes concerning asbestos. Management plans have been developed to establish guidelines for managing building materials containing asbestos.

### **SCHOOL NURSES**

School nurses try to help children stay in school so they can learn. We do, however, follow Public Health Department guidelines to prevent the transmission of communicable diseases and conditions. Any student with fever, vomiting, head lice or an undiagnosed rash, will be sent home. This is for the protection of your child and other students. Visit the SCHOOL NURSE section on our website, [www.sccboe.org](http://www.sccboe.org), for health guidelines.

### **DRUG ABUSE PREVENTION**

Drugs include barbiturates, central nervous system stimulants, hallucinogenics, depressants, marijuana, and all other drugs to which the narcotic and drug abuse laws of the United States or the State of Alabama apply. The possession, selling, being under the influence of, or use of non-prescribed drugs is prohibited on campus, buses, in parked cars, on school grounds or at any school-sponsored activity of the St. Clair County School System.

The principal or his/her designee(s) shall report any violation of law concerning drugs to the superintendent and to the local police department (or Sheriff's Department) when applicable and cooperate with law enforcement officials in their investigation.

- A student convicted by any court of selling drugs on the premises of the St. Clair County Board of Education or at any school activity will be recommended for expulsion.
- The first school staff member to come in contact with indications of use or possession of dangerous or illegal drugs by a student(s) shall document the facts surrounding the situation. Documentation should include the student(s) name and address, location in the building or school premises where the evidence was found, and a brief summary of the facts surrounding the case.
- The staff member obtaining the evidence should immediately report to the principal or his/her designee.
- The student should be given the opportunity to submit written or oral statements and to call a witness into the conference with the principal or his/her designee.
- The principal or his/her designee shall place the evidence in an envelope in the presence of the student. The envelope should be sealed and signed by the principal and his/her designee(s), the staff member who found the evidence and the student.
- The principal or his/her designee(s) should then call the police or proper law enforcement official and request someone to pick up the sealed envelope in the presence of the alleged guilty student.

The principal or his/her designee(s) should personally hand this material to the officer. The police officer will take the evidence for analysis and file the proper petition with the juvenile court or court of record.

- The parents/guardians are to be contacted and the matter discussed fully with them. The parents/guardians conference should be attended by the parents/guardians, accusing staff member, student, principal or his/her designee(s), and in some situations, law enforcement officials.

### **MEDICATION AT SCHOOL**

In many cases it is not necessary to take medication during school hours. Check with your child's physician to determine whether an at-school dose of a particular medication is required. If, under exceptional circumstances, a child is required to take oral medication during school hours, and the parents/guardians cannot be at school to administer the medication, only the school nurse or medication assistant shall administer the medication in compliance with the following regulations.

- 1) All medication (prescription or non-prescription) to be given at school requires written authorization of the parent and/or guardian. Medication consent forms are available from the school or may be found on the [www.sccboe.org](http://www.sccboe.org) website. Each medication given and each change in medication requires a new form.
- 2) School personnel are not allowed to keep bulk medications or take phone requests from parents/guardians. Only medication brought to school by the parents/guardians can be given.
- 3) All medication must be brought to school in original containers with a complete pharmacy label and/or manufacturer's label and an additional label with the child's name and dosage instructions. The medication form for over-the-counter medicine must be specific as to what the medicine is for—headache, menstrual cramps, arm pain, etc.
- 4) Each prescription medication must have a form signed by the physician and must be brought to school by a parent/guardian and given to the school nurse or medication assistant. The physician signed form must accompany the prescription medication. Any medicine brought to school without the form signed by the physician will not be given until the form is received.
- 5) If a child has a medical condition that requires medication to be administered under emergency conditions, such as asthma, allergies, diabetes, high blood pressure, etc., the parents/guardians must provide the medication (Benedryl, Epi-Pen, Glucagon, etc.,) along with a Medication Consent Form signed by the physician.

The above regulations cover all prescription and non-prescription drugs, including but not limited to, Tylenol, Aspirin, Neosporin, etc. A copy of this regulation is provided to the parents/guardians upon request for administration of the medication in school.

Self administration of chronic medications is allowed under the following guidelines-

1. Medication must be a prescription. No over-the-counter medications can be self administered.
2. Medication forms must be provided yearly with parent and physician authorization.
3. The school nurse must approve self-administration of medication.
4. At any time a student is not felt to be capable of self-administration, and following school policy for use, self-administration of medication will not be allowed.

School nurses, or other school staff, are not permitted to administer any alternative medication that could be considered a drug, including “natural remedies,” herbs, vitamins, dietary supplements, homeopathic medications, or medications from other countries without the following:

- 1) A written order from a health care provider authorized to prescribe in the state of Alabama. The written order must come on the authorized medication form required by the State of Alabama.
- 2) Verification that the product and requested dosage is safe for the student (considering the age, body weight & condition.)
- 3) Reasonable information about the therapeutic and untoward effects and interactions.

### **COMMUNICABLE DISEASES AND CONDITIONS**

The Superintendent has the authority to exclude from school in the St. Clair County School System for a period of time as may be prescribed by the local health department or physician, any student or staff member with a communicable disease or parasite known to be spread by any form of casual contact. In all cases, a statement of clearance from the Department of Health, a physician, or school nurse shall be required before the student or staff may re-enter school or return to work. All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information. Before any medical information is shared with anyone in the school setting, a Need to Know review shall be made which includes the parents/guardians, student (if over 18), employee and their representative.

All school employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of bloodborne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible.

**Head Lice:** Students may not attend school with nits or lice in his/her hair. A student will be sent home with instructions as to proper treatment when nits or lice are found. The student may return at any time on the same day to be re-checked, but will not be allowed to return to class until he/she is lice and nit free.

To be readmitted, a parent/guardian must accompany the student to the school office to be examined for the presence of lice or nits. Students are excused the first two (2) days for treatment of nits or lice for the first incident only. All subsequent absences due to lice are unexcused.

### **INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE**

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body’s immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

Symptoms of the meningococcal disease include:

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

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning to live in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to [www.adph.org/immunization](http://www.adph.org/immunization).

### **STUDENT DRUG TESTING**

It is the objective of the St. Clair County Board of Education to assure that all students who wish to participate in competitive extracurricular student activities be given the opportunity to do so in a safe, drug-free environment and that all students, while under the supervision of the school system, be completely free from the effects of alcohol and/or the presence of illegal or controlled substances. In an effort to meet this objective, the Board reserves the right to require any student desiring to participate in competitive extracurricular programs to submit to drug/alcohol tests at any time prior to, during, or following an athletic event, practice, competition, or at any other time while under the supervision of the school system.

Any student who refuses to participate in a drug/alcohol screening loses the right of participation in any St. Clair County Board of Education competitive extracurricular activity in accordance Board policies.

The Board has the right to conduct random, unannounced drug screenings of students participating in competitive extracurricular activities as well as the right to conduct specific drug screenings of students whenever a school official observes circumstances which provide reasonable suspicion to believe that a student has used alcohol, illegal drugs, or otherwise violated the substances abuse policy.

### **USE OF TOBACCO PRODUCTS**

All persons (students, employees, visitors, etc.) are prohibited from using tobacco products in any form while on school property or at school-sponsored activities and/or events. School property includes schools, school campuses, school board-owned grounds, buildings, and vehicles.

### **SAFETY DRILLS**

Schools routinely conduct drills to ensure student safety in the event of fires, severe weather, intruders, or other emergency condition. School safety plans and student handbooks at each school are developed according to current safety requirements and with advice of emergency preparedness officials.

Teachers have the directions for fire, tornado, and lock-down drills posted in the classroom near the exit door(s). Procedures are reviewed with students on the first day of class.

**Fire Drill:** The signal for a fire drill is defined in each local school handbook. Alabama Code 36-19-10 requires one fire drill each month. Fire codes require that doors and exits remain unlocked from the inside and clear of obstruction during the school day. Procedures for fire drills are as follows:

- Follow instructions of the teacher and/or principal concerning the fire drill.
- Move quickly, without running.

- Do not talk at any time.
- After exiting the building, walk to the designated area for roll call.
- Remain quiet and listen for further instructions.

**Severe Weather/Tornado Drill:** The signal for a tornado drill will be defined in each local school handbook. Student procedures for severe weather/tornado drills include:

- Follow instructions of the teacher and/or principal concerning the tornado drill.
- Carry a book to shield the head.
- Proceed to the designated area for roll call.
- Remain quiet and listen for further instructions.

**Lock-Down Drill (possible intruder):** The signal for a lock-down drill will be defined in each local school handbook. Student procedures for lock-down drills and situations include:”

- Classroom door(s) will be locked from the inside.
- Window shades/blinds will be closed.
- Move away from windows and doors.
- Remain quiet and listen for further instructions.

### **SCHOOL OPENING, CLOSING**

Schools post official opening and closing times for school facilities. School personnel are on duty during school arrivals and dismissals and at school-sponsored activities to supervise students. Notifications of early dismissals, emergency closings, delayed openings or other emergency changes to school hours are provided through the media and school communication plans.

The time set for the official opening and closing of the schools of the St. Clair County School System are fifteen (15) minutes prior to the time students are to report to homeroom/first class and fifteen (15) minutes after the last class period each day. Between these times and throughout the school day, school personnel will be on duty and available to supervise care for students. However, school system personnel are not expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the time noted above and/or to remain at school after the time noted above except during school sponsored activities.

Parents/guardians are encouraged to cooperate with school officials to ensure that students do not arrive at school too early and are picked up promptly and safely after school and after school-sponsored events. In situations where parents/guardians repeatedly fail to pick up their child(ren) promptly following after-school, extra-curricular activities within the specified time frame, the school principal and appropriate personnel shall develop and publish incremental procedures to elicit parent cooperation and compliance, up to and including the instigation of neglect charges against the parent/guardian and notification of law enforcement and/or the Department of Human Services.

### **VISITORS**

For the protection of our students, employees and guests, all schools have a closed campus policy. All visitors, including parents, are required to go to the school office immediately upon entering the building to report their presence and business.

**STUDENT HARASSMENT PREVENTION**

No student shall be engaged in or be subjected to harassment, violence, threats of violence, or intimidation by any other student. Students who violate this policy are subject to disciplinary sanctions. Sexual harassment, bullying, and discrimination are prohibited in St. Clair County Schools.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when the behavior has the effect of interfering or creating an offensive educational environment or when submission to, or rejection of such behavior is used as a basis for decisions affecting the student/employee. Questions or comments may be directed to:

Melinda Splawn  
 St. Clair County Board of Education  
 410 Roy Drive, Ashville, AL 35953  
 (205) 594-7131 Extension 2263

**Discrimination, Bullying and Sexual Harassment Complaint Procedures**

- 1) Any student/employee who believes he/she has been or is being subjected to any form of sexual harassment, discrimination or other harassment shall immediately report the matter to the school principal.
- 2) A student/employee may request to make his/her report to an administrator, teacher, and/or immediate superior of the same sex. The administrator, teacher, and/or immediate superior receiving the complaint should not be the person who is the subject of the complaint.
- 3) If the principal does not receive the complaint, he/she will be notified immediately. The principal/designee will investigate the complaint and notify the superintendent of his/her completed investigation. The superintendent or his/her designee and legal counsel will review the complaint for prompt and appropriate action, if warranted.
- 4) A written response of the student's complaint will be provided to the parents/guardians within ten (10) days of the date that the student first registered the complaint.
- 5) The student may appeal the decision within ten (10) days of the receipt of the decision by filing a written notice of appeal with the superintendent.
- 6) The superintendent shall present the decision and notice of appeal to the Board at the next scheduled meeting of the board. The Board shall make a final decision and notify the student and/or parents/guardians in writing of the Board's decision within fifteen (15) days.

**TITLE IX**

Title IX is a federal anti-discrimination law which mandates recipients of federal funds, like school districts, provide equal access to educational programs and services, regardless of gender, color, national origin, etc. The SCCBOE has appointed the principal at each school as the first point-of-contact for persons who have questions or concerns with Title IX issues. If such a concern arises and the local school principal does not provide a sufficient response to the concern, aggrieved persons may utilize the Board's formal grievance policy, found in this book, in order to pursue a solution to their problem.

Although it is always preferable to attempt to solve problems at the local level, aggrieved persons also have the right to file a complaint with the United States Department of Education. Directions for completing such filings may be found at [www.ed.gov](http://www.ed.gov).

**CHILD NUTRITION PROGRAM**

It is the policy of the St. Clair County Board of Education to provide the Child Nutrition Program to all students based on the parent’s ability to pay. Applications for free and reduced price lunches through the Child Nutrition Program are available in the principal’s office. Families eligible for the program are encouraged to take advantage of the free and reduced meal program. The system’s eligibility for state and federal programs available to students is based on the number of children enrolled in the free and reduced price lunchroom program. The Child Nutrition Program now requires one free/reduced lunch form per family or household instead of one form per child. These forms are available in the school office, classroom or lunchroom year round.

The St. Clair County Board of Education Child Nutrition Program participates in the National School Breakfast, Lunch and Snack Program that operates under federal nutrition guidelines, as mandated by the National School Act of 1946 and the Child Nutrition Act of 1966 and its revision of 2004. These nutrition guidelines for schools are based on Recommended Dietary Allowances (RDA), student’s caloric needs, and the Dietary Guidelines for Americans. School breakfast provides one fourth of a child’s nutritional needs and school lunch provides one third of a child’s nutritional needs.

Research has shown that there is a crucial relationship between nutrition and health, and nutrition and learning. Experts also agree that most food preferences and dietary habits are formed during childhood. The St. Clair County Child Nutrition Program is committed to taking advantage of the opportunity during a child’s developmental years to promote and influence healthy food choices through school meals. If you have any questions concerning any aspect of the Child Nutrition Program, call 594-7131 Extension 2214 or e-mail [judy.sampley@sccboe.org](mailto:judy.sampley@sccboe.org).

No adult or student meals may be charged. A computerized program allows for advanced payment of all meals and extra sales. This practice is strongly encouraged as this will help the cashier line move faster and give students more time to enjoy meals. Cashiers are available in the lunchroom to accept payment on accounts between breakfast and lunch. The CNP section of the school system website provides the ability to add funds to a student’s meal account online. A convenience fee will apply to online transactions.

Carbonated beverages and fast food items (in original containers) are not allowed in school lunchrooms. This rule applies to students, visitors and employees.

**BREAKFAST & LUNCH PRICES**

Breakfast			Lunch		
Student (K-12)	Full Price	\$1.25	Student (K-6)	Full Price	\$2.00
Student (K-12)	Reduced	\$0.30	Student (7-12)	Full Price	\$2.25
Adult Faculty / Staff		\$1.75	Student (K-12)	Reduced	\$0.40
	Visitor	\$2.50	Adult Faculty / Staff		\$2.75
			Visitor		\$3.50

**BOOK BAGS**

Book bags and backpacks are to be properly stored upon entering school buildings. Athletic bags must be stored in a central location during school hours. Rolling backpacks or luggage bags are not allowed due to safety concerns.

**CELL PHONES/ELECTRONIC COMMUNICATION DEVICE/MUSIC DEVICES**

Unauthorized use of any electronic communication device (cell phones, beepers, pagers, iPad, etc.) during school hours and on school buses is prohibited. All such devices must be "off" and kept in a secure non-visible location during the school day and on school buses unless permission is granted by a school administrator. The use of camera and /or video from a cell phone or ECD is strictly prohibited unless authorized by a school official for educational purposes only.

Students are required to keep cell phones, other communication devices and music devices in the student's parked vehicle (when applicable), the student's school locker (when applicable), the student's school bag, or in another secure location.

If a student violates authorized use, school personnel

- will confiscate the cell phone, ECD or music device .
- will require parents to retrieve the devices.

Students committing violations

- will be subject to Class II appropriate discipline.

A student who uses a cell phone, electronic device or music device in a manner to download indecent materials, text profane messages, uses a device to "text" answers to a test, makes a bomb threat, or commits any other act that violates Student Code of Conduct Class III Offense

- will be subject to the applicable Class III discipline for the particular offense.

School officials are not responsible for lost/stolen devices.

The possession of a digital device is STRICKLY PROHIBITED during the administration of a secure test; If the device is used during the administration of a secure test, the device will be confiscated as is subject to search; and if the device is used during the administration of a secure test, the student's test will automatically be invalidated.

**UNAUTHORIZED USE OF CELL PHONES, ECD OR MUSIC DEVICES SANCTIONS**

FIRST OFFENSE OF UNAUTHORIZED ELECTRONIC OR MUSIC DEVICE USAGE:

- Local Administrator will confiscate device and device will remain in vault until sanction is served
- Student will be assigned to 2 hours outside school hours for 2 days or Saturday School
- Parent may retrieve the device after sanction is served

SECOND OFFENSE OF UNAUTHORIZED ELECTRONIC OR MUSIC DEVICE USAGE:

- Local Administrator will confiscate device and device will remain in vault until sanction is served
- Student will be assigned to 3 days of ISS
- Parent may retrieve the device after sanction is served

THIRD OFFENSE OF UNAUTHORIZED ELECTRONIC OR MUSIC DEVICE USAGE:

- Local Administrator will confiscate device and device will remain in vault until sanction is served
- Student will be Suspended for 3 days
- Parent may retrieve the device after sanction is served

**FOURTH OFFENSE OF UNAUTHORIZED ELECTRONIC OR MUSIC DEVICE USAGE:**

- Local Administrator will confiscate device and device will remain in vault until sanction is served
- Student will be placed in Alternative School for 5 days/second assignment to Alternative School will be 10 days/Third Assignment to Alternative School will be limited to 20 days
- Parent may retrieve the device after sanction is served.

**BUS SAFETY, STUDENT TRANSPORTATION**

Students, while in transit, are under the jurisdiction of the St. Clair County Board of Education. All rules and regulations of the Code of Student Conduct are applicable.

- 1) Refusal to obey rules as stated herein or to obey rules made by the principal will make the student liable to be reported to the school administration.
- 2) Students must be at the bus stop five minutes before the scheduled bus pick-up time.
- 3) Students who walk a distance to meet the bus must walk on the side of the road to their left. While waiting for the bus, students must not stand or play in the highway.
- 4) Students must not attempt to board or exit the bus while the bus is in motion.
- 5) Students must not extend any part of their body outside a bus window.
- 6) Students may only exit the bus at the scheduled bus stop unless written permission is received from the principal.
- 7) Students should avoid loud voices and unnecessary conversation with the bus driver.
- 8) Students must cooperate with keeping the bus clean and avoid all forms of vandalism.
- 9) Students may not transport materials, with the exception of books and other school equipment, without permission from the principal and/or his/her designee (balloons and/or glass objects are not allowed).
- 10) Tobacco (in any form) may not be used.
- 11) Students are expected to behave in a courteous manner. Horseplay is prohibited.
- 12) Bus stops will be centralized whenever practical.
- 13) Students must always exit the bus at the front door.
- 14) Students should utilize the following procedure for crossing the highway after disembarking the bus:
  - Walk around the front of the bus to the left of the front fender.
  - Stay at least six feet in front of the bus.
  - Stop and look to the left and right; if clear, proceed across highway.
- 15) Bus drivers may assign seats.
- 16) Students may not ride another bus without written permission from the principal or his/her designee.
- 17) Students may not move within the bus while it is in motion.
- 18) Students are prohibited from eating, chewing gum, and drinking beverages on the bus.
- 19) Students may be videotaped while being transported on school buses.

**BUS TRANSPORTATION DISCIPLINE**

- 1) Students will be reported to the school administration for school bus violations. All violations are applicable to the appropriate section of the Code of Student Conduct.
- 2) Bus drivers will give citations for minor offenses. Forms will be given to the student for a signature of the parents/guardians.
- 3) The principal or his/her designee will take appropriate action if a student receives three (3) minor citations.
- 4) Students may be disciplined in the form of bus suspension/expulsion.

- 5) Parents/guardians of the student may appeal disciplinary action with an appeal directed to the Director of Transportation, Jerry Fuller, (205) 629-6255, PO Box 15, Odenville, AL 35120

### **STUDENT DRIVERS**

Student drivers will be limited to students in Grades 9-12. However, each high school has a limited number of parking spaces available and a fee is charged to obtain a parking permit. Students/Parents/Guardians should refer to the local school handbook for additional information on parking privileges.

Students providing their own transportation will be expected to observe the following rules:

- Students driving cars or motorcycles to school must park in the student parking lot.
- Cars should be locked after arriving in the morning.
- Students driving cars or motorcycles to school must register the vehicle with the principal.
- Students are required to show a current driver's license and proof of insurance when registering the vehicle with the principal.
- An "Acknowledgment Concerning Use of Student Parking Lots" form must be completed, signed by the student and parents/guardians, and returned to the principal.
- Cars or motorcycles are not to be moved from the parking lot at any time during the school day until the authorized time for the student to depart from school.
- Students should not occupy cars or return to cars or motorcycles during the school day between the time of their arrival and their departure from the school campus.

### **INTERNET SAFETY AND INTERNET USE AGREEMENT**

The St. Clair County School System offers access to the Internet. The Internet Acceptable Use Policy is designed to provide guidelines for using the Internet in the classroom, school media center, and computer lab of each school. Each student must obtain parent's/guardian's permission as verified by the signature on the ***Code of Conduct Notice of Receipt*** page. All users have privileges and rights. Infringement of or disrespect to the rights of others may result in the loss of Internet privileges. Privileges and rights include the following:

1. **The Right to Privacy** – However, if a user is believed to be in violation of the guidelines, a system administrator may review communications to maintain system integrity and to ensure responsible student use.
2. **The Right of Safety** – Any student who receives threatening or unwelcome communications should bring them to the attention of a teacher/administrator.
3. **The Right of Intellectual Freedom** – Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the school or the school system.
4. **The Right of Equal Access** – All users will be granted free and equal access to the Internet. Exploration of the Internet is encouraged relative to the purposes of research and education. Inappropriate materials or language (profane, abusive, impolite, etc) should not be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Students will be held accountable for their actions. In the event a student encounters materials that violate the school code of conduct, the student should notify an adult immediately.
5. **Local School and School District**- The School Principal, Assistant Principal, Teacher, School Tech Contact, Counselor and School District System Administrators reserve the right the inspect, retrieve, delete or retain any and all documents, emails, internet use records or network use

records of any student at any time there may be suspicion of misuse of network and computer resources.

6. **Student Email Accounts-** Some schools are using student email accounts provided by Gaggles.com and other providers. Students and parents should be aware; electronic filters strictly monitor these accounts. Any violation detected will result in the email being forwarded to the teacher and system administrators for further review and disciplinary action may result.

**Further guidelines for use of the Internet include the following:**

1. Do not use a computer or the Internet to hurt, harass, bully, attack, or harm other people or their work.
2. Do not use the Internet for illegal activity.
3. Do not install software or download unauthorized files, games, programs, or other electronic media.
4. Do not violate copyright laws.
5. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening or inflammatory language, messages or pictures.
6. Do not reveal any personal information (personal address, phone number, age, birth date, etc.) for yourself or anyone else.
7. Do not access the work, folders, or files of another student, school staff or board employee.
8. Do not re-post or forward non-academic personal communication without the original author's prior consent.
9. Do not damage the computer or the network in any way.
10. Do not share your password with another person.

Schools are required to make efforts to meet the requirements of CIPA (Children's Internet Protection Act) In order to be in compliance with CIPA St Clair County Schools use Internet Filters (provided by Alabama Super Computers) and network traffic shaping. The St Clair County Technology Team monitors traffic on the network and will investigate any anomalies. Additionally the St Clair County Technology Team uses these same tools to protect data on the network and servers. In order to protect the network and the users of the network:

01. Users are not permitted to use any proxy, software or other means to circumvent the Internet/network filters.
02. Use of personal computing/Internet enabled devices (phones, iPods, iPads laptops, desktops) will only be permitted after the device has been inspected by the school tech contact or IT department. All Microsoft Windows devices must have virus software that is functional and up to date. All devices will be subject to inspection at any time they are being used on school property.
03. All software must be approved by the IT department before it can be installed or downloaded on any St Clair County Schools System owned computer.
04. All software must have a valid license on all computers used on the St Clair County Schools network. This is applicable to Schools or personally owned computers.
05. Downloading of unauthorized/unlicensed software and/or data from the internet is prohibited
06. Copying or plagiarism of software, written, or other electronic work is prohibited.

**INTERROGATIONS**

The school principal or the assistant principal must be notified prior to any interrogation of a student by a non-school authority. When law enforcement officials make it known that they wish to talk to a student while the student is under the supervision of the school, the student will be informed by the principal/assistant principal that he/she has three choices:

- 1) The student may converse by telephone with his/her parents/guardians.
- 2) The student may decline to talk with the officer(s) until his/her parents/guardians are present.
- 3) The student may talk with the officer(s) either in or outside the presence of a school official.

School officials will make every reasonable effort in all cases to notify the parents/guardians when officials ask to interview students at school. In those instances when a parent/guardian cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parents/guardians. Other non-school persons, with the exception of DHR and/or parents/guardians(s), shall not interview students during school hours. No student shall be removed from the school without a warrant or pick-up order being officially served.

**SEARCHES AND SEIZURE**

The St. Clair County Board of Education recognizes the applications of constitutional law to the area of student property. The Board is equally aware that such personal property items such as student desks, student lockers, and related properties are and remain the property of the St. Clair County Board of Education. The Board is charged with maintenance of such property items and authorized inspection for any maintenance-related reason.

Although assigned to particular students, desks, lockers and other equipment may also be searched by school officials whenever said officials have reasonable suspicion that some illegal or dangerous substance or material is contained therein. Principals, including acting or assistant principals, security personnel, and/or the principal's designee may search or authorize a search of the property of any student, including vehicles, at their respective schools, but only based upon facts supporting reasonable suspicion to believe the student is concealing prohibited material. Automobiles driven to school may be searched with or without the student's permission.

Drug dogs shall be used periodically in order to maintain safe and drug-free schools. However, students have the right to a reasonable amount of privacy in their lockers and desks. No school official shall inspect or search desks and lockers unless the above conditions exist and unless there is a witness to the search. An attempt will be made to have the student present. If, during the search, prohibited items are found, such items will be impounded. The principal or his/her designee(s) will make every attempt to notify the student's parents/guardians. The student will be given a receipt for substances and items impounded. Such prohibited items shall include, but not be limited to, the following:

- Any weapon
- Drugs of any sort
- Alcoholic beverages
- Pornographic / Obscene materials
- Any other object, controlled substance or material which would be a violation or evidence of violation of federal or state law, board policy, or of local school rules and regulations

School officials may make reasonable searches of a student if there is reasonable suspicion to believe that the student is carrying articles that may endanger him/her or other individuals in the school, or that such articles possessed are contrary to law or the regulations of St. Clair County Board of Education

policy. If a student is searched, a school official of the same sex shall conduct the search in a private setting with a third party of the same sex present. The principal or his/her designee(s) shall make every attempt to notify the student's parents/guardians of an impending search.

Schools and school buses may use video surveillance cameras to enhance student safety and security.

### **CIVIL LIABILITIES AND CRIMINAL PENALTIES**

In an effort to assure that parents are informed of their school-related responsibilities, the Alabama State Board of Education has mandated that parents receive notification addressing civil liabilities and criminal penalties for misbehavior by students on school property or against school employees. The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees.

**Bomb Threat:** It is a crime to falsely report an incident with knowledge that the information reported, conveyed, or circulated is false. To initiate or circulate a false report or warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or emergency under circumstances that are likely to cause evacuation of a building, place of assembly, or transportation facility, or to cause public inconvenience or alarm is a Class C Felony. Falsely reporting other kinds of incidences is a Class A Misdemeanor.

**Drug, Alcohol, Weapons, Physical Harm or Threatened Physical Harm (Act 94-784):** The school principal shall notify the 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 five (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.

**Pistol Possession / Driver's License (Act 94-820):** Any person over the age of 14 years 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 the issuance of a driver's permit or driver's 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 is 16 or older possesses a driver's license on the date of the conviction, the driver's license will be suspended for 180 days.

**Teacher Assault (Act 94-794):** A person commits the crime of assault in the second degree (Class C Felony) if the person assaults a teacher or an employee of a public education institution with the intent to cause serious physical injury.

**Tobacco Products (Pro-Children's Act and 290-030-010-06 Administrative Code, Alabama State Board of Education):** The use of tobacco products is prohibited on school property, including buildings, vehicles and any other property owned by the board of education.

**Vandalism (Act 94-819):** The parents/guardians or other person having control or custody of any minor under the age of 18 with whom the minor is living and who has custody of the minor shall be liable for the actual damages sustained to school property plus the court costs caused by an intentional, willful, and malicious act of the minor.

**Weapons in Schools (Act 94-817):** It is a Class C Felony for any person to knowingly carry or possess a deadly weapon on the premises of any public school or any school bus with intent to do bodily harm. Note: Deadly weapons include but are not limited to hand grenades, explosive devices, pistols, rifles, shotguns, knives, stilettos, swords, daggers, or any type of club, baton, billy, blackjack, bludgeon, or metal knuckles.

**Gun Free Schools Act (GFSA):** When it is determined that a student possesses a firearm at school, on school property, or at a school event/activity, the following procedures must be followed immediately:

- The student must be expelled and the expulsion noted on records transferred to any other school.
- The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:
  - Report to law enforcement
  - Contact parents
  - Suspend from school immediately pending investigation
  - Complete an investigation as soon as possible with documented written report(s)
  - Expel student according to LEA policy
- Following the expulsion determination, the student cannot attend any regular public school for one calendar year.
- The LEA can modify the expulsion on a case-by-case basis as allowed by the Code of Alabama 1975 §16-1-24.3
- Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
- GFSA and other state required disciplinary data will be reported to the SDE through the School Incident Report (SIR).

### **NSF CHECKS**

All checks returned by your bank will automatically be forwarded by the SCCBOE's bank directly to TigerTranz for collection. TigerTranz will contact you in order to collect the face amount of the worthless check plus the state allowed collection fee (currently \$30.00). If you do not properly respond or if TigerTranz is unable to contact you, they may re-present your check to the bank electronically along with the applicable collection fees. If you have any questions regarding a NSF check, you may contact TigerTranz at 1-800-387-2270 or [www.tigertranz.com](http://www.tigertranz.com).

## **ROLES, RIGHTS, AND RESPONSIBILITIES**

### **PRIVACY RIGHTS: PARENTS, STUDENTS AND STUDENT RECORDS**

The St. Clair County Board of Education has adopted a policy guaranteeing the privacy rights of students and parents, in regard to student records, as required by the General Education Act, as amended. Parents and students of the St. Clair County School System are hereby notified of their rights as pertaining to the privacy and release of student records.

Privacy rights include the right

- To inspect and review educational records of their children.
- To seek corrections, through an established process, of items in the record which are believed to be inaccurate and/or missing.
- To file a complaint with the appropriate state or federal officials when the district violates laws or regulations relative to student records.
- To exercise control over other people's access to the records, except for information that is designated as directory information.

The St. Clair County School System maintains a number of different student records. The records maintained contain the following categories of information: attendance, scholastic programs and information, group test results, individual assessment data, health data, discipline records, emergency contact information, biographical data, screening data, directory information, data for placement in special programs, records pertaining to student attitudes and behavior, preschool screening records, census count of disabled students. Information shared with third party vendors is used only for setup purposes for educational and institutional programs.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request 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.

- 2) The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the St. Clair County Board of Education to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the St. Clair County Board of Education decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the St. Clair County

Board of Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) The right to file a complaint with the US Department of Education concerning alleged failures by the St. Clair County Board of Education to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605

Parents or eligible students may choose to file a complaint with the St. Clair County Board of Education concerning alleged failure to comply with the requirements of FERPA. The contact information is:

Coordinator of Federal Programs  
St. Clair County Board of Education  
410 Roy Drive, Ashville, AL 35953

### **DIRECTORY INFORMATION**

Directory information is defined as the information relating only to a student's or parent's name, address, electronic mail address, telephone number, dates of attendance, grade levels completed, class placement, birth date, place of birth, participation in officially recognized activities and sports, height, weight, diploma type, honors and awards received, most recent education agency or institution attended and other similar information.

Directory information also includes the student's comments and observations as well as photographs, recordings, films, and video tapes of the student or in which the student is included, or is a part, for school publications or productions (includes all media, including websites, as well as live performances or presentations), and/or governmental agencies, publications or purposes, and/or the public media.

Parents or guardians of students who object to the disclosure of any or all of the items specified as directory information shall place written objections on file with the school at the time of the student's enrollment or any time thereafter.

The principal of the school is the authorized custodian for the student records and is responsible for their confidentiality. Specific requests to exercise the rights and guarantees afforded parents and students by this law shall be directed to the principal of the school where the child is enrolled.

### **STUDENT GRIEVANCES AND COMPLAINTS**

Students have a right to assistance in handling grievances and complaints. The following steps are provided to guide students and parents/guardians in reporting problems and receiving formal resolution of grievances and complaints:

**Step #1:** Ask the teacher or person(s) who you feel treated you unfairly to discuss the grievance/complaint with you. This shall be done within ten (10) days of the day the situation occurred.

**Step #2:** If the problem is not resolved in step one, submit your complaint, in writing, to the principal within ten (10 Days) of speaking with the teacher or person(s) you feel treated you unfairly.

**Step #3:** The next step to resolving the problem is to contact, in writing, the St. Clair County Board of Education. This should be done within ten (10) days of the meeting with the principal. A meeting will be scheduled with the grievant and a school official will investigate. The school official will try to resolve the issue within twenty (20) business days and notify the grievant of his/her decision.

Contact

Superintendent

St. Clair County Board of Education

410 Roy Drive, Ashville, AL 35953

(205) 594-7131 ext 2257

**Step #4:** If a resolution is not reached, the grievant may notify the Superintendent within ten (10) days. A meeting will be scheduled by the superintendent with the grievant and he/she shall investigate with the other parties to bring a satisfactory solution to the problem. The Superintendent, working with the St. Clair County Board of Education Board Members, will inform the student and/or his/her parents/guardians in writing of his/her decision within twenty (20) days of the meeting.

### **ROLES OF THE SCHOOL, SCHOOL PERSONNEL, THE HOME AND STUDENTS**

Students enrolled in the St. Clair County School System are subject to the rules of the St. Clair County Board of Education while on school system property, while in attendance at school-related activities, and while being transported to and from school or school-related activities. Jurisdiction over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school community, especially when those students are representing the school.

In order to have an effective instructional program there must be a cooperative relationship between the board of education, superintendent, administration, teachers, parents, students, school personnel and the school community. This relationship is described as:

#### **Superintendent & Board Members Who**

- Provide comfortable, safe physical facilities
- Provide proper facilities for the disabled
- Provide textbooks, materials and supplies in accordance with the laws of the State of Alabama
- Adopt and implement policies for all phases of school life
- Exercise jurisdictional control through established system policies
- Exhibit consistency in enforcing rules and regulations established by system policies
- Provide transportation in accordance with state law

- Provide for safety of students and school personnel
- Provide a qualified administrative and instructional staff in each school of the system
- Adhere to the policies of Title IX
- Manage schools with no favoritism to any school
- Open doors to all students, parents, and school personnel for suggestions, constructive criticism, and conferences
- Listen to grievances from students, parents, and school personnel and administrators with an open mind
- Seek satisfactory solutions to grievances within established guidelines of state and federal law
- Endow to principals the management of their schools by supporting their decisions and amending them only as a last resort
- Provide backing (legal when necessary) for administrators and all other school personnel

#### **Principals Who**

- Manage their schools with firmness, yet sympathetic fairness
- Exhibit consistency in enforcing rules and regulations
- Establish channels of communication whereby all policies are clearly understood by students, parents, and teachers
- Organize and manage schools in an orderly and effective manner
- Allow teachers to concentrate their efforts toward instruction
- Provide opportunities for the student to achieve his/her potential
- Assume administrative responsibility and instructional leadership
- Plan, manage and operate their respective school with rules and regulations of the St. Clair County Board of Education
- Involve the faculty and staff in devising procedures, rules, and regulations that assure the rights of students
- Recognize that individual rights involve associated responsibilities
- Recognize individual rights are viewed in relation to the health, safety, and welfare of the majority

#### **Schools That**

- Encourage the use of good guidance procedures
- Maintain an atmosphere conducive to good behavior
- Exhibit an attitude of respect for students
- Plan a flexible curriculum to meet the needs of all students
- Promote effective training and discipline based upon fair and impartial treatment of all students
- Develop a good working relationship among staff and students
- Encourage the school staff, parents/guardians, and students to use the services of community agencies
- Encourage parents to keep in regular communication with the school and the child's teacher(s)
- Encourage parent participation in affairs of the school
- Endeavor to involve the community in order to improve quality of life therein

#### **Teachers Who**

- Are punctual and in regular attendance
- Are adequately prepared to perform promptly their duties with appropriate materials and plans
- Are respectful to all individuals and property
- Refrain from profane and inflammatory statements
- Conduct themselves in a safe, responsible manner
- Are clean, neat, and appropriately dressed
- Abide by the rules/regulations of the St. Clair County Board of Education

- Abide by rules/regulations of the school in which they teach
- Seek changes in an orderly and recognized manner
- Are friendly, concerned, and willing to give extra time to counsel with students about educational, personal and related problems
- Are responsible for solving routine problems
- Are responsible for holding conferences with students and parents/guardians concerning problems encountered by the student
- Regard as essential the freedom to teach and learn
- Strive to guarantee an equal educational opportunity to each student
- Strive to use a variety of informal disciplinary and guidance methods prior to, during, and after formal disciplinary action
- Remain professional in conduct

### **Students Who**

- Attend all classes daily and are punctual in attendance
- Are prepared in each class with appropriate working materials
- Show respect for all individuals and property
- Show respect for the American and State Flags and exhibit patriotism
- Refrain from profane or inflammatory statements
- Conduct themselves in a responsible manner
- Are neat, clean and appropriately dressed
- Conform to acceptable standards of appearance as set forth in the dress code of the St. Clair County Board of Education
- Practice self-discipline and self-dependence in assignments and other phases of school life
- Abide by the classroom rules and regulations of the St. Clair County School System, the school, and the classroom teachers
- Are aware that acceptance of imposed discipline is the first step to self-discipline
- Show a positive, cooperative attitude toward school

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **Curriculum**

Students' opinions regarding curriculum offerings are extremely important and, therefore, deserve careful analysis and consideration. The student's age, grade, and maturity determine the degree of student involvement in curriculum development. Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

#### **Student Responsibilities:**

- To request participation in academic programs and extracurricular activities that are compatible with ability
- To seek assistance in course selection from informed professionals in the school
- To contribute to an atmosphere free of bias and prejudice
- To cooperate fully and exert every effort to achieve mastery of the basic skills
- To complete courses successfully as determined and designated by career or college entry purposes
- To complete a selected subject successfully once he/she has enrolled in the class
-

**Student Rights:**

- To have equal access to educational opportunities
- To be willing to receive system-wide curriculum course descriptions that will result in the most appropriate course selections
- To be willing to receive instruction in courses of study under competent instructors in an atmosphere free of bias and prejudice
- To be willing to participate in appropriate basic skills programs in all grade levels

**Parents and Guardians Who**

- Assist their child in planning scholastic and extracurricular activities
- Maintain regular communication with the school authorities concerning their child's progress and conduct
- Ensure that their child is in prompt daily attendance
- Explain any absence or tardiness to the school
- Assist their child in being healthy, clean, and neat
- Assist their child with the resources needed to complete class work and other assignments
- Inform proper authorities of any problem or condition that affects their child or other children in the school
- Discuss report cards and work assignments with their child
- Provide up-to-date home, work, and emergency telephone numbers to proper school authorities
- Assume leadership roles and/or participate in school booster organizations
- Attend all scheduled parent/teacher conferences
- Document their understanding and acceptance of the Code of Student Conduct

**Free Speech & Expression**

Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the Constitution of the United States; therefore, in a democratic society one of the basic purposes of education is to prepare students for responsible self-expression.

**Student Responsibilities:**

- To respect the rights of others and to express disagreement in a manner that does not infringe upon the rights of others, nor interfere with the orderly educational process
- To act in a manner which preserves the dignity of patriotic observances
- To plan for, seek approval of, and conduct activities that are consistent with the objectives of the school

**Student Rights:**

- To form and express view points through speaking and writing in a manner that is not obscene, slanderous, or libelous
- To affirm identity with the American ideals, i.e., pledging allegiance to the flag
- To refrain from any activities that violate the precept of religion

**Property & Privacy Rights**

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

**Student Responsibilities:**

- To attend school-related activities without bringing materials or objects prohibited by law or board policy or which detract from the educational process
- To respect the property of the public, as well as that of individuals, and to refrain from destruction or damage to such property

**Student Rights:**

- To maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material prohibited by law or board policy
- To attend school in an educational environment in which personal property is respected.

**The Right to Learn**

**Student Responsibilities:**

- To abide by the law, including the rules and policies of the local board of education and school 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:**

- To be informed of laws and the 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.

**STUDENT CONDUCT, SUPERVISION, AND DISCIPLINE**

The St. Clair County Board of Education promotes an environment where students can dress comfortably. Proper standards of dress and grooming are expected of all students at all times. As a general guideline, any manner of dress deemed inappropriate or disruptive during the scholastic day and/or during the practice for, or performance in, extra-curricular activities will not be allowed. **The school administration has the authority to determine whether or not a student is in compliance with dress code regulations.**

**SCHOOL DRESS CODE-GRADES K-3**

The parents/guardians should supervise the manner of a student’s dress. The student should be dressed so he/she can participate in all aspects of the total educational program including physical education. As a guideline for setting limits, please read the dress code rules for middle and high schools.

**SCHOOL DRESS CODE-GRADES 4-12**

The parents/guardians should supervise the manner of a student’s dress.

- 1) Headgear including, but not limited to hats, caps, headbands, sweatbands, bandanas, visors, do rags, hoods, and sunglasses, must be removed upon entering the school building and shall be properly stored.
- 2) Hair must be clean, combed, and well-groomed. Hair must not be in the eyes of the student or impair his/her vision. Appropriate safety precautions must be observed in all classes. If long hair is a safety hazard, students will receive directions from the teacher/instructor. Eye protection may be required in some classes. Whenever a student's hairstyle becomes a disruptive issue, the principal will address the problem on an individual basis. Etchings in the hair are unacceptable.
- 3) Facial hair must be well-groomed.
- 4) Insignias, buttons, and clothing that are suggestive (alcoholic beverages, tobacco, vulgarity, nudity, drug-related, etc.) are not permitted.
- 5) Clothing or other items that may inflame racial tension, incite a significant group of students in the student body, and/or depict any form of hatred/disrespect of others shall not be worn.
- 6) Any hairstyle, clothing or pattern of dress or other items that identify a student as being a member of a gang, or could be perceived as a threat or represent a hate or subversive organization are prohibited.
- 7) Bracelets or belts with spikes or studs are not allowed. Chains not exceeding 6" in length will be allowed to connect wallets to clothing.
- 8) No piercing, other than the ear, is acceptable. Jewelry may not be worn by any student when safety factors are an issue. Facial piercings to the nose, eyebrows, tongue or any other part of the body will not be allowed. Band-aids cannot be worn to conceal unauthorized jewelry, and spacers, plugs, etc. used to keep pierced holes open also are not allowed.
- 9) Pants/jeans and other articles of clothing must be clean with no holes. Pants/jeans must be worn at the natural waistline.
- 10) Revealing garments may not be worn at any time. This type of garment shall include, but not be limited to, short-shorts or cut-off shorts (see # 14), halters, racer back tops, midriffs (tops that show the midriff), tank tops (tops with less than 1 ½" straps), spaghetti straps, string straps, one shoulder strap, outfits with no back, see-through clothing, or tops with low necklines.
- 11) Students must wear clothing in the manner for which it is designed. Pants/jeans must fit properly and be worn to fit at the waistline with the length no longer than mid-shoe level.
- 12) Over-sized, baggy clothing is prohibited (including shirts).
- 13) Students must wear proper undergarments.
- 14) The length of all articles of clothing, as well as slits in articles of clothing, must be appropriate for school wear and in no instance shorter than 3" above the top of the knee. This includes, but is not limited to, tops, sweaters and dresses worn with leggings or tights. The principal/designee will determine compliance.
- 15) Shoes must be worn at all times, and shoes designed to be laced must be laced and tied.
- 16) Baggy coats may not be worn inside any school building.
- 17) Shoes may not contain any type of wheel or roller blades.

### **DUE PROCESS**

The St. Clair County Board of Education recognizes that the observance of applicable substantive due process entails two basic considerations:

- 1) Any objective sought relative to student government must be legally defensible, e.g., based upon a rational or compelling state interest; and
- 2) The means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of school officials within the St. Clair County School System.

To assure compliance with these two substantive aspects, the St. Clair County Board of Education has approved the following guidelines as applicable to all policies, rules and regulations.

- Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.
- Each local regulation shall be based on a board policy.
- All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, and administrative regulations of duly authorized, e.g., Board or State Department of Education; US Department of Education.
- Both policies of the board and regulations designated by local school administrators shall be specific and precise.
- No board policies or local school code of conduct shall deny any student his/her constitutional rights.
- Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
- Exercise of all authority by administrators, teachers, or school officials should be capable of withstanding close judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory or otherwise illegal practices.
- Students, parents, citizens, teachers, and administrators have participated in developing the St. Clair County Code of Student Conduct

Procedural due process within the St. Clair County School System shall relate primarily to the area of discipline and disciplinary measures, e.g., corporal punishment, alternative education placement, short-term suspension, long-term suspension and expulsion. The degree of procedural due process afforded in each of the above situations shall be dependent upon the following:

- The gravity of the offense a student is alleged to have committed; and
- The severity of the contemplated penalty.

Before being punished for violations of board policies or school regulations, a student shall have the right of the following minimum due process procedures:

- 1) The student shall be given oral or written notice of the alleged violation(s).
- 2) The evidence against the student shall be explained to him/her.
- 3) The student shall be given an opportunity to present his/her own version of the facts concerning the alleged violation(s).

The disciplining authority (principal/teacher) The disciplining authority (principal/teacher) may immediately impose the appropriate disciplinary measures in accordance with board guidelines, following the informal due process hearing stated above.

When a student is facing possible long-term suspension or expulsion, due process requirements shall apply as follows:

- Notice to the student, parents/guardians, in writing, of the alleged violation(s) and the basis of such violation
- Notice of the right of the student to an administrative hearing, if requested within five (5) days from the receipt of the notice provided by the school system, as stated in the previous paragraph
- In addition, if a hearing is requested, the following due process requirements shall be afforded to the student:
  - 1) The right to have an attorney and to present evidence in defense of such violation(s)

- 2) The right to confront the student's accuser and the cross examination of any witness(es) in support of the violation
- 3) The right to a written record of the hearing and a written record of the decision
- 4) The right to appeal an adverse decision to the Board of Education

### **ADMINISTRATIVE DISCIPLINARY OPTIONS**

Administrators have the following options available to them for punishment of students who violate the Code of Student Conduct as published in this handbook. The Board has the right to grant administrators additional options. Any time a referral is submitted that warrants formal disciplinary actions, a reasonable effort will be made by the school to contact the parents/guardians by telephone during school hours, written notice delivered by the student, or by the US Postal Service.

It is the responsibility of the student to notify his/her parents/guardians of all written communications from the school. Failure to do so may result in further disciplinary action.

**Corporal Punishment:** Each teacher is held responsible for the discipline within his/her classroom. While corporal punishment should be used as a last resort, it is permissible under the following conditions:

- A student has been notified of the offense for which he/she is to receive corporal punishment and the student has been given an opportunity to explain his/her actions.
- Punishment must be administered by the teacher responsible for the student at the time of his/her misbehavior, the principal or his/her designee.
- Punishment must be witnessed by another certified faculty member.
- Punishment shall not be administered in the presence of other students.
- The use of corporal punishment shall at all times be reasonable and proper and must not be severe enough to cause bodily injury to the student.
- The person who administers the corporal punishment and the witness must document all cases of corporal punishment.
- Documentation must be filed in the administrative office.
- Parents/guardians must be notified in writing that their child has received corporal punishment.
- The punishment shall consist of no more than three licks on the buttocks with a smooth surface paddle free of holes and/or cracks.

**Saturday School:** Saturday School is established for students who violate the Code of Student Conduct. The student is assigned behavior modification modules reflective of the behavior(s) demonstrated. The local school administrators may assign students in Grades 4-12 to the program. The Saturday School allocation for each school is based on enrollment. Students are limited to three visits to Saturday School per school year.

**Detention:** Each local school may assign students to detention for violation(s) of the Code of Student Conduct. Detention assignments may be held before or after school. Parents/guardians notices must be signed and filed in the school office.

**Alternative Education Placement:** Students may be assigned to attend the Ruben Yancy Alternative School. The program is designed to decrease the number of students suspended for violating the Code of Student Conduct. Students must be referred by local school administrators with admission coordinated with the Alternative School staff. The program serves students in Grades K-12.

Parents/guardians of students assigned to the program on a disciplinary referral must provide transportation. School administrators and parents/guardians must have an in-school meeting prior to the student attending the program. The student's referral to the program can be extended based on his/her behavior.

**Disciplinary Probation:** Students assigned Disciplinary Probation are allowed to temporarily return to the classroom and campus under conditions set by the principal and/or board and are assigned to the school specified staff member who will monitor the student's adjustment to the school environment.

- When a student is placed on disciplinary probation, the student and the parents/guardians shall be notified in writing by the school administration with a copy sent to the superintendent of the reasons for probation and possible disciplinary action for probation violation.
- The notification shall include the procedures or action the student shall take to be removed from probationary status.

**School Bus Suspension:** School bus suspension is defined as the denial of the privilege of riding a school bus, based on misconduct that transpires when the student is being transported at public expense. This penalty shall be for a specified period of time to be determined by the principal/designee(s). Students will not be re-assigned or allowed to ride another bus during the time of suspension.

When a student is placed on school bus suspension, the student and the parents/guardians shall be notified in writing by the school administration with a copy sent to the superintendent/designee of the reason(s) for suspension and possible disciplinary action for violation. The notification shall include the procedures or actions the student shall take to again become eligible to ride a public conveyance to and from school.

**External / Internal Suspension:** Suspension is defined as the temporary removal of a student from his/her regular school program for a period of time that does not exceed ten (10) days.

The St. Clair County Board of Education recognizes its authority to maintain good order and discipline within the schools of the district. Therefore, the Board of Education gives to the school principal the discretion to suspend a student for just cause. The principal shall promptly advise the superintendent of all such suspensions, stating the reason(s) for the suspension.

No suspended student shall be allowed to leave the school premises during the school day until a parent/guardian or other proper authority assumes responsibility for him/her. A student who has been suspended by a school principal shall not be eligible to enroll in another school in the district until such time that he/she is reinstated in the school from which he/she was suspended.

A suspended student (out-of-school/alternative education program) or expelled student will not be eligible to be present on school property, to attend on-campus or off-campus school-sponsored activities, to participate in any school-sponsored activity, or to enroll in any public school in the St. Clair County School System until the suspension or expulsion is properly cleared.

**Referral for Expulsion:** Expulsion is defined as the removal of the right and obligation of a student to enroll and attend a public school under the jurisdiction of the St. Clair County Board of Education.

The St. Clair County Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action. A student referred for an expulsion hearing may receive an immediate suspension of up to ten (10) days. If a student is suspended and recommended for

expulsion, the local school principal shall notify, in writing, the parents/guardians and the superintendent of education and shall afford the student Due Process as provided in the Due Process section of the Code of Student Conduct.

The superintendent may extend a suspension or place a student in an alternative education setting pending the decision of the board to expel said student. A student expelled by the board may not return to any campus during the course of the expulsion. A school may not unilaterally expel or cease the provision of educational services to a disabled student.

## CONDUCT VIOLATIONS AND DISCIPLINARY SANCTIONS

It is fundamental that orderly schools have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes a violation of the Code of Student Conduct. Violations are grouped into four classes that range from the least serious (Class I) to the most serious (Class IV). Appropriate school personnel shall investigate, verify, and determine classification of student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events.

This section includes a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases accordingly.

### Class 1 Violations

- 1.01** Distraction of other students
- 1.02** Illegal organizations (any on-campus participation in fraternities, sororities, secret societies, or other unauthorized clubs)
- 1.03** Unexcused Tardiness – Reporting late to class
- 1.04** Non-Direct use of Profane Language or Obscene Manifestations (Class 2.08)
- 1.05** Non-conformity of Dress Code
- 1.06** Disruption on a School Bus
- 1.07** Inappropriate Display of Affection – including, but not limited to embracing/kissing
- 1.08** Refusal to complete Class Assignment, including continued failure to bring materials to class
- 1.09** Failure to Follow Directives from board of education employees (Principal/Administrator, teacher, counselor, teacher's aide, substitute teacher, bus driver, lunchroom worker, etc)
- 1.10** Unauthorized use of School/Personal Property
- 1.11** Littering of school property
- 1.12** Inappropriate Display of Behavior in the school hall, classroom, lunchroom, gym, school bus or during any school-sponsored function. (including but not limited to horseplay, shoving, tripping, rudeness)
- 1.13** Failure to carry home (and return if requested) correspondence that requires parents'/ guardians' signatures
- 1.14** Chewing gum, food items, beverages and beverage containers (See individual school rules.)
- 1.15** Four (4) or more unexcused check-in/check-outs
- 1.16** Any other violation that the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

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**Class 1 Disciplinary Sanctions**

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Parent/guardian notification is required. The principal's discretion for the following sanctions will include but not be limited to the following:

- Conference with the student
- Verbal reprimand
- Withdrawal of privilege(s)
- Parents/guardians conference(s)
- Demerit(s)
- Temporary removal from class (including prohibiting the student from attending special events, i.e. field trips, etc.)
- Detention
- In-school suspension
- Corporal punishment
- Saturday School (Gr. 4-12 only - See pg 45)
- Disciplinary probation
- School bus suspension (Less than 10 days)
- Other sanction(s) as approved by the St. Clair County Board of Education

**Class 2 Violations**

- 2.01** Insubordination, Defiance, Disrespect to a Board Employee's authority; verbal/non-verbal refusal to comply with lawful directive of a Board Employee
- 2.02** Vandalism/Property Damage, including but not limited to malicious mischief, graffiti, or intentional damage to public property, i.e., desks, tables, bus seats, or real property of others. In all cases, the student/parents/guardians shall make monetary restitution for damages.
- 2.03** Theft of Property valued at less than \$50.00
- 2.04** Gambling-any participation in games of chance (flipping coins, matching, etc.) for money and/or other things of value.
- 2.05** Possession of Stolen Property with the knowledge that it is stolen
- 2.06** Bullying (including cyber bullying)
- 2.07** Trespassing/Illegal School Entry – Breaking, entering or remaining in a structure or conveyance without jurisdiction and/or supervision during the hours the premises are closed to the public
- 2.08** Direct Use or repeated Non-Direct Use of Profane Language/Obscene Manifestation (verbal, written, electronic, gestures directed toward another person) or possession of pornographic material (Class 1.04)
- 2.09** Unauthorized Absence from school and/or class
- 2.10** Written/Verbal Proposition – to engage in sexual acts
- 2.11** Touching of another person (Offensive touching or touching with a sexual connotation)
- 2.12** Possession of and/or use of matches or lighters
- 2.13** Use of an electronic pager, laser light pointer, or unauthorized communication device (includes electronic equipment – radios, stereos, CD equipment, MP3, headphones, and electronic games)
- 2.14** Dishonesty, Cheating, providing false information to an employee of the St. Clair County Board of Education
- 2.15** Unsafe/Unlicensed Driving on school property or other violations of the school parking/driving rules

- 2.16** Engaging in any act that is deemed harmful, including but not limited to, practical jokes
- 2.17** Speech or other expression intended to insult or stigmatize (written, electronic or gestures) others on the basis of their sex, race, color, disability, religion, sexual orientation or national and ethnic origin
- 2.18** Violation of Medication Policy
- 2.19** Violation of Internet Use Policy
- 2.20** Any other violation the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

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### Class 2 Disciplinary Sanctions

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Parent/guardian notification is required. The principal's discretion for the following sanctions will include but not be limited to the following:

- Temporary removal from class (including prohibiting the student from attending special events, i.e., field trips, etc.)
- Detention
- In-school suspension
- Alternative Education Program: First assignment to alternative placement limited to 10-20 days placement. Second assignment to alternative program limited to 20-30 days. Third assignment limited to 45 days unless approved by assistant superintendent or superintendent.
- Out-of-school suspension (Parents/ guardians contact required before suspension)
- Referral to outside agency, including the criminal justice system
- Corporal punishment
- Saturday School (Gr. 4-12 only - see pg 44)
- School bus suspension (more than 10 days)
- Restitution of property and damages where appropriate
- Other sanction(s) as approved by the St. Clair County Board of Education

### Class 3 Violations

- 3.01** Fighting on school grounds, school bus, school building or at school-related functions/events
- 3.02** Inciting/Participating in major student disorder including, but not limited to, gang activity (leading, encouraging or assisting in disruption that results in destruction/damage of private property or personal injury to the participants or others)
- 3.03** Unjustified Activation of Fire Alarm/ Fire Extinguisher
- 3.04** Tobacco Products - Possession, sale, use
  - 3.04a Possession of tobacco products
  - 3.04b Sale of tobacco products
  - 3.04c Use of tobacco products
- 3.05** Accessing or changing information in a school computer to endanger or cause harm to another individual
- 3.06** Discharging of an air-gun or any other device that expels a projectile with speed
- 3.07** Threatening Language and/or Harassment that is not consistent with criminal activity directed to another individual's harm, to employees or students of the St. Clair County Board of Education, their family or property, including the performance of such act
- 3.08** Indecent Exposure which is socially unacceptable exposure of the human body, on school property or at a school-sponsored event/function
- 3.09** Extortion (the act of obtaining service, money, or information by the use of threats)
- 3.10** Aggressive Contact that causes physical harm

- 3.11** Robbery - the taking of money or other property from the person or custody of another person by force, violence, assault, or putting in fear of same. Restitution will be required. (May subject the student to larceny)
- 3.12** Theft of Property- the intentional unlawful taking and/or carrying away of property valued at \$50.00 or more when said property belongs to or is in the lawful possession or custody of another. Restitution will be required.
- 3.13** Burglary of School Property
- 3.14** Criminal Mischief
- 3.15** Prohibited Item - Possession, sale, use, furnishing, or giving of a prohibited Item including but not limited to firearm facsimiles, stun gun facsimiles, knives with blades two inches or smaller and imitation controlled substances
  - \*Does not include item listed in Class 4 Violations
  - \*See Search & Seizure on School Property
    - Drugs & Medication
    - 3.15a Possession-Prohibited Item not listed above
    - 3.15b Sale-Prohibited Item not listed above
    - 3.15c Use-Prohibited Item not listed above
    - 3.15d Giving-Prohibited Item not listed above
- 3.16** Any other offense that the school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

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### Class 3 Disciplinary Sanctions

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Parents/guardians notification is required. The principal's discretion for the following sanctions will include but not be limited to

- Out-of-school suspension (Parents/guardians contact required before suspension)
- Alternative Education Program:
  - First assignment to alternative placement limited to 10-20 days placement. Second assignment to alternative program limited to 20-30 days. Third assignment limited to 45 days unless approved by assistant superintendent/ superintendent.
- Referral to outside agency, including the criminal justice system
- Expulsion
- Restitution of property and damages where appropriate
- Other sanction(s) as approved by the St. Clair County Board of Education

### Class 4 Violations

- 4.01** Sexual Offense – Acts of a sexual nature which occur on school property, school buses, or when the student is in attendance at a school-related activity. These acts include, but are not limited to, battery, indecent exposure, intercourse, rape, or attempted rape.
- 4.02** Assault/Battery on another person (student, teacher, staff member, visitor, etc). In accordance with the Code of Alabama 1975 §13A-6-21, it is a Class C Felony to cause physical injury or threaten to cause physical injury to teachers or other employees of the Board of Education. In accordance with the Code of Alabama 1975 §16-1-24(b)(c), the principal shall notify appropriate law enforcement officials when a student violates board policy concerning physical harm or threatened physical harm against another student or employee of the St. Clair County Board of Education.
- 4.03** Possession of a Weapon (knife, metallic knuckles, tear gas gun, throwing star, chemical weapon or device, pepper gas, or any other weapon, instrument, or object)

In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the St. Clair County Board of Education.

(See Gun Free School Act pg 34)

- 4.03a Knife-Possession
- 4.03b Knife-Sale
- 4.03c Knife-Use
- 4.03d Other Weapon-Possession
- 4.03e Other Weapon-Sale
- 4.03f Other Weapon-Use
- 4.03g Other/Unknown Weapon-Possession
- 4.03h Other/Unknown Weapon-Sale
- 4.03i Other/Unknown Weapon-Use

**4.04 Explosive Device (Possession, Sale, Discharge/Use)**

In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the St. Clair County Board of Education.

(See Gun Free School Act pg 34)

- 4.04a Firearm Component-Possession
- 4.04b Firearm Component-Sale
- 4.04c Firearm Component-Use
- 4.04d Explosive/Incendiary/Poison Gas-Possession
- 4.04e Explosive/Incendiary/Poison Gas-Sale
- 4.04f Explosive/Incendiary/Poison Gas-Use

**4.05 Firearm - Possession of any firearm, including but not limited to, a starter gun which will or is designed to or may already be converted to expel a projectile by the action of an explosive, the frame or receivers of any such weapon, with intent to do bodily harm on school system property, including a school bus, is a Class C Felony.**

In accordance with Code of Alabama 1975 §16-1-24.1(b)(c), the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the St. Clair County Board of Education.

(See Gun Free School Act pg 35)

- 4.05a Handgun-Possession
- 4.05b Handgun-Sale
- 4.05c Handgun-Use
- 4.05d Rifle/Shotgun-Possession
- 4.05e Rifle/Shotgun-Sale
- 4.05f Rifle/Shotgun-Use

**4.06** Drugs/Drug Paraphernalia, Medication, Alcohol Unlawful sale, purchase, use/being under the influence of, furnishing/giving or possession of the following:

- a) Prescribed/Non-Prescribed Drugs (definition/exceptions in Drugs & Medication)
- b) Illegal Drug Paraphernalia
- c) Alcoholic Beverage

In accordance with Code of Alabama 1975 §16-1-24.1(b) (c), the principal shall notify the appropriate law enforcement officials when any student violates board policy concerning drugs and/or alcohol.

- 4.06a Alcohol-Possession
- 4.06b Alcohol-Sale
- 4.06c Alcohol-Use
- 4.06d Alcohol-Furnishing or Giving
- 4.06e Drugs-Possession
- 4.06f Drugs-Sale
- 4.06g Drugs-Use
- 4.06h Drugs-Furnishing or Giving

**4.07** Crimes as defined under the laws of the city, county, State of Alabama, or the United States

**4.08** Arson – the willful and malicious burning of school property. In accordance with the Code of Alabama 1975 §16-1-24.1(e) (2), parents/guardians are liable for damages to school property caused by their child/children.

**4.09** Bomb Threat – any such communication concerning school board property that has the effect of interrupting the educational environment. Any student found to have made a bomb threat or to have falsely reported such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures. Any student who counsels, advises, persuades, encourages, or dares another person to make a bomb threat or to falsely report such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures.

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#### Class 4 Disciplinary Sanctions

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All six (6) steps listed below apply. Administrators should refer to Due Process Guidelines on page 24 in order to preserve the constitutional rights of the student.

Step #1 Principal shall notify law enforcement and JPO.

Step #2 Principal shall contact parent; parent shall be notified, in writing, of the pending charge. The student shall remain at home pending an administrative hearing.

Step #3 Principal shall notify assistant superintendent (hearing officer) of the offense. Assistant superintendent shall establish a time, place, and date of the pending hearing. Parent will be notified of the time, date and place. If anyone other than the student and parent/guardian is to attend the hearing, hearing officer must be given 24 hours notice; if not given notice, hearing officer may elect to reschedule hearing.

- Step #4 A formal hearing shall take place within three (3) business days unless otherwise stated by the hearing officer. Principal (or designee) shall furnish hearing officer evidence of the alleged offense as well as pertinent information regarding the student's overall conduct, attendance, and academic record. Students served under IDEA or Section 504 shall have a hearing with their respective IEP/504 committee at the local school.
- Step #5 Parents may receive the disciplinary disposition at the time of the hearing OR the hearing officer may notify the parent, in writing, within three (3) business days of the hearing. Hearing officer shall also notify alternative school director of the disciplinary disposition.
- Step #6 Appeals of the hearing officer's determination may be made to the Superintendent in writing within 10 business days of the due process hearing. The appeal shall be limited to the Superintendent reviewing evidence and/or the audio recording of the hearing. Superintendent shall notify parents of his/her determination within a reasonable amount of time.

School officials must notify the appropriate law enforcement officials when any person violates policies of the St. Clair County Board of Education concerning drugs, alcohol, bomb threats, weapons, physical harm to a person, or threatened physical harm to a person. If that person is an enrolled student, the local school system shall immediately suspend the student from attending regular classes. The decision to initiate disciplinary action and/or criminal charges against a student shall include a review and consideration of the student's exceptional status, if applicable. Code of Alabama 1975 §16-1-14.

### Early Warning Conduct Intervention

Procedures for out-of-school suspension or alternative education placement are listed below. Parents/Guardians should also refer to Due Process Guidelines on page 43. Early Warning is held at the Ashville Courthouse OR the Pell City Courthouse. Notification will be sent by letter from the Office of Juvenile Court.

#### 1st Suspension/Alternative Education Placement

- 1) Every attempt will be made to contact the parents/guardians or the person having control or custody of the child when the student is suspended or placed in an alternative education setting.
- 2) The parents/guardians or person having control or custody of the child shall schedule a school conference before the child will be re-admitted to his/her school. The conference participants will include the student, parents/guardians or person having control or custody of the child, administrator(s), counselor and others designated by the principal.
- 3) The superintendent of education shall be notified of the suspension/alternative education placement.
- 4) The district attorney, through the juvenile probation officer, shall be notified of the suspension/alternative education placement.

#### 2nd Suspension/Alternative Education Placement

- 1) Every attempt will be made to contact the parents/guardians or the person having control or custody of the child when the student is suspended or placed in an alternative education setting.

- 2) The child and the parents/guardians or the person having control or custody of the child shall attend the School Conduct Intervention Program (Early Warning) as required by Juvenile Court. The program is designed to assist parents by informing them of the provisions of the law and identifying resources.
- 3) The superintendent of education shall be notified of the suspension/alternative education placement.
- 4) The district attorney, through the juvenile probation officer, shall be notified of the suspension/alternative education placement.

### **3rd Suspension/Alternative Education Placement**

- 1) Every attempt will be made to contact the parents/guardians or the person having control or custody of the child when the student is suspended or placed in an alternative education setting.
- 2) The superintendent of education shall be notified of the suspension/alternative education placement.
- 3) The district attorney, through the juvenile probation officer, shall be notified of the suspension/alternative education placement and provided information relative to this and previous suspensions/alternative education placements.
- 4) An in-school conference shall be scheduled with a court representative(s), student, parents /guardians or person having control or custody of the child, administrator(s), counselor, and others designated by the principal.

### **4th Suspension/Alternative Education Placement**

- 1) Every attempt will be made to contact the parents/guardians or the person having control or custody of the child when the student is suspended or placed in an alternative education setting.
- 2) The superintendent of education shall be notified of the suspension/alternative school placement
- 3) The district attorney, through the juvenile probation officer, shall be notified of the suspension/alternative education placement and provided information relative to this and previous suspensions/alternative education placement.
- 4) A CHINS (Child In Need of Supervision) Petition and/or warrant for the parents/guardians or person in control or having custody of the child will be filed. Special situations may result in legal proceedings being instituted.

## **St. Clair County Board of Education Board Meeting Schedule**

**All meetings of the St. Clair County Board of Education are open to the public. Meetings begin at 6:00 p.m.**

**2011: August 15 • September 19 • October 17 • November 14 • December 19  
2012: January 23 • February 27 • March 19 • April 16 • May 21 • June 18 • July 16**

**Additional “Called Board Meetings” may be held. Public notice for these meetings will be given at least twenty-four (24) hours in advance.**

**“Work Sessions” will be scheduled as needed. Public notice for work sessions will be given at least twenty-four (24) hours in advance.**

**All work sessions and/or board meetings of the St. Clair County Board of Education are announced via email. If you would like to receive notice of board meetings, submit your request, via email, to [office@sccboe.org](mailto:office@sccboe.org)**

## 2011-2012 Code of Student Conduct Notice of Receipt

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

It is the intent of the St. Clair County Board of Education that each student and his/her parent/guardian receive a copy of the St. Clair County Board of Education *Code of Student Conduct* and the Individual School Supplement (responsibility of the base school). The faculty within each school is charged by the St. Clair County Board of Education to review the *Code of Student Conduct* with the student body. By signing this form, you are verifying receipt of the St. Clair County *Code of Student Conduct*.

**Code of Student Conduct** - I acknowledge that I have received a copy of the St. Clair County *Code of Student Conduct* that has been adopted by the St. Clair County Board of Education.

**Special Education** - I acknowledge that I have received information concerning the availability of Special Education Services for students enrolled in St. Clair County Schools. Refer to page 11.

**Textbooks** - I acknowledge that I have received information concerning the care of state-owned textbooks. Refer to page 13.

**Directory Information** - I understand that if I object to the disclosure of any or all of the items specified as directory information, I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter. Directory Information is explained on page 37.

**Drug Survey** - I understand that if I object to my child participating in a Drug Use Survey as required by Title IV funding, I shall place written objections on file with the school at the time of the student's enrollment or at any time thereafter. Refer to Drug Testing on page 25 for guidelines on random testing of students participating in extracurricular activities.

**Internet Use** - I understand that if I object to my child using the Internet and/or e-mail, I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter. See page 31.

**FERPA** - I acknowledge that I have received information regarding the Family Education Rights Privacy Act. Refer to page 36.

**My signature acknowledges receipt of St. Clair County *Code of Student Conduct* and individual school sections, which includes Special Education Information, Textbook Rules and Regulations, Release of Directory Information, Drug Survey Administration, Internet Use, and FERPA.**

Student Name (printed) \_\_\_\_\_ Parent/Guardian Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**Please complete and sign the opposite page.**

**Return to your child's school.**



## ST. CLAIR COUNTY CONTACT INFORMATION

Ashville Elementary	33225 US Highway 231, Ashville, AL 35953	205-594-5242
Ashville Middle	33221 US Highway 231, Ashville, AL 35953	205-594-7044
Ashville High	33215 US Highway 231, Ashville, AL 35953	205-594-7943
Eden Career Tech	45 County Road 33, Ashville, AL 35953	205-594-7055
Margaret Elementary	680 County Road 12, Odenville, AL 35120	205-629-5034
Moody Elementary	1006 H.L. Blocker Circle, Moody, AL 35004	205-640-2180
Moody Middle	696 High School Drive, Moody, AL 35004	205-640-2190
Moody Jr. High	600 High School Drive, Moody, AL 35004	205-640-2040
Moody High School	714 High School Drive, Moody, AL 35004	205-640-5127
Odenville Elementary	420 Alabama Street, Odenville, AL 35120	205-629-6406
Odenville Intermediate	300 Burgess Drive, Odenville, AL 35120	205-629-2246
Odenville Middle	100 1 <sup>st</sup> Avenue, Odenville, AL 35120	205-629-2280
Ragland High	1060 Main Street, Ragland, AL 35131	205-472-2123
Ruben Yancy Alternative	466 10 <sup>th</sup> Street, Ashville, AL 35953	205-594-7492
St. Clair County High	16700 US Highway 411, Odenville, AL 35120	205-629-6222
Springville Elementary	75 Wilson Street, Springville, AL 35146	205-467-6550
Springville Middle	6691 US Highway 11, Springville, AL 35146	205-467-2740
Springville High	8295 US Highway 11, Springville, AL 35146	205-467-7833
Steele Jr. High	105 McHugh Street, Steele, AL 35987	256-538-5489
Central Office	410 Roy Drive, Ashville, AL 35953	205-594-7131
• Maintenance		205-629-6277
• Technology		205-594-6258
• Transportation		205-629-6255