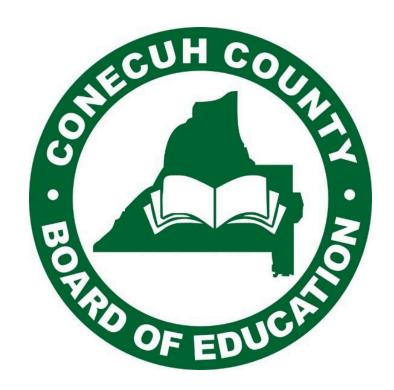
Conecuh County Schools Student Handbook



2025-2026

1455 Ted Bates Road, Evergreen, AL 36401 (251) 578-1752

Dr. LeAnn Smith, Superintendent

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Conecuh County Board of Education

Office of the Superintendent 1455 Ted Bates Road Evergreen, Alabama 36401

August 1, 2025

Dear Parents and Students,

Welcome to Conecuh County Schools!

We are excited to have you as part of our school family. Whether you are beginning your educational journey with us or returning for another great year, we are committed to providing a safe, supportive, and engaging learning environment for every student.

Our schools take pride in academic excellence, strong community values, and the development of responsible, lifelong learners. We believe that success is achieved through the partnership of students, families, educators, and the wider community—all working together to ensure each child reaches their full potential.

We look forward to a successful school year and thank you for being part of the Conecuh County Schools family.

Sincerely yours,

LeAnn Smith

Superintendent, Conecuh County Schools

Conecuh County Board of Education

Dr. LeAnn Smith Superintendent	Mrs. Jan Hayes President District 2	Dr. Coretta Boykin Vice-President District 4	Mr. Tim Covin District 1	Ms. JoAnn King District 3	Ms. Barbara Locke District 5
			E		C

Central Office Directory

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Mrs. Monica Mitchell

State Assessments, EL Coordinator, District Coach & Curriculum Director monica.mitchell@conecuhk12.com | Ext. 1215

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• Mr. Kim Yarber

Truancy Officer kim.yarber@conecuhk12.com

Special Services

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Mrs. Amanda Armstrong

Special Education Director & Psychometrist amanda.chavers@conecuhk12.com | Ext. 4007

• Dr. William Hines

Special Education Coordinator & Alt. School Teacher william.hines@conecuhk12.com | Ext. 4009

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Speech Language Pathologist karla.maxwell@conecuhk12.com

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District Gifted Education Teacher lori.brown@conecuhk12.com

• Ms. Genniefer Meeks

District Transcripts, Enrollment &504 Coordinator genniefer.meeks@conecuhk12.com | (251) 578-2800

• Mrs. Iresha Rudolph

District Social Worker iresha.rudolph@conecuhk12.com

• Mrs. Jackie Murphy

District EL Teacher jackie.murphy@conecuhk12.com

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• Ms. Nyaesia Thompson

Technology Coordinator nyaesia.thompson@conecuhk12.com | Ext. 120

Mr. Tony Section

Technology Assistant & Alternative School tony.section@conecuhk12.com | (251) 238-1315

• Ms. Jennifer Hancock

District Virtual and Media Specialist jennifer.hancock@conecuhk12.com | Ext. 1220

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(251) 578-1752

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• Mr. Loomas McMillian

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Mr. Johnny Brock

Child Nutrition Director johnny.brock@conecuhk12.com | Ext. 1205

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CNP Bookkeeper & Board Receptionist cathleen.mcqueen@conecuhk12.com | Ext. 1207

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Helping Families Initiative Coordinator samantha.rudolph@conecuhk12.com | Ext. 4006

• Mrs. Odessa Wallace

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• Ms. Nancy Santiago

English Learner (EL) Liaison nancy.santiago@conecuhk12.com | Ext. 1210

School and Program Leaders

Conecuh County Junior High School Mr. John Brantley | Principal 2347 Cleveland Ave john.brantley@conecuhk12.com Castleberry, AL 36432 (251) 966-5411 **Evergreen City School** Mrs. Terra Simmons | Principal 821 W Front Street terra.simmons@conecuhk12.com Evergreen, AL 36401 (251) 578-2576 Mrs. Mashonda Thompson | Assistant Principal mashonda.thompson@conecuhk12.com Hillcrest High School Ms. Briana Hall | Principal briana.hall@conecuhk12.com | Ext. 3001 1989 Jaguar Drive Evergreen, Alabama 36401 (251) 578-1126 Ms. Paula Simpson & Mr. Derek Pugh **Assistant Principals** paula.simpson@conecuhk12.com dereke.pugh@conecuhk12.com **Lyeffion School** Mrs. Mary Ann Danford | Principal 7575 Highway 83 maryann.danford@conecuhk12.com | Ext. 5001 Evergreen, AL 36401-5652 (251) 578-2800 Mr. James Riley Jr. | Assistant Principal james.riley@conecuhk12.com | 5030 Repton Junior High School Mr. Tommy Dukes | Principal 2340 Conaly Street tommy.dukes@conecuhk12.com Repton, AL 36475 (251) 248-2960 **Thurgood Marshall Middle School** Mr. Warrick Maye | Principal 428 Reynolds Ave warrick.maye@conecuhk12.com Evergreen, AL 36401 (251) 578-2866 **Workforce Development Center** Mrs. Sarah Miller | Director/Principal (251) 578-7077 sarah.miller@conecuhk12.com | Ext 9001 **Conecuh County STEAM Academy** Mr. Derek Pugh | Director (251) 578-2576 dereke.pugh@conecuhk12.com **Early Learning Center** Mrs. Monica Mitchell | Director/Principal

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jarrod.thomas@conecuhk12.com | Ext. 1106

Mr. Jarrod Thomas | Principal

(251) 578-2576

(251) 578-5291

Second Chance Alternative School

Academic Calendar

2025-2026 School Calendar Conecuh County Schools



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1455 Ted Bates Road Evergreen, AL 36401 (251)-578-1752

ww.conecuh.k12.al.us

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	landing Day of AND-11 December 1
Aug 4-5	Institute Day K-12/Prof. Development
Aug 6	First Day of School
Sep 1	Labor Day
	udents dismiss 11:45a.m./PD 12-3:30p.m.
	Students dismiss 11:45a.m./Homecoming
Oct 13	Columbus Day
	udents dismiss 11:45a.m./Par-Teach Conf
Nov 11	Veterans Day
Nov 24-28	Thanksgiving Break
	udents dismiss 11:45a.m./PD 12-3:30p.m.
Dec 22-Jan	2 Christmas Break
Jan 5	Professional Development
Jan 6 Str	udents dismiss 11:45a.m./PD 12-3:30p.m.
Jan 19	MLK Day
Feb 13	Professional Development
Feb 16	Presidents' Day
Feb 17 Str	udents dismiss 11:45a.m./PD 12-3:30p.m.
	udents dismiss 11:45a.m./PD 12-3:30p.m.
Mar 23-27	Spring Break
Apr 3	Good Friday
May 22 Stu	dents dismiss 11:45 a.m./PD 12-3:30p.m.
May 25	Memorial Day
June 19	Juneteenth Obsevred
July 3	Independence Day Observed
Approved:	March 20th, 2025
180 - STUI	DENT DAYS
7 - PD DAY	/S
TOTAL: 18	0 DAYS

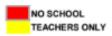
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PROGRESS RE	PORTS
1st Nine Weeks	September 9th 2025
2nd Nine Weeks	November 4th, 2025
3rd Nine Weeks	Feb. 10th, 2026
4th Nine Weeks	April 21st, 2026

REPORT CARDS			
1st Nine Weeks	October 14th, 2025		
2nd Nine Weeks	January 7th, 2026		
3rd Nine Weeks	March 17th, 2026		
4th Nine Weeks	May 22nd, 2026		

1ST SEMESTER: 90 DAYS 2ND SEMESTER: 90 DAYS

October 8th, 2025
December 19th, 2025
March 12th, 2026
May 22nd, 2026



HALF DAY FIRST DAY OF SCHOOL

LAST DAY OF SCHOOL

Section One: General Information

The Conecuh County Board of Education has adopted the following disciplinary and academic standards for students enrolled in Conecuh County Schools. These standards aim to maintain an overall positive school environment and atmosphere that enhances student and teacher morale and increases parental and public support for our schools. A uniform code of conduct for students is essential to pursuing academic excellence so students may have meaningful learning experiences. Students' learning experiences are enhanced through a positive environment, free from disruptions and distractions.

This handbook for students includes selected policies of the Conecuh County Board of Education. A complete copy of the Board Policies is located in each school's principal's office and on the CCS website.

Mission, Vision, Motto, and Beliefs

Mission: Our mission is to create a culture of confident, diverse, and innovative learners in high-quality educational settings. We will advance forward and move higher toward a climate that encourages continuous growth and prepares learners to reach their fullest potential to excel in college, career, and life.

Vision: Conecuh County Schools strives to inspire a community of learners by unlocking their unlimited potential to discover, grow, and lead the future.

Motto: Making it Happen!

Beliefs

L - Learner-centered environments

E - Excellence (in academics, safety, finance, and learner development)

A - Academic AchievementR - Respect for Diversity

N - Narrators of our future

I - Innovative

N - Network with stakeholders

G - Growth Mindset and Potential

Nondiscrimination Policy

It is the policy of the Conecuh County Commission on Education that no student be denied access to any educational programs or services because of race, sex, national origin, religion, creed, age, color, handicap, no English speaking ability, immigrant or migrant status, homeless status, or disadvantaged condition. It provides equal access to the Boy Scouts and other designated groups. Anyone wishing to file a complaint or have any questions about this policy may contact Conecuh County Board of Education, 1455 Ted Bates Road, Evergreen, AL 36401. Phone: 251-578-1752.

Emergency School Closing, Cancellation, or Delay Due to Inclement Weather

In the event of inclement weather, Conecuh County Schools prioritize student and staff safety by closely monitoring weather conditions in collaboration with local authorities and emergency management agencies. Decisions regarding school closings, delays, or early dismissals are made after thorough assessment of road safety, utility services, and other critical factors. Once a decision is reached, parents and guardians are promptly notified through multiple channels, including mass phone notifications via School Status, local media outlets, the school system website, and the district's mobile app. Families are encouraged to keep their contact information updated and to monitor these sources for timely information.

Parent-Teacher Conferences

Parents/Guardians are urged to contact their child(ren)'s teacher(s) or school's office to arrange a time for a conference. Conferences must be scheduled in such a way that they will not interfere with said personnel's teaching responsibilities, preferably at the close of the school day.

Changes in Vital Information

School personnel must have accurate student information. Parents/Guardians must provide correct and reliable information such as names, addresses (mailing and 911), telephone numbers, emergency telephone numbers, custody rights, etc. at the beginning of each school year when enrollment forms are filled out. <u>Parents/Guardians should</u> contact school officials when any vital information changes occur during the school year.

Admission to Schools

Admission to schools in the Conecuh County Schools district involves meeting certain requirements for documentation and procedures. All records are shared directly between schools after official requests; parents are not allowed to carry these records themselves. The sending school is responsible for forwarding all necessary paperwork. For enrollment, a parent or guardian must have a legal residence within the area served by Conecuh County Schools, or have established residency through a verbal or written agreement. Students who wish to start kindergarten must be five years old by September 2, and those entering first grade must be six years old by December 31. An official Immunization Certificate is required and must be included in the student's cumulative record for both new enrollments and transfers.

When enrolling in school for the first time, students need to provide a copy of their birth certificate, a copy of their Social Security card (optional), an Immunization Certificate, proof of residence, and guardianship documentation if necessary. For students transferring to another school, records are sent directly between schools and never hand-carried by parents. If a student transfers outside the school system, the new school will ask for records after receiving written permission. For transfers within the system, the previous school sends copies of important documents, retaining the originals. Special procedures are in place for handling records of students with disabilities to ensure privacy.

When a student with a disability transfers from another school within Alabama during the school year, Conecuh County Schools must, after consultation with the parents, continue to provide services comparable to those in the student's previous Individualized Education Program (IEP) until the new school adopts the previous IEP or develops a new one. For students transferring from another state, the new school must provide similar services until a new evaluation is conducted (if needed) and eligibility is determined. If parents do not consent to an evaluation, the school may choose to pursue mediation or a due process hearing, but is not required to do so. The new school must make reasonable efforts to obtain all records, including the IEP, from the student's previous school, which must respond quickly to such requests.

Students transferring from non-accredited or home schools are evaluated for grade or course placement by the principal or a designee, based on transcripts, test scores, and other data. For high school students, core academic courses are validated by passing a content-based test developed by the school system. This test may be taken at school, and further guidance is available from the Office of Curriculum & Instruction.

Advance enrollment is available for students whose parent or guardian is on active military duty and transferring to Alabama or Conecuh County. Registration for the virtual school option can be completed remotely if the family provides a copy of the military transfer order and completes all required forms. Proof of residency is only needed

once the student physically moves to the area, before starting classes. Students enrolling under these circumstances have the same opportunities for school assignment, course selection, and participation in sports as resident students, as provided by Alabama law (Ala. Code § 16-28-60 (1975)).

Students Over the Age of Twenty-One

If a person's twenty-first birthday is on or before September 2nd in any given school year, he/she shall not be admitted to a school within Conecuh County Schools without the written approval of the principal and the superintendent, except that, in school's housing exceptional education classes designed for the older aged student, the principal is authorized to approve enrollments of exceptional education students in such classes. A person applying for enrollment who would not be able to graduate before his/her twenty-second birthday must have the written approval of the principal and superintendent.

Plan for the Education of Homeless Children and Youths

The McKinney-Vento Homeless Education Assistance Improvements Act, signed into law on July 22, 1987, and reauthorized on January 8, 2003, provides comprehensive federal emergency and long-term assistance for homeless persons. Title IX, Subtitle C of the Act, Education of Homeless Children and Youths, establishes provisions to ensure that homeless children and youth have access to a free, appropriate public education—including public preschool education—that would be provided to children of the residents of the state and are consistent with state school attendance laws. It further provides that residency requirements as a component of compulsory school attendance laws, regulations, practices, or procedures be reviewed and steps undertaken to ensure these laws do not prohibit children and youth from school attendance. Homelessness alone is not a sufficient reason to separate students from the mainstream school environment. Homeless children and youth should have access to the education and other services they need to ensure they have an opportunity to meet the same challenging state academic achievement standards to which all students are held.

The Conecuh County Plan for the Education of Homeless Children and Youths is based on the guidelines established by the State Department of Education, as outlined in the Alabama Plan for the Education of Homeless Children and Youths. This plan is designed to ensure that all services are administered in compliance with the Act and State Plan.

The enrollment of homeless children shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

Homeless students have the right to enroll in school immediately, even if they do not have the required documents. Assistance will be provided to help parents obtain these necessary documents.

1. Goal of the Plan

The goal of the Plan for the Education of Homeless Children and Youths in Conecuh County is to provide a framework to ensure that equal educational access is given to homeless children and youth in the county, in compliance with the State Plan and with the McKinney-Vento Homeless Assistance Act of 2002.

2. Identification of Homeless Children and Youths

• Definition

- Lack a fixed, regular, and adequate residence; or
- Have a primary nighttime residence that is:
 - Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
 - Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of Section 103(a)(2)(C)).
 - Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
 - Migratory children (as defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described in clauses (a) through (c).

• Collection of Data

- Conecuh County shall collect data as requested by the State Office of Homeless Children and Youths. The data will include elements such as the nature and extent of problems with access to public schools, educational programs and services, and difficulties identifying the special needs of homeless children and youth.
- o In collecting this data, the Department of Education shall utilize local agencies and civic and community organizations that are most likely to have knowledge of homeless children and youth.

• Educational Placement

- Services provided to homeless children and youth will be comparable to those offered to other students in the school, including educational services for which the child or youth meets the eligibility criteria. Educational services will include, but not be limited to, programs for the disadvantaged, programs for the handicapped, programs for students with limited English proficiency, programs in career/technical education, programs for the academically gifted, and school meal programs.
- When a student has been identified as a potential homeless student, the teacher or counselor may complete a Student Residency Questionnaire in coordination with the parent. After the Student Residency Questionnaire is completed, the Federal Programs Director/Homeless Liaison will be contacted. The Homeless Liaison will contact the parent and investigate the situation. If the student is deemed homeless, the Homeless Liaison will conduct a needs assessment with the student and parent and work to meet their needs so that there will be no barrier to their education due to homelessness.
- Parents or guardians and the students shall be given the opportunity to participate in the decision-making process regarding educational planning for the homeless students.
- When the Homeless Liaison deems it appropriate, representatives of local community agencies (Department of Human Resources, mental health, juvenile court, etc.) shall be involved in educational planning.
- The Homeless Liaison shall determine the needs of each individual homeless child. The Homeless Liaison will also contact any agencies or individuals that may assist the family as well.

School Records

- The personal records of homeless children and youth will be maintained in the same manner as those of other children.
- Records will be maintained in a manner consistent with Section 438, Protection of the Rights and Privacy of Parents and Students, of the General Education Provisions Act.

• If a homeless child or youth moves to another location, records shall be transferred in a timely manner to the new school.

• Resolving Disputes Regarding Placement of Homeless Students

- Homeless children and youth are entitled to the same rights and protections, including due process, afforded to other children and youth.
- Parents and guardians of homeless children and youth who are dissatisfied with the decision regarding school assignments are entitled to appeal the decision to the local board of education.
- If a dispute cannot be resolved, the parties involved will immediately notify (to avoid any delay in the enrollment of a homeless child) the State Department of Education, Office of Homeless Children and Youths, wherein the dispute will be resolved through its federal programs' complaint procedure.
- All the policies and forms concerning homeless students are in the Conecuh County Policy Handbook.

• Compliance

Conecuh County will comply with the requirements of the Alabama Plan for the Education of Homeless Children and Youths.

School Opening and Closing Times

With the exception of students who ride buses or attend an extended day program, school personnel are not available to supervise students who arrive prior to or depart later than their school's arrival and dismissal times.

School	Students Arrive No Earlier Than	Bus Arrival	Tardy	Instruction Begins	Dismissal	Students Must Be Picked up Before
Conecuh County Junior High School	7:15 a.m.	7:20 a.m.	7:55 a.m.	8:00 a.m.	3:00 p.m.	3:15 p.m.
Repton Junior High School	7:15 a.m.	7:20 a.m.	7:55 a.m.	8:00 a.m.	3:00 p.m.	3:15 p.m.
Lyeffion School	7:15 a.m.	7:15 a.m.	7:55 a.m.	8:00 a.m.	3:00 p.m.	3:15 p.m.
Evergreen City School	7:15 a.m.	7:20 a.m.	7:55 a.m.	8:00 a.m.	3:00 p.m.	3:15 p.m.
Thurgood Marshall Middle School	7:15 a.m.	7:25 a.m.	8:05 a.m.	8:10 a.m.	3:10 p.m.	3:25 p.m.
Hillcrest High School	7:15 a.m.	7:30 a.m.	7:50 a.m.	7:55 a.m.	3:25 p.m.	3:40 p.m.

Food Service

The administration of the Conecuh County School System believes that good nutrition is very important to learning and that every child has the right to nutritious meals. Conecuh County School Lunch Programs are required to meet the USDA Dietary Guidelines for Americans, which recommend that no more than 305 of an individual's calories come from fat and less than 10% come from saturated fat. Lunch must provide one-third of the recommended dietary allowances of protein, Vitamin A, Vitamin C, Iron, and Calcium. Competing foods are not allowed in the lunchrooms. Please, do not bring food from outside sources (restaurants or snack machines) into the lunchrooms. Students are not allowed to leave campus during breakfast. Students are permitted to bring lunch from home if the lunch is in a lunchbox or plain paper bag. If you do choose to send a lunch from home, please make sure it is a nutritious lunch that includes fruits and vegetables.

For the school year 2025-2026, Conecuh County Schools will participate in the Community Eligibility Provision (CEP). CEP is a key provision of the Healthy, Hunger Free Kids Act of 2010, which allows schools and school districts in low-income areas to eliminate school meal applications and serve breakfast and lunch at NO CHARGE to all enrolled students. No further action is required from you. This USDA provision allows your child(ren) to participate in the school meal programs without having to pay a fee or submit a meal application. Parents do not have to complete a Free/Reduced lunch application this year.

School Visitors

All school visitors, including parents, are required to secure a visitor's pass from the principal's office upon arrival at a school's campus. Any person on campus or boarding a school bus without proper authorization will be trespassing and subject to arrest.

Field Trips

Field trips for academic enrichment may be offered as part of the curriculum. Schools will notify parents/guardians if a field trip is being planned. Schools will adhere to deadlines for submitting permission forms and/or money to participate in a field trip. Refunds will be given only if stated by the teacher/sponsor on the field trip form. If a parent transports his/her child on a field trip, the Release to Transport Student by Private Vehicle form must be signed by the parent/guardian and filed in the school office.

Emergency Drills

Special drills will be planned by the local school principal and staff to ensure the orderly movement and placement of students and staff in the safest available areas. In the event of a school lockdown, to ensure the safety of students and faculty, checkout and/or pickup procedures will be suspended until the lockdown period is over.

Fire Drills

Fire drills will be conducted in each school.

Tornado Drills

Tornado drills will be conducted in each school at least once a semester during the school year, with one scheduled during the first month. Procedures for tornado drills shall be developed and conducted in accordance with local Civil Defense Guidelines.

Lockdown Drills

Lockdown safety drills will be conducted in each school during the first six weeks of each semester. All faculty and staff will also be trained yearly on the school's safety plan, harassment policy, and child abuse/neglect procedures.

Required Procedure (Tornado Watch)

In the event that a tornado watch is issued for the areas in which a school of the Conecuh County Schools District is located, the administrative officials of that school shall take all actions as specified in the approved Civil Defense Plan. When a tornado watch is in effect at the conclusion of a normal school day, the students will be released by regular dismissal and transportation plans.

Required Procedure (Tornado Warning)

In the event that a tornado warning is issued for all areas in which a school of the Conecuh County Schools District is located, the administrative officials of that school shall take all actions as specified in the approved Civil Defense Plan. Under a tornado warning, students will not be released by regular transportation plans provided the warning is in effect at the time set for conclusion of normal school day activities, except that, students may be released during a tornado warning to respective students' parents/guardians at the end of the school day, provided said parents/guardians come to the school and assume custody of their child(ren).

Privacy and Property Rights

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

Student Grievance Procedure

Students will be assured the opportunity for an orderly presentation and review of grievances at the most immediate level of supervision, from the teacher to the school principal. If local school personnel cannot resolve a student grievance, the student may contact the Superintendent or her designee.

Gifted Education

Gifted students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, economic strata, and all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may make a student referral. Additionally, using a gifted behavior checklist, all second-grade students will be observed as potential gifted referrals. Information is gathered on aptitude, characteristics, and performance for each student referred. The information is entered into a matrix, assigning points according to established criteria. The total number of points earned determines whether the student qualifies for gifted services. Contact the teacher, principal, or counselor at your child's school to make a referral.

Program Accessibility

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

How to Resolve an Issue at Your School

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

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- 1. Talk with your child's teacher first. Teachers are responsible for students all day and may not leave class for a conference, so please call the school to make an appointment to see the teacher. Teachers may meet with parents during planning periods, before, or after school.
- 2. If your issue still needs to be resolved after talking with the teacher, please call and schedule a conference with the principal. Principals are the school's administrators, and they make final decisions.
- 3. If you believe you need to talk with someone else, you may call the central office and ask to speak with a supervisor, who will attempt to resolve any issues. Please make good-faith attempts to resolve all problems at the school level first.

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

All visitors to Conecuh County Schools campuses must first sign in at the school office and receive a visitor's pass. No person may be on campus without the permission of the administrator. The principal of each school is authorized to develop additional rules and procedures consistent with Conecuh County Schools' policies that will provide for increased security and safety for students and promote a positive learning environment. Local school rules, regulations, and a student's procedures are generally available at the beginning of the year in the school's handbook and website. Conecuh County Schools Student Handbook is a system-wide publication intended to provide additional communication from the school to the home. Board policies may be revised at any time during the school year. If the board revises and adds or changes any board policies, the updated policies will be in effect and posted on the CCS website.

Parent-Family Engagement Policy

The Conecuh County School System has a district-wide Parent and Family Plan for Title I, Part A programs. This plan is developed with parent input, reviewed, and updated annually. Each year, the District Advisory Council evaluates the plan and recommends changes as needed. The plan is available to parents upon request and can also be accessed on the district website.

Each school principal may establish additional rules consistent with Conecuh County Board of Education policies as needed to manage student conduct.

Respect for Person, Privacy, and Property

Student Responsibilities

- To abide by laws, the local board of education, and individual school rules and policies regarding respect for person, privacy, and property.
- To respect the recognized privacy rights of others.
- To attend school and related activities without bringing items prohibited by law or local board of education policy or which detract from the educational process.
- To respect the property rights of those at school and the general public.

Student Rights:

- To be informed of laws, local board of education, and individual school rules and policies regarding respect for person, privacy, and property.
- Students are expected to retain the privacy of their personal possessions on their person, in lockers, or in vehicles unless school personnel have reasonable suspicion to believe the student possesses any item prohibited by law or local board of education policy.

Knowledge and Observation of Rules of Conduct

Student Responsibilities

- To abide by laws, local board of education, and individual school rules and policies regarding rules of conduct.
- To document receipt of the code of student conduct with their signature.
- Students are required to notify their parents or guardians of ALL written communications from the school. Failure to do so may result in disciplinary action.

Student Rights:

- To be informed of laws, local board of education, and individual school rules and policies regarding rules of conduct
- To be informed of the specific grounds of the violation(s) of the local board of education's code of student conduct.

The Right to Learn

Student Responsibilities

- To abide by laws, local boards of education, and individual school rules and policies regarding the right to learn.
- To take advantage of appropriate opportunities provided for learning. To avoid hindering the teaching process.
- To seek assistance, if needed, to aid learning.
- Obedience to rules regarding attendance, conduct, free speech, student publications, assembly, privacy, and participation in school programs and activities.

Student Rights Are:

- To be informed of laws, 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 with 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 school's operation.

Free Speech

Student Responsibilities

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

Student Rights Are:

- To be informed of laws, the local board of education, and individual school rules and policies regarding free speech.
- To express disagreement constructively, taking into account the rights of others and being consistent with the established education process.

Student Publications (Printed and Digital)

Student Responsibilities

- To abide by laws and local board of education and individual school rules and policies regarding student publications.
- Communicate respectfully and consistently with good education practices and seek accurate and complete information on the topics approved for publication.
- To observe the accepted rules for responsible journalism under the guidance of faculty members

Student Rights:

- To be informed of the local board of education and individual school rules and policies regarding student publications.
- To participate, as part of the educational process, in developing and distributing student or school publications consistent with that process.

Assembly

Student Responsibilities

- To abide by laws, local board of education, and individual school rules and policies regarding assembly.
- To seek approval, plan, and conduct meetings consistent with local boards of education rules.

Student Rights

- To be informed of laws, local boards of education, and individual schools' rules and policies regarding programs and activities.
- To assemble lawfully for a lawful purpose with prior approval by local school board officials.

Participation In School Programs and Activities

Student Responsibilities

- To abide by laws, the local board of education, and individual school rules and policies regarding school programs and activities.
- To be courteous and responsible at all school programs and activities.
- To complete assignments related to their participation in school programs and activities.

Student Rights

- To be informed of laws, the local board of education, and individual school rules and policies regarding school programs and activities.
- To develop or participate in student programs and activities consistent with the local board of education and individual school policies.
- To seek office in any student organization.

Dress Code

All students must dress appropriately to promote a safe and respectful learning environment. The following standards apply to all attire:

- Clothing must not display images, words, or symbols that are lewd, offensive, vulgar, obscene, or promote violence.
- Attire must not advertise or depict tobacco, alcohol, drugs, or any other illegal substances.
- Clothing should not contain messages that incite violence or criminal activity or cause substantial disruption to school operations.

Tops

- Tops must provide appropriate coverage and not expose the midriff, sides, or undergarments.
- Sleeveless tops should have straps at least one inch wide.
- Prohibited tops include but are not limited to crop tops, spaghetti straps, racerbacks, off-the-shoulder tops, low-cut tops, or sheer garments.
- Necklines must not reveal cleavage, and undergarments must not be visible.
- Tops must fit adequately—neither oversized nor excessively tight.
- Tank tops and undershirts cannot be worn as standalone shirts.
- No backless tops
- No trench coats or duster-style jackets

Bottoms (Shorts, Pants, and Dresses)

- Shorts, skirts, and dresses must be no shorter than one inch above the knee (front and back). No slits are allowed in skirts.
- Pants must be worn at the natural waist—no sagging or excessively baggy fits.
- Sweat pants, yoga pants, spandex pants or sweat suits are not permitted except for athletic events.
- Leggings are not permitted as stand-alone pants and may only be worn with tops or dresses that reach mid-thigh or longer.
- No "see-through" jeans or pants will be permitted.
- Jeans or pants must not have holes exposing skin, but patched jeans are acceptable.
- Pants or shorts must be hemmed properly, not rolled up or cut-off.
- No pajama pants or loungewear allowed.

Footwear

- Shoes must be worn at all times and properly fastened (no loose strap at the heel). For safety reasons, students may not wear open-toed or open-heeled shoes.
- Specific classes (e.g., PE, science labs, nursing students) may require particular footwear for safety reasons
- Bedroom slippers are not permitted.

Accessories

- Hats, hoodies, bonnets, headscarves, bandanas, and other head coverings are not permitted indoors, except for:
 - Religious or medical purposes (with prior approval)
 - o School uniforms, such as band hats, or athletic headgear worn on the field
 - Extreme cold weather (students may wear jackets as needed)
 - Students are allowed to wear headbands no more than 2 inches wide.
- Face masks or other face coverings are only permitted for medical or safety-related reasons.
- Gang-related attire or accessories are strictly prohibited.

Exemptions

Students may be granted exemptions from the dress code for the following reasons:

- Disability or medical conditions requiring accommodation.
- Religious beliefs.
- Other extenuating circumstances at the discretion of the school principal.

Parents or guardians who request an exemption must submit a written request to the principal. If they are dissatisfied with the principal's decision, they may appeal to the superintendent or a designated representative.

This dress code promotes a positive educational atmosphere while respecting students' individuality and ensuring safety. Compliance is expected. Violations may result in disciplinary action as determined by the school administrator.

Use of School Technology Policy

All technology resources, including network and Internet resources, e-mail systems, computers and/or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data, to determine if a user is in

violation of any of the Board's policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources.

Wireless Communication Device Policy

In accordance with the FOCUS Act and Alabama law, Conecuh County Schools adopts the following policy regarding student use of wireless communication devices during the instructional day:

1. Definition of Wireless Communication Devices

Wireless communication devices include, but are not limited to: cellular phones, tablets, laptop computers, pagers, gaming devices, smart watches, AirPods, or any other portable electronic device capable of exchanging voice, messaging, or data communication.

2. Student Possession and Use

- Students may bring wireless communication devices to school.
- During the instructional day—including class periods, transitions, lunch, and all other times as defined by the school calendar—devices must be turned off and stored away from the student's possession (not in pockets, shoes, etc.). Acceptable storage locations include lockers, vehicles, backpacks, purses, gym bags, or other designated storage areas.
- Devices may not be used, operated, or accessed at any time during the instructional day including on the bus, except as provided below.

3. Exceptions

Use, operation, or possession of wireless communication devices is permitted only:

- When required by a student's Individualized Education Program (IEP or IELP), Section 504 Plan, or Individualized Health Plan.
- For educational or learning purposes under staff supervision. A teacher must have prior permission from the principal before authorizing students to use cell phones or electronic communication devices for instructional purposes or any reason.
- During an emergency that threatens the life or safety of any person.

4. Board Not Responsible for Devices

Conecuh County Schools is not responsible for the theft, loss, or damage to any wireless communication device brought onto campus by a student.

5. Consequences for Violations

Violations of this policy will be addressed according to the Conecuh County Schools Code of Conduct. Penalties may include confiscation of the device, parent notification, detention, suspension, or other appropriate disciplinary actions.

6. Searches

School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Conduct, or other school rules. The nature and extent of such examination will be reasonably related and limited to the suspected violation.

7. Superintendent Authority for Additional Procedures

The Superintendent is authorized to develop and implement any additional rules or guidelines necessary to carry out this policy and its exceptions.

8. Staff Responsibilities

All employees are responsible for enforcing this policy and reporting violations in accordance with the Code of Conduct. Consistent compliance is expected from all staff members.

9. Notification

This policy will be distributed to students, parents, faculty, staff, and the Alabama State Board of Education. Updates will be communicated as necessary.

10. Questions

Questions or requests for clarification about this policy should be directed to school administrators.

By adopting this policy, Conecuh County Schools seeks to foster a safe, focused, and productive learning environment for all students.

Administration of Medication Policy

It shall be the responsibility of the principal or his/her staff, to notify the parent or guardian of any child who becomes too ill or injured while at school to remain in class. If the accident/illness is of such nature as to require immediate first aid or medical attention or the service of a doctor when the parent cannot be reached, school officials shall act in loco parentis and do whatever the situation demands. School officials shall make every effort to contact the parents/guardians in the event of an accident.

In cases when the taking of prescribed medication is necessary for a child to be able to attend school, a parent may request that school officials give the medicine based upon written instructions from the physician. This form will be maintained in the student's health file with the nurse.

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Medications shall be administered at school only when absolutely necessary. Medications such as antibiotics, cough suppressants, etc. prescribed **three times a day**, should be given at home. These medications can be given just before leaving for school, upon returning home and in the afternoon and at bedtime. If it is necessary for the student to take medication on a daily basis or for a short period of time during the school day, the school will assist parents with the administration of medication. No medications, oils, supplements or treatments not approved and regulated by the FDA will be administered at school or on school sponsored events.

Safety Plan

The Conecuh County School System incorporates the Crisis Planning model from the U. S. Department of Education, Office of Safe and Drug-Free Schools. Crisis management is a continuous process in which all phases of the plan are being reviewed and revised. *Good plans are never finished*.

Stages

• Mitigation/Prevention - designed to assess and address the safety and integrity of the school facilities and culture and climate to ensure a safe and healthy learning environment.

- Preparedness school officials identify and involve key stakeholders such as first responders and community partners and work to develop policies and protocols that mitigate and prevent threats identified in safety and security assessments and inspections.
- Response schools' officials and community partners work together to activate the emergency management plan and effectively contain and resolve an emergency.
- Recovery schools work closely with community partners, government officials and other stakeholders to assist students and staff in the healing process and to help restore the learning environment.
- Student and employee safety is the first concern of Conecuh County Schools. In the event of a crisis, natural disaster, or inclement weather situation, we want all parents and stakeholders to be assured that our top priority is the safety and security of all who are on our campuses.

How We Prepare

- Conecuh County Schools annually update our emergency response procedures. These procedures provide our faculty, staff, and administrators specific instructions to respond to various events, including severe weather, natural disasters, or other crises that might occur in and around our schools. These procedures are used in annual safety and security training for all employees. In addition, we frequently conduct emergency response drills to practice and improve the effectiveness of our response to various situations.
- Members of local law enforcement agencies regularly train in our schools and maintain access that enables them to respond without delay in any situation. We meet annually with city and county officials and other agencies that assist our school system in emergencies.
- The school system maintains an active crisis response team which includes administrators, licensed professional counselors, law enforcement, fire and medical emergency responders, city leaders and other individuals who are always ready to respond. Activation of the crisis response team occurs whenever a school needs additional support.
- During any crisis, natural disaster, or severe weather situation, we will provide information to parents and stakeholders as quickly as possible after the situation is contained. Conecuh County Schools has implemented School Status, a mass notification service that enables us to contact parents and guardians by telephone. To ensure you receive these important messages, promptly notify your child's school of any updates or changes to your family's contact information. School Status may also be used by school groups and athletic teams to send out important information.

Notification Procedures

- In the event of inclement weather, you should assume that school will open as usual but begin monitoring the news outlets and our website.
- Advance Notice: Only when the evidence of severe weather predictions is clear, such as ice or snow, will we make announcements of school closings or delays a day in advance.
- In the event that the Superintendent determines that closing schools is the appropriate course of action, the Public Relations Supervisor will immediately begin alerting parents and the public using the following methods.

Summary Of Notification Methods

In the event of a delayed start, cancellation, or early dismissal we will also issue phone notifications to the families of enrolled students via School Status. Due to high call volumes in our area during such events these calls may take a longer or shorter time to process. Therefore, families should not rely solely on receiving a call, but should also monitor the media and check our website for information.

- Media Outlets TV, Radio, Newspaper, Conecuh County Website, Facebook School Status and phone calls
- Conecuh County Schools' Mobile App

The following media outlets will be notified first:

- TV Stations
- WSFA 12 Montgomery
- WKRG 5 Mobile
- WEAR 3 Pensacola
- WPPG 101.1 FM

We will make every effort to post closing/delay/early dismissal information on the homepage of our website as soon as possible. (Refresh your browser frequently to obtain any newly posted information. In addition, if you use a search engine such as Google to locate the Conecuh County Schools' homepage – www.conecuh.k12.al.us – be sure to include "Alabama" in your search.)

Please do not call the schools, the Transportation Department, or the Central Office. Most schools and departments have limited phone lines. If schools are in session and the weather is getting bad, it is important that we be able to keep them open for emergencies. If it is still very early in the morning, it is unlikely that there are staff members manning the telephones.

Decision-Making Process And Procedures

The decision to close or delay school opening is a very important one and is made only after thorough consideration. The following information is provided to help parents understand how the Conecuh County School System determines whether or not to hold school on bad weather days. Please keep in mind that the school district covers many square miles and weather conditions may vary across the system. We realize that there is no perfect decision for everyone. We hope that this explanation helps you understand our process.

The County's procedure for closing schools is as follows:

- We closely monitor weather reports from NOAA as well as the major television and radio stations.
- We are in contact with local police and the Conecuh County sheriff's department as needed. We are in contact with neighboring school districts.
- We are in contact with Conecuh County EMA.

This input is provided to the Superintendent and her leadership team to make a decision to close or not and then begin to inform employees, students, parents and the various media outlets.

The Superintendent and staff members advising considers several factors: Road safety of student and staff and ability of school buses to travel safely Whether utility services are affected such as electric power and gas. Some young students may not have adult supervision during the day if school is closed. Other students may not have a warm place to stay during the day.

It is sometimes necessary to monitor weather predictions up to a few hours before school is scheduled to begin. If the information to make a decision is not reliable during the school day then the following procedures are used: If/when the Superintendent makes the decision to close schools, all notification procedures are put into place between 5:30 and 6:00 a.m.

Administrative personnel begin driving roads and major arteries at approximately 3:00 a.m. to determine the degree of iciness and road safety. At approximately 4:30 a.m., the Transportation Director will contact the Superintendent and his leadership team to discuss the conditions throughout the district, with special emphasis on areas traveled by

school buses. At this time, the Superintendent will determine if more data is needed before the decision is made whether or not to open school. Other conditions such as heating capabilities may influence the decision. If schools must be closed, the school day must be made up later in the year on one of the dates designated as an "inclement weather" day.

Delayed Openings

While delayed openings are rare, the above procedures will be followed but with a designation of being a "Delayed Opening" with the time delay noted. Considerations for Delaying School Openings:

- Visibility during pre-dawn hours. The delay helps avoid the limited visibility during pre-dawn hours which is when buses normally start their routes. This limited visibility can impair a bus driver's ability to see ice patches.
- Identifying and locating icy road conditions. The delay allows county crews to locate and apply sand to icy patches. Assessing traffic conditions. The delay can mean that traffic conditions are more relaxed and allow for safer travel.

Early/Delayed Dismissals

Early/Delayed dismissals system-wide and by individual schools can occur because of impending fast approaching weather such as ice, snow, severe thunderstorms, tornado warnings or by some type of facility failure such as a water main break or power failure. Utilizing all the resources mentioned above such a determination may be made by the Superintendent. Every effort will be made to notify parents utilizing the media listed above. In addition, schools will use their list to serve email systems to alert parents. Students will remain under school system supervision until safely transported or picked up by a parent or guardian.

Mental Health Awareness

Conecuh County Schools provided an Annual Youth Mental Health First Aid Training for all employees during the school year. Employees will be provided training during a scheduled professional development session. Conecuh County Schools also employed a Mental Health Services Coordinator to assist the district with increasing mental health awareness and incorporate mental health initiatives district-wide. Conecuh County Schools have four School Social Workers (two of which split between two schools) to help build awareness and skills by providing social-emotional support, crisis intervention, and counseling routinely.

Summary

Remember to keep your contact information updated with your child's school, and talk with your children about the importance of all safety drills at school. By preparing now, we can all work together to ensure that our students are protected for learning without limits. In addition to this document we also use our Student Code of Conduct Many items of Safety and security are addressed in our Conecuh County Schools "Student Code of Conduct."

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Section Two: Academics

Grading, Promotion, & Retention Policy

For kindergarten students, decisions about moving forward or repeating the year are made with careful thought and always with the child's best interests in mind. Teachers and staff look closely at each child's academic progress, age, and social and emotional development before recommending the grade that will give them the best chance for success.

In elementary school, the expectations vary by grade. For children in grades 1 and 2, moving up to the next grade means earning at least 60% for the year in both reading and math. In grades 3 through 5, students must pass English-language arts, reading, mathematics, and either science or social studies with a 60% or higher. Across grades 1 through 5, students who have more than ten unexcused absences in a year may be held back. For students who have special learning plans—like a 504 plan, an Individualized English Language Plan, or an Individualized Education Program—a committee will review their progress to decide on promotion. Third graders in particular must show they have strong reading skills in order to advance to fourth grade, as required by the Alabama Literacy Act. If a student starts third grade behind in reading, the school will keep a portfolio documenting their progress, and there are several ways students can demonstrate they're ready for fourth grade, including scores on state reading tests, their student portfolios, or meeting certain exemption criteria.

In middle school (grades 6 through 8), students must pass English-language arts, mathematics, and either science or social studies with a yearly average of at least 60% to be promoted to the next grade level. As in elementary school, more than ten unexcused absences in a year could result in being held back.

When students reach high school, the requirements are based on earning credits, called Carnegie Units, in both required and elective courses. To pass a course and earn credit, students need a final average of 60% or above. Any student who has more than five unexcused absences per semester in a course may lose credit for that class. To move up each year, students must earn credits in core subjects—English, math, science, and social studies—plus at least one elective, and meet the total number of credits required for their grade level. For example, students need six credits to be considered sophomores, twelve for juniors, seventeen for seniors, and at least twenty-four credits to graduate, as set by the Alabama State Department of Education. Student classification is updated at the end of each semester, so grade level is always based on current earned credits.

Alabama Literacy Act

The Alabama Literacy Act, which became law on June 10, 2019, will be used as guidance for Conecuh County as we concentrate our efforts to improve the reading skills of our students so that every student is reading at or above grade-level by the end of the third grade. We believe literacy is a fundamental right of all children which must be taught through explicit, systematic instruction delivered by highly skilled and prepared teachers that use best practices and have been skillfully trained in the science of reading. Beginning with the 2024-2025 school year and thereafter, all third-grade students are required to demonstrate sufficient reading skills as determined by the third-grade state standardized assessment in reading for promotion to the fourth grade.

Alabama Numeracy Act

The Alabama Numeracy Act (ANA) has been established to implement steps to improve the mathematics proficiency of K-5 public school students across the state. The ANA addresses the urgent need to improve the math proficiency of Grades K-5 students and ensure those students are proficient in math or above grade level at the end of Grade 5. The ANA represents a comprehensive system of improvements designed to support educators in all

aspects of teaching students in math while acknowledging the foundational importance of early math education. By addressing various aspects of math education, the ANA endeavors to create a supportive system that empowers educators and equips students with the necessary skills and knowledge to succeed in mathematics.

Alabama Seal of Biliteracy

On April 1, 2022, the Alabama Legislature passed, and Governor Kay Ivey signed Act #2022-200, which established the Alabama Seal of Biliteracy and recognizes graduates who have demonstrated an indicated level of proficiency in English and at least one other world language, including American Sign Language, by high school graduation. This high school diploma designation also provides employers and universities with a method of identifying bilingual candidates, students with 21st Century skills, and those who prioritized the study of other languages and cultures. Moreover, the Alabama Seal of Biliteracy emphasizes the importance of bilingualism, which facilitates improved communication and boosts the local economy and cultural understanding. The Alabama Seal of Biliteracy Overview and Guidelines for Public Schools describes student eligibility criteria, pathways for which students demonstrate proficiency, methods for earning and awarding the Alabama Seal of Biliteracy, and best practices to ensure equitable access for all students to pursue this additional recognition. More information can be found at https://www.alabamaachieves.org/graduation-requirements/.

Minimum Alabama High School Graduation Requirements

Starting with the 2025-2026 school year, Alabama students have two main pathways to earn a high school diploma, each designed to fit their future plans. The first is the Traditional Diploma, Option A, which requires students to earn four credits each in math, science, English, and social studies. This path is recommended if students are planning to attend a four-year college or university. Academic Dual Enrollment will substitute for English Language Arts 12 or the Additional High School Mathematics Credit, so long as the qualifying student earns a passing grade in the Dual Enrollment Course.

The second is the Workforce Pathways Diploma, Option B. For this option, students must complete four credits in English and four in social studies, as well as two credits in math—Algebra I and Geometry, typically taken in 9th and 10th grade—and two credits in science, specifically Biology and a physical science. Students will also need to finish three credits in a specific Career Technical Education (CTE) sequence, which qualifies them as a "completer" in that field. This pathway allows them to substitute some upper-level math and science for hands-on career training in areas like welding or health sciences.

It's important to remember that the Workforce Pathways Diploma is not an easier option, but a different one focused on real-world skills. Students who choose the Workforce Pathways Diploma will remain eligible for high school sports, and switching between pathways may be possible before senior year. Before students make a decision, they should consider whether they want to attend a four-year college, if career training matches their strengths and interests, whether they are ready to select a specific CTE pathway, what programs their school offers, and if there's enough time to switch if they change their mind. Students and parents should talk with the school counselor before deciding, since this choice can shape future opportunities.

Civics Examination

In 2017, the Alabama Legislature passed, and Governor Kay Ivey signed Act #2017-173 mandating that Alabama students complete the Alabama Civics Exam. The Alabama Civics Exam questions represent the content of those questions utilized by officers of the United States Citizens and Immigration Service as part of the application process for citizenship. Earning a passing score on this exam is required for graduation, unless a waiver is granted by school administration. A student may take the Alabama Civics Exam multiple times to receive a passing score. There are two cases in which the requirement to pass the Alabama Civics Test may be waived by a school administrator:

- A student who has successfully passed the United States Government course but has not passed the Civics Exam after two attempts.
- A special education student who is not "learning at a level appropriate for his or her grade level."

College and Career Readiness

Effective for students of the graduating Class of 2026 who entered Grade 9 for the first time during the 2022-2023 school year, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the following college and career readiness indicators:

- Earning a benchmark score in any subject area on the ACT® college entrance exam.
- Earning a qualifying score of three or higher on an Advanced Placement® exam.
- Earning a qualifying score of four or higher on an International Baccalaureate® exam.
- Earning college credit while in high school.
- Earning a silver or gold level on the ACT® WorkKeys® Exam.
- Completing an in-school youth apprenticeship program.
- Earning a career technical industry credential listed on the compendium of valuable credentials of the Alabama Committee on Credentialing and Career Pathways.
- Being accepted into the military before graduation.
- Attaining Career and Technical Education (CTE) completer status.
- Any additional College and Career Readiness (CCR) indicator approved by the Alabama State Board of Education.

Except for students who are pursuing the Alabama High School Diploma: Essentials Pathway or the Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway, no student shall receive the Alabama High School Diploma: General Education Pathway without earning one or more of the college and career readiness indicators. Any student not receiving the Alabama High School Diploma: General Education Pathway, who later becomes in compliance, may only receive the Alabama High School Diploma: General Education Pathway if the remedy occurs within the two years of their initial failure to graduate.

Full graduation requirements for Options A and B can be found in the Appendix.

Honor Roll Criteria

Grades 1-12

- To be named to the "A" Academic Honor Roll, a student must earn a letter grade of "A" in every academic subject.
- The "A and B" Academic Honor Roll recognizes students who earn a combination of "A"s and "B"s in all academic subjects.
- Students with all "B"s in academic subjects will be placed on the "B" Academic Honor Roll.
- Conduct, effort, and attendance do not affect eligibility for academic honor rolls.
- Students who fail a class due to excessive absences, as defined by the CCS Attendance Policy in the Student Code of Conduct, are not eligible for the academic honor roll.

Kindergarten

- Students who receive all "E"s in academic subjects will be named to the "A" Academic Honor Roll.
- Kindergarteners earning a mix of "E"s and "G"s in all academic subjects qualify for the "A-B" Academic Honor Roll.
- Those with all "G"s in academic subjects qualify for the "B" Academic Honor Roll.

Class Rank and Selection of Valedictorians and Salutatorians

In the fall of senior year, students receive a Grade Point Average (GPA) and class rank for use in college applications and scholarship opportunities. This GPA includes all attempted Carnegie units.

To be considered for Valedictorian or Salutatorian, a student must be in the twelfth (12th) grade and enrolled at the school for at least three consecutive semesters prior to graduation.

Senior class rank is based on all grades earned from 9th grade through the third nine weeks of 12th grade. All senior grades for the third nine weeks must be posted by the last Friday in April each academic year. The selection is made after the last Friday in April, ensuring that all coursework is included in the final GPA calculation. Students disqualified due to excessive unexcused absences, as specified in the CCS Attendance Policy, are not eligible for Valedictorian or Salutatorian.

The primary criteria for GPA calculation is the standard weighted GPA, calculated using letter grades on a 4.0 scale, to the fourth decimal place. If there is a tie, a numeric weighted GPA (using numeric course averages) is calculated, also to the fourth decimal place.

Criteria for the Selection of Honor Students

Honor student status is determined based on grades from 9th grade through the third nine weeks of 12th grade. Honor students must have a cumulative overall GPA of at least 3.5.

Policy for Early Graduates

Conecuh County Schools recognizes that some students may qualify for graduation before the end of the school year. Students who meet the criteria below, as outlined in the Credit Advancement Policy, may graduate up to one year early or one semester early.

Eligibility Criteria

- Maximum of 3 unexcused absences in the current academic year
- No more than 3 Class I or Class II discipline referrals
- No Class III or Class IV discipline referrals
- Minimum 2.75 cumulative GPA
- Passing score on the mandatory Grade 12 Civics Assessment
- Evidence of college or career readiness in at least one area:
 - o ACT benchmark score in English (18), Reading (22), Mathematics (22), or Science (23)
 - Silver Level on ACT WorkKeys
 - o Career Technical Credential
 - College or postsecondary credit
 - Military enlistment (Form DD-4)
- Evidence of post-graduation preparation, such as:
 - o College acceptance or enrollment
 - Military enlistment or orders
 - Employment
 - Documented health or personal crisis (case by case)

Application Process

Students must complete an application packet, including:

- 1. Prerequisites Form
- 2. Teacher Recommendation Form
- 3. Early Graduation Essay

The completed packet is submitted to the Guidance Counselor, who ensures all documentation is included, then submits it to the principal for final review and approval.

Graduation Recognition

- Students graduating up to one year early will be recognized as Early Graduates at the May Graduation
 Ceremony. They receive their diplomas ahead of the current class but are not eligible for Valedictorian,
 Salutatorian, or Honor Student designations. Instead, they receive the Honors Distinction of Early
 Graduate, and the principal will share a brief biography at the ceremony.
- Students graduating one semester early (December of senior year) may participate in commencement exercises with their cohort in May and remain eligible for Valedictorian and Salutatorian distinctions.
- All Early Graduates must attain a College and Career Readiness Indicator before participating in the ceremony and provide evidence of post-high school plans.

Note: Students must remain enrolled with a full academic schedule while on campus prior to graduation.

Early Graduation is intended for self-motivated seniors seeking early entry into college, military, workforce, or those facing significant personal or health crises.

The Early Graduation Application can be found in the Appendix.

Summer School Credit

Any summer school program in the Conecuh County Schools system will be conducted by the Southern Association of Colleges and Schools (AdvancED) accreditation standards. If credit is desired, a student must secure written approval from the principal of the school he/she is presently attending prior to enrollment in any school other than the school he/she is presently attending. If a course is offered at a Conecuh County summer school, credit will not be given for that course taken at another school. The principal must approve any exception before enrollment.

Credit Recovery

Conecuh County Schools, following Alabama State Department of Education (ALSDE) guidelines, offers credit recovery to students who have received a failing grade of 40 or above (on a 100-point scale) in graduation-required courses. This standards-based approach targets specific knowledge and skill deficits, so students do not have to repeat the entire course.

Students who finish a required course with a final grade of 40 or higher are eligible to apply for credit recovery. Students can either sign up for the credit recovery program or choose to retake the course during the next regular school term. If the student's final grade is below 40, he/she will need to repeat the whole course instead of using credit recovery. To get started, the student must fill out an application (see Appendix), and both the student and his/her parent or guardian must sign it, agreeing to the program's rules.

A \$75 non-refundable tuition fee is required for each half-credit course. This program takes place outside regular school hours during the year, and there are also two three-week Summer School terms. Students are allowed to take just one credit recovery course at a time during the school year, but can sign up for another after completing one. In Summer School, students can recover up to two Carnegie Units in total. Course availability depends on space,

teacher availability, and having the right computer-based materials.

Most of the credit recovery instruction happens through ACCESS Distance Learning courses. These classes use pretests to see what students already know. If students score 70% or higher on a unit's pretest, they can skip that unit. If not, they will need to do the coursework and pass a post-test for that section. The courses are challenging, so students will need to complete all assignments for any units where they do not show mastery on the pretest. The available ACCESS credit recovery courses include a range of Math (like Algebra I, Geometry, and Precalculus), English (English 9-12), Social Studies (World History, US History, Government, Economics), and Science classes (Biology, Chemistry, and more).

Keep in mind that student-athletes should talk to their counselor, because the NCAA does not accept Credit Recovery for course credit. The highest grade students can earn for a Credit Recovery course is a 70, and this new grade will replace the original failing grade in their GPA. The old failing grade will still show on the transcript, but it will not count toward the student's GPA.

Credit Recovery Grading Scale		
Credit Recovery Grade	Final Transcript Grade	
90-100%	70 – C	
80-89%	67 – D	
70-79%	65 – D	
60-69%	60 – D	
59% and below	Actual Score – F	

Progress Reports, Report Cards, Transcripts

Progress Reports, Report Cards, and Transcripts will reflect both the numerical average and the corresponding letter grade, with 100 being the highest numerical grade that can be recorded on any of these documents. Both Progress Reports and Report Cards are generated through PowerSchool. Progress Reports are distributed to parents at the midpoint of each grading period, while Report Cards are provided at the end of each grading period. These reports must be signed by parents and returned to the school, and principals are responsible for establishing a method to document that report cards have been received by students and parents. Corrections to grades on Report Cards or Transcripts require written authorization from the principal, which will be kept on file at the school and submitted to the curriculum department. Once grades have been posted for a quarter or semester, any corrections must be processed through the Office of Instructional Services; principals are required to submit the necessary documentation for such post-quarter corrections. Report cards serve as an official evaluation of a student's academic progress and are issued four times each year to all students in grades K-12 in Conecuh County Schools, according to the dates specified on the annual school calendar. For elementary students, both the students and their parents or guardians are responsible for returning signed, printed report cards to school personnel within five school days of issuance.

System-Wide Grading Scale

1. The scale for determining nine weeks, semester, and yearly subject grades is listed below.

Grading Scales				
Kindergarten		1st - 12th Grades		
E = Excellent Equivalent to an A	90 - 100	A = Excellent Exceeds Standard	90 - 100	
G = Good Equivalent to a B	80-89	B = Good Meets Standards	80 - 89	
S = Satisfactory Equivalent to a C	75-79	C = Satisfactory Partially Meets Standards	70 - 79	
N = Needs Improvement Equivalent to a D	70-74	D = Needs Improvement Meets Few Standards	60 – 69	
U = Unsatisfactory Equivalent to an F	0 - 69	F = Unsatisfactory Failure	0 - 59	

- **2.** The maximum number of points allowed for grading purposes is one hundred (100). PowerSchool will not accept grades over 100. "I" (Incomplete) will not be inserted in place of a grade.
- **3.** The numerical scale for the quarter, semester, and yearly grades shall determine the values assigned for learning activities (reports, projects, portfolios, and other criterion-based assignments).
- **4.** In averaging grades, any fractional part .5 (1/2) or over will be rounded to the next whole number (examples: 90.5 = 91; 81.6 = 82; 59.51 = 60).
- **5.** The determination of passing or failing a subject is made by converting the letter grades and getting the average of the quarter grades and semester exams. If the average is below 60, the subject will fail.

Grading and Attendance

- **A. EXCUSED ABSENCES**—When a student returns to school after an excused absence, he/she has (5) days or the number of days equal to the number of days of consecutive absences, whichever is greater, following the student's return to class to make up missed work without penalty as long as the excuse is submitted within three days of the student's return to school and the work is completed within the allowed time-frame. Make-up work shall be permitted only when written excuses from parents, guardians, or legal custodians have been received in accordance with this policy.
- **B.** UNEXCUSED ABSENCES- Students will not be allowed to make up work given on days when an unexcused absence is marked in the gradebook.
- C. Any student in grades 1-8 who has accumulated more than ten (10) unexcused absences per year MAY BE RETAINED.
- **D.** Any student in grades 9-12 who has accumulated **more than five (5) unexcused absences per semester or semester course MAY BE DENIED CREDIT FOR THAT COURSE.**

Grading Criteria

- **A.** Grades must be determined based on several factors (projects, class assignments, activities, etc.) rather than one source such as a test.
- B. Nine-week grades will be determined using the following scale: 60% MAJOR GRADES and 40% MINOR

GRADES.

- C. A minimum of 4 DIFFERENT MAJOR GRADES and 7 DIFFERENT MINOR GRADES shall be administered during a grading period to indicate the student's performance except in Grades K and 1, Science and Social Studies. For Grades K and 1 Science and Social Studies, a minimum of 2 DIFFERENT MAJOR GRADES and 3 DIFFERENT MINOR GRADES shall be administered during a grading period.
 - **a.** ALL major and minor grades MUST be academic and directly related to the Alabama Course of Study Content Standards currently being taught.
 - **b.** Major grades can be defined as tests, projects, essays, research papers, etc.
 - **c.** Minor grades are defined as daily classroom assignments such as progress monitoring, quizzes, checklists, homework, observations, etc. However, no more than 5% of the grade is earned from homework.
 - **d.** The following CANNOT count as major or minor grades: participation grades, turning in an assignment, viewing a video, good behavior, etc.
 - **e.** A minimum of 2 different major grades and three different minor grades must be administered by the middle of the nine-week grading period, with the exception of Grades K and 1 Science and Social Studies. For Grades K and 1 Science and Social Studies, a minimum of 1 different major grade and two different minor grades must be administered by the middle of the nine-week grading period.
 - **f.** The number of minor grades MUST EXCEED the number of major grades.
 - **g.** All grades will be calculated in PowerSchool.
 - **h.** Teachers must place grades in PowerSchool no more than seven days (weekdays) after receiving a major assignment and no more than five days (weekdays) after receiving a minor assignment. Both school administrators and central office personnel will monitor students who turn in assignments after their due date; teachers *may* deduct up to 11 penalty points per day past the due date.
- **D. CONDUCT (ELEMENTARY ONLY) -** Conduct should **not** be considered when determining academic grades. Each teacher is to evaluate students' conduct. The letter grades E, S, N, and U will be used to evaluate conduct. Teachers may give effort remarks using the comment codes in PowerSchool.

E. DUAL ENROLLMENT WEIGHTED GRADES (High School Only)

- **a.** Grades for Career Technical Dual Enrollment Courses shall be weighted for honor roll, eligibility for honor clubs, rank in class, and GPA at one-half (0.5) higher than a regular grade. For example, on a four-point (4) scale, a regular A is worth 4 points, but an A earned through a Career Technical Dual Enrollment would be worth 4.5 points; a D would be worth 1.5 points; an F would not be weighted.
- **b.** Grades for Academic Dual Enrollment Courses shall be weighted for honor roll, eligibility for honor clubs, rank in class, and GPA at one point (1) higher than a regular grade. For example, on a four-point (4) scale, a regular A is worth 4 points, but an A earned through an Academic Dual Enrollment Course would be worth 5 points; a B would be worth 4 points; a C would be worth 3 points; a D would be worth 2 points; an F would not be weighted.
- **c.** Any credit earned through approved Dual Enrollment courses and programs must be received by the high school counselor 45 days after the final day of the Dual Enrollment course.
- **d.** It is the students'/parents' responsibility to request that official transcripts from the college and/or university be sent to the high school counselor and the high school receives them

F. 2nd & 4th NINE WEEKS EXAM EXEMPTION (HIGH SCHOOL ONLY)

- **a.** Any senior whose class average is at least 85 (B) when the nine weeks grades are averaged, **and** class attendance is five (5) or fewer combined excused or unexcused absences, check-ins, tardies, and/or check-outs may be exempt from the nine weeks examination based on period attendance.
- **b.** There will be NO exemptions for freshmen, sophomores, and juniors. (Senior Exemption ONLY)
- c. Students who miss a class while participating in a principal-authorized activity on or off campus will not

be considered absent for exemption purposes. At most, two authorized university visits shall be considered part of the exemption.

- **G.** School administrators and central office personnel will monitor weekly grades entered in PowerSchool, mid-nine-week Progress Reports, and Nine-Week Report Card grades to prevent and address high failure rates.
- **H.** The teacher will have the numerical average and letter grade for academic work for quarter periods in the PowerSchool grade book and/or section reports.
- **I.** Each quarter's numerical average and a letter grade will be recorded on report cards.
- **J.** Teachers will retain student-graded papers (physical and/or electronic) to document grades earned during a given year and will keep these artifacts until report cards are distributed after the first semester of the following year. Student records must be readily available to school and district administrators throughout the school year, including the summer months.
- **K.** A student will not participate in classes offered for remediation, intervention, or Credit Recovery during the school day if he/she must miss regular classroom instruction in any core subjects.

Schedule Changes

Any changes of subjects must be cleared through the guidance counselor with approval from the assistant principal or principal within the first two weeks of the semester. Schedule changes will begin with seniors and proceed downward by grade.

Semester and Final Exams

Final exams may be used to evaluate student achievement when conducted in such a way that they estimate effectively the achievement of the goals and objectives on which learning activities have been based.

- All students in grades 7-12 shall take the first and second semester exam for each course in which the student is enrolled. All first and final exams will be administered as scheduled on the annual calendar.
- No teacher shall schedule an exam other than in accordance with the Board-approved annual school calendar.
- A special education student's IEP may or may not require semester exams.

Exam Exemptions (2nd and 4th Nine Weeks)

Any senior whose class average is at least 85 (B) when the nine weeks grades are averaged, and class attendance is five (5) or fewer combined excused or unexcused absences, check-ins, tardies, and/or check-outs may be exempt from the nine weeks exam based on period attendance. Only seniors will be allowed to be exempt from testing. There will be NO exemptions for freshmen, sophomores, and juniors. Students who miss a class while participating in a principal-authorized activity on or off campus will not be considered absent for exemption purposes. At most, two authorized university visits shall be considered part of the exemption.

College Entrance Requirements

Students who plan to attend college should be aware that many colleges require an entrance examination. The test most used by colleges in the Southeast is the American College Testing Program (ACT).

Textbooks

Students will be charged for a lost textbook and for malicious destruction of textbooks or materials. The lost or damaged repayment scale is 100% during the first year and 75% after completion of the first year. Reimbursement will be made to students who locate and return textbooks after payment is made to Conecuh County Schools upon presentation of payment receipt.

Virtual School Option

Conecuh County Schools is excited to offer a K-12 virtual school option through Lyeffion School. This program allows students in all grade levels to complete their coursework online while still receiving support from certified teachers and access to school resources. The virtual option through Lyeffion School is designed to meet a variety of student needs while maintaining the high academic standards of Conecuh County Schools.

Dual Enrollment

Conecuh County Schools defines Dual Enrollment as a program allowing eligible high school students (usually sophomores, juniors, and seniors) to enroll in college courses for credit before high school graduation. The minimum requirements for students to enroll in a Dual Enrollment program vary at each college. Additional information about the minimum requirements can be found on each college's website. Students who participate in the Dual Enrollment program by taking Career Technical Courses at a technical college may be eligible for the Workforce Development Scholarship, which allows eligible students to take a free English, Mathematics, Science, and/or Social Studies course at a two-year or four-year college or university.

Student Clubs

Student clubs or organizations sponsored by the school shall be under the direct control of the school principal. Each school club or organization shall be sponsored by a member of the faculty who has been approved by the principal.

National Honor Society

Local variations can be accommodated as long as they are not contrary to the policies found in the National Constitution and the NHS Handbook. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and develop character in the students of secondary schools. To be eligible for membership, the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. Candidates must have attended the school the equivalent of one semester. Students' academic records are reviewed to determine those individuals who are academically eligible for membership, i.e. those who meet the required 90 cumulative GPA. The Chapter Advisor will make sure all Candidate Information Forms are complete and present them to the 5-member Faculty Council for review. The Faculty Council deliberates only on the remaining 3 criteria (Service, Leadership, and Character) as the Academic criteria have already been met. The selection of each member shall be by a majority vote of the faculty council. There must be documentation to substantiate the Faculty Council's decision. Documentation consists of the Candidate Information Form (provided by the parents and student) along with any other available documentation that will aid the Faculty Council in making their decision. Prior to notification of any candidates, the chapter's advisor shall review with the principal the results of the Faculty Council's deliberations. After review, both selected and non-selected students will be notified. Refer to the NHS Handbook Constitution, Article Viii, and Article IX or Section 4 for the complete selection procedures.

National Beta Club

To be eligible for National Beta Club membership, students must demonstrate worthy, moral, and ethical character, exemplary achievement and a commendable attitude, and academic performance at or above grade level. Students may join upon invitation only and must pay a non-refundable fee of \$40. In order to receive a Beta Club invitation, students must attain A or A/B Honor Roll Status (No B ONLY - Must have at least one A in a subject other than PE), have no grades below a B in any subject on the report card, score no more than one grade level below his/her actual grade level in any subject on the most recent diagnostic or assessment (iReady, IXL, ACAP, etc.) taken, and have no more than one minor discipline referral on record for the first nine weeks.

In order to join after the 2nd nine weeks of school the student must have a first **semester** A or A/B Honor Roll Status (No B ONLY - Must have at least one A in a subject other than PE), score no more than one grade level below his/her actual grade level in any subject on the most recent diagnostic or assessment (iReady, IXL, ACAP, etc.) taken, and have no more than two minor discipline referrals on record for the first semester. No one may join during the second semester of their final Beta year (5th-Grade for Elementary Beta, 8th-Grade for Junior Beta, or 12th-Grade for Senior Beta).

Induction ceremonies will only be held when there are at least 5 new inductees. If no induction is held when a student joins, he/she will be honored at the next induction. Returning members are not re-inducted, but must qualify and pay a club fee for the year.

Each Beta Club member is required to complete 6 hours of service each month. Hours can be earned in many different ways, and the sponsor will assist members in obtaining some of their hours. Members will be responsible for finding opportunities to fulfill the remainder of their required hours and must document hours, obtain the signature(s) of the supervisor(s) of their hours, and submit the documentation to the sponsor monthly.

Beta members may have opportunities to attend Beta-only field trips during the school year. Beta members are expected to be on their best behavior during any Beta trip, dress appropriately, and be a credit to their parents, teachers, school, and community. Any Beta member who behaves inappropriately during a field trip will be disciplined by the school accordingly and may also be placed on probation or be removed from the Beta Club.

If a member is ineligible to attend a field trip due to discipline issues or grades (see probation, below), that member must make sure the sponsor is aware and must not attend. If a fee was paid before the member became ineligible, the amount paid may be applied to future Beta expenses, but will not be refunded. If the money has already been paid out for the field trip and the sponsor is unable to obtain a refund, the student will not receive the credit for future events nor a refund.

Students will be put on probation immediately following any 9-week grading period in which they fail to make A or A/B honor roll, they score two or more grade levels below their actual grade level (red) on any diagnostic or assessment (iReady, IXL, ACAP, etc.) in any subject, or immediately following any discipline referral. Members who end the year off the A or A/B honor roll will be on probation for the first nine weeks of the following academic year.

Students who are on probation at the time of any Beta activity may not participate in that activity. This includes field trips, volunteer days, conventions, etc. If Beta members are found to have participated in an activity without disclosing information that would have disqualified them, they may be removed from the club. Students are removed from academic probation when a new report card or diagnostic shows that they have regained the qualification status listed above.

Twelfth grade Beta members in good standing will have the opportunity to wear Beta Club stoles in black with the Beta emblem at graduation. Valedictorian/Salutatorian stoles will be gold with "Valedictorian" or "Salutatorian" on one side and the Beta emblem on the other. Stoles will be provided to members by the club. Additionally, graduating Beta members will be allowed to purchase cords and medals from the Beta Shop (online) at their own expense to wear at graduation. At the end of the first semester of their graduation year, students who remain on probation or become eligible to be put on probation will be removed from the Beta Club and may not wear Beta Club regalia during their graduation or promotion ceremony. This applies to elementary, junior, and senior Beta Clubs.

Parent Teacher Organizations (PTOs)

The Board and local schools encourage the organization and operation of PTOs at all schools. Parents and Guardians are urged to join these organizations and to participate actively in their efforts to assist our schools and children.

Special Education Programs

To the maximum extent appropriate, children with disabilities ages three to twenty-one must be educated with children who are not disabled. The nature or severity of some disabilities is such that special education and related services are necessary. Students determined to have a disability and needing specially designed instruction may be eligible for special education and related services in one or more of the thirteen areas of disability. The Conecuh County Board of Education is committed to providing appropriate programs and services for children with disabilities by Alabama Administrative Code 290-8-9. Parents or guardians should contact their child's teacher, principal, counselor, or Mrs. Amanda Armstrong, Special Education Director, Conecuh County Special Education Program, 1455 Ted Bates Road, Evergreen, AL 36401. Phone: 251-578-1752 ext. 4007.

Federal Programs - 504 Compliance

It is the official policy of the Conecuh County School System that no person shall, on the grounds of race, color, disability, sex, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. For additional information, parents or guardians should contact their child's teacher, principal, counselor, or the 504 Coordinator, Ms. Genniefer Meeks, Conecuh County Federal Programs, 1455 Ted Bates Road, Evergreen, AL 36401. Phone: 251-578-1752 ext. 4003.

Problem Solving Team (PST)

Pre-referral interventions are individualized plans designed to assist in meeting regular education student's academic and behavioral needs. The term PST stands for Problem Solving Team. A student support team is a school-based, problem-solving group. Team members discuss concerns related to the specific needs of teachers and students and offer teachers assistance in resolving problems. The team is composed of regular education teachers, administrators, counselors, parents, and other individuals as needed, including special education teachers.

Child Find

The Conecuh County Special Education Program seeks to locate children with disabilities ages 0-21 within the Conecuh County School District. The system also seeks to find gifted and talented students, specializing in 2nd-grade students. Parents should contact Mrs. Amanda Armstrong or Mrs. Lori Brown, at 1455 Ted Bates Road, Evergreen, Alabama 36401. Phone: 251-578-1752 ext. 4007

Gifted Program

Gifted students are those who consistently perform at higher levels than their peers or show the potential to do so, and they often need educational services that go beyond the standard curriculum. Giftedness can be found in students from all backgrounds, including those with disabilities. Access to the gifted program is not limited by race, ethnicity, gender, disability, economic background, or nationality.

For younger students in kindergarten through second grade, gifted support is provided by a specialist who works with students in their regular classrooms. In grades three through eight, students typically participate in traditional pull-out programs for three to five hours each week. High school students have access to advanced core classes taught by qualified educators, as well as electives in areas such as the arts, technology, foreign languages, and college or career counseling.

Referrals to the gifted program can be made by anyone familiar with a student's abilities, including teachers, counselors, administrators, parents, guardians, peers, or the students themselves, usually by contacting the school principal or counselor. All students in second grade are observed as potential candidates. When a student is referred, data is collected on their aptitude, characteristics, and performance, and this information is evaluated using a matrix to determine eligibility. Assessment tools are carefully chosen to ensure they are appropriate for students from different cultural, economic, and linguistic backgrounds and for those with special needs. Both verbal and nonverbal skills are assessed, along with creativity if it is relevant, before a decision about eligibility is made.

While participating in the gifted program at the elementary level, students are not penalized for time spent away from their regular classes, and their grades are adjusted to reflect their participation in the program. They are still expected to complete all homework assignments. If a student misses a test because of a gifted program activity, they will be allowed to make up the test without penalty, and scheduling can be adjusted if necessary. If a student is struggling academically in most of their classes, a meeting with the Gifted Specialist will be arranged. Students cannot be removed from the gifted program due to performance or behavior concerns unless a parent or guardian provides written consent.

Acceleration Procedures

Any student can be referred for acceleration by a teacher, administrator, gifted specialist, counselor, or parent/guardian. Requests go to the principal, who follows district procedures. Guidelines are available from the principal or Special Education Director.

Guidance and Counseling Services

Guidance and counseling personnel help students to become independent problem solvers. Counselors are available at your child's school for assistance, guidance, and support. If you have questions or concerns regarding the personal, social, educational, or career development of your child, please do not hesitate to contact the counselor assigned to your child's school.

Career Technical Education

Conecuh County Schools offers Career and Technical Education (CTE) programs designed to help high school students, typically sophomores, juniors, and seniors, develop leadership skills and prepare for future careers. These programs are held at the Workforce Development Center, which serves as the main site for all CTE courses. Any student attending Conecuh County Schools can take classes and work toward earning certificates or credentials through the Workforce Development Center. The Career Technical Education Director plays a key role in helping students plan for, monitor, and assess their readiness for certification exams. They also work closely with the school counselor to review and analyze students' progress and certification results as part of the College and Career Readiness process.

Grades earned through the Workforce Development Center will be included on high school transcripts. Starting with the 2025-2026 school year, these grades will appear on either the Hillcrest High School transcript or the Lyeffion School transcript, depending on where the student is enrolled. Physical attendance at the Workforce Development Center is required, since each program includes hands-on projects and performance-based assessments. Students attending Hillcrest High School or Lyeffion School in person will be provided transportation to and from the Workforce Development Center. Virtual students enrolled at Lyeffion School must live within a reasonable distance of the Workforce Development Center, provide their own transportation, and follow the attendance guidelines outlined in the Student Handbook.

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Student Records

A cumulative report shall be kept on each student enrolled in Conecuh County Schools. The cumulative records shall be kept on approved forms. The local school principals shall be responsible for developing a plan that will ensure that such records are kept up to date and accurate. The Board shall provide files for each school, to assist local principals in ensuring the safekeeping of student records. The cumulative student records shall be considered confidential and as such only the following individuals shall have free access to such records:

- 1. Teachers and other school officials of Conecuh County Schools who have a legitimate educational interest
- 2. Appropriate community agencies involved in handling individual student health and safety concerns
- 3. Reports to state agencies that are required to carry out the educational program, such as State-Mandated Assessment Reports, AHSAA Eligibility Reports, and for 9th-12th graders documentation of any CRI earned in high school.

Any other persons wishing to review student cumulative records shall do so in compliance with applicable laws. School officials are not permitted to take such files away from the school campus.

English Learners (ELs)

Your child's progress in school is important to us, no matter what language they speak at home. Here's what you need to know about how grades and assessments work for students who are learning English:

- Fair Assessments: We use different ways to check what English Learners (ELs) know and can do in their classes. We want to make sure students have a fair chance to show what they have learned, even if they are still learning English.
- Accommodations: Teachers make changes to assignments and tests—like allowing extra time, using pictures, or letting students explain answers in different ways—so ELs can participate and succeed. We make sure to keep track of these changes.
- Grades Reflect What Students Know: Grades for ELs are based on work that has been adjusted (accommodated) to make it possible for them to understand and complete. If students understand the subject, their grades should show that—even if they are still learning English.
- No Failing Because of Language: Students will never get a failing grade in a subject just because they are learning English. Failing grades can only be given if a student is not participating or trying, not because of language barriers. If this happens, we will talk with families first.
- **Participation Matters:** All students are expected to participate in class, either in regular ways or with help. If a student is not participating, we will let parents know and explain the reasons.
- **Alternative Assignments:** For students who are new to English, teachers might use special projects, oral reports, or other creative ways to help them show what they know.
- Clear Communication: When you get your child's progress report or report card, it will include notes explaining how your child is doing and what changes were made to support them in learning.
- **Pathway to Graduation:** For high school students, grades are based on these same fair, adjusted assignments. This helps students earn the credits they need to graduate.
- State Testing: Most English Learners will participate in state tests, but those in their first year at a US school might not have to take certain tests. We will let you know what applies to your child.

If you have questions about how your child is being graded or supported, please contact your child's teacher or the school office. We are here to help every student succeed!

State Testing Regulations for Special Populations

Alabama requires the participation of all students—including those with disabilities who have an Individualized Education Program (IEP), students receiving 504 services with a 504 Plan, and English Learner (EL) students with an Individual English Language Plan (I-ELP)—in the Alabama Student Assessment Program. In addition to participating in these assessments, students must also earn the necessary Carnegie units to satisfy high school

graduation requirements. The state mandates that all students be included to the fullest extent possible in all assessments, and that their results are factored into the state accountability system, as required by federal law. Schools are required to document each student's participation in the Alabama Student Assessment Program on the appropriate Participation Documentation form.

Students may be eligible for accommodations on state assessments if they are already receiving special education services, 504 services, or English language instructional services, whether in a pull-out program or within the regular classroom. These accommodations are designed to ensure that each student's individual needs related to disability or limited English proficiency are met. It is important to note that accommodations should not alter the fundamental nature, content, or integrity of the test.

All decisions about a student's participation in the testing program and any accommodations provided must be made on an individual basis. These decisions must be clearly justified and documented in the student's IEP, 504 Plan, or LEP Plan, and only accommodations that have been practiced regularly in the classroom during instruction or subject area testing should be considered (There is an exception for tests administered in Spanish, when allowable). These determinations must be reviewed at least annually, or more frequently if necessary, to ensure ongoing appropriateness and effectiveness.

Section III: Attendance

Notice of Compulsory Attendance

Act 93-672

Parents must enroll school-age children, attend regularly, and behave properly. Those parents who do not comply are guilty of a misdemeanor. Upon conviction, they shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days. Also, the law requires the Superintendent to inform the local district attorney of all school suspensions.

Act 94-782

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to attend school regularly, or to compel the child to properly conduct himself/herself as a pupil following the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days.)

Following the Alabama State Laws, Conecuh County Schools requires all children between the ages of six (6) and seventeen (17) to be enrolled in school. All students should attend school regularly and be punctual for all classes to receive the greatest benefit from the instructional program and to develop punctuality, self-discipline, and individual responsibility habits. School attendance shall be one factor considered in determining a student's promotion from one grade to another in any given course.

The board charges the attendance supervisor with determining appropriate sanctions against students and parents. A district-appointed Attendance Officer, also known as a Truancy Officer, provides additional support to students and parents to ensure the effectiveness of the policy.

Excused Absences

According to the Alabama State Department of Education, excused absences are as follows:

- (a) Student illness
- **(b)** Death in the immediate family
- (c) Emergency conditions as determined by the principal
- (d) Legal requirements such as a summons to court
- (f) Prior permission of the principal, as requested by the parent or legal guardian

All other absences are UNEXCUSED and will be marked accordingly in the attendance register.

Unexcused Absences

Absence for any reason other than those defined above shall be considered as unexcused. Students are unexcused when no documentation has been submitted to the office to explain why they were absent from school. An unexcused absence means that the student is considered truant. Please note that unexcused absences accrue for the entire school year and do not start over at the beginning of the second semester.

Excuses

In accordance with State Law, the parents or guardians must explain the cause of every absence of the student(s) under their control or charge. Every student, upon returning to school, must bring a written excuse from a doctor, funeral home, or court signed by the appropriate person or a written excuse from home signed by the student's

parents or guardians for each absence and present it to the principal or his/her designated representative. After an absence, the student has 3 days, including the first day of return, to submit an excuse. If an acceptable excuse has not been provided after 3 days, the absence will be deemed unexcused. Each student may acquire only 10 parent-excused absences.

A sample school excuse can be found in the Appendix.

Makeup Work

Once students return to school with an excused absence, teachers shall provide make-up work.

- **Elementary Students (K-5th)** Teachers shall have a designated system for tracking and organizing make-up work (e.g., Make-Up Folders).
- Middle and High School Students (6th-12th) Students may need to inquire about missed assignments and make arrangements for the make-up work.
- Excused Absences When a student returns to school after an excused absence, he/she has (5) days or the number of days equal to the number of days of consecutive absences, whichever is greater, following the student's return to class to make up missed work without penalty as long as the excuse is submitted within three days of the student's return to school and the work is completed within the allowed time-frame.
- Excessive Absenteeism If absenteeism is greater than ten days per school year, students may no longer be eligible to receive make-up work assignments. The principal or the designee will be responsible for recording chronic absenteeism on the Gradebook Audit Forms.

Makeup Work for Suspended Students

Makeup work will be allowed according to the rules for excused absences.

Unexcused Absence Grading

Students will not be allowed to make up work given on days when an unexcused absence is marked in the gradebook.

Excessive Absences

Any student in grades 1-8 who has accumulated more than ten (10) unexcused absences per year may be retained. Any student in grades 9-12 who has accumulated more than five (5) unexcused absences per semester or semester course may be denied credit for that course.

School Participation Absences

Students who are away from school because of participation in official school-sponsored activities shall be marked accordingly and allowed to make up missed assignments and/or examinations in accordance with the make-up work policy.

Religious Absences

A student will be excused for religious holidays, not to exceed three (3) days, when the student's parents/guardians come in person to the school and sign a request for the student to be absent for this purpose. When this procedure is followed, the student's absences will be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences.

Absences for Children of Military Personnel

The Interstate Compact on Educational Opportunities for Military Children provides, in part, that a student:

...shall be granted additional excused absences at the discretion of the LEA (local education agency) Superintendent or his/her designee to visit with his/her parent or legal guardian who has been called to duty for, is

on leave from, or immediately returned from deployment to a combat zone or combat supporting posting. Notwithstanding the above, the Conecuh County Superintendent or her designee will determine the number of excused absences per year for this purpose on a case-by-case basis.

Co-Op Students

Students enrolled in Co-op will not be permitted to work when on suspension or absent from school. The Co-op Coordinator is responsible for notifying the employer that the student will not be permitted to work.

Check-Out Procedures

- 1. K-12 students may only leave campus if checked out by a parent or designated person.
- 2. Parents may identify two or three other responsible adults to whom permission is given to check their child out of school. These individuals must present a picture ID when checking out the child. The names and phone numbers of these individuals will be maintained at school. A parent may not designate teachers and school board employees to check a child out and transport the child home during the instructional day.
- **3.** Students who drive to school may check out with a written note from their parents or guardian. The note must contain the parent's contact number(s). The note must be presented to the office at the beginning of the school day. Office personnel must call and speak directly to the parent or guardian to verify the note. If office personnel cannot verify the note with the parent or guardian, the student cannot check out.

Tardies / Check-Ins & Check-Outs

Students are required to report to their individual school no later than the beginning of the school day and to be on time for all classes during the day. The Alabama State Department of Education requires that a school's instructional program consist of a six hour day. Students who are tardy without an acceptable reason (excuse) shall be considered unexcused and may be truant. Tardy is arriving at school or class after the specified starting time or not attending a full instructional day. When a student is late for class or checks out and leaves early, they must check in or out in the office. Late-check ins and early check-outs may be deemed an absence if a student has not been in attendance at least 51% of the day. Individual schools will adopt rules which will ensure compliance with this regulation.

Truancy

Truancy is the habitual and unlawful absence from school. In accordance with The Code of Alabama, the parent/guardian is responsible for requiring any student under his/her control or charge and under seventeen (17) years of age to attend school regularly except for legal absences, as defined by The Code of Alabama and Alabama State Board of Education rules and regulations. Provided a student under sixteen (16) years of age becomes a truant, the parent/guardian of a said student may be guilty of a misdemeanor and subject to punishment by law. Provided the parent/guardian files a written statement in court stating that he/she is unable to control such a student, the student may then be subject to the action of the juvenile court.

Early Warning Program

The Alabama Compulsory School Attendance Law, <u>Code of Alabama</u>, Section 16-28-03, (1975) requires children between the ages of six and seventeen to enroll and attend school. Additionally, the <u>Code of Alabama</u>, Section 16-28-12 (1975) as amended May 17, 1993, requires that any parent or legal guardian who enrolls a student in school be responsible for the child's regular attendance in school and proper conduct while there.

To implement the requirements of the <u>Code of Alabama</u>, Section 16-28-03 et seq (1975) Conecuh County Schools and the District Attorney's office have implemented an Early Warning Program. Please be advised that all students in grades six through twelve are subject to the provisions of this program.

The following procedures for handling truancy and/or conduct problems shall be administered throughout the Conecuh County School System.

1. FIRST TRUANCY/UNEXCUSED ABSENCE OR FIFTH UNEXCUSED TARDY PER YEAR (WARNING)

- a. Parent/Guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
- b. Parent/Guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and the date of the truancy.

2. NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE, SEVENTH UNEXCUSED TARDY, OR TENTH EXCUSED ABSENCE PER YEAR (CONFERENCE)

- a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the district attorney office.
- b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or emergency exists.
- c. Failure to appear at the school conferences and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under <u>Code of Alabama (1975)</u>, Section 16-28-12 (c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. NO EARLIER THAN SEVENTH UNEXCUSED ABSENCE, OR TENTH UNEXCUSED TARDY PER YEAR BUT WITHIN (10) SCHOOL DAYS (COURT)

File a complaint/petition against the child and/or parent/guardian, if appropriate.

4. Parents and children can also be assigned to the Early Warning Program if a student has had three or more suspensions and/or office referrals for discipline or behavior problems, and for excessive check outs as deemed necessary by the principal or his/her designee.

5. CHILD UNDER PROBATION

- a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with the state statute, <u>Code of Alabama</u> (1975), Section 12-15-100 and 105.
- b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

Excessive Absences and Suspension or Denial of Driver's License

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

- Is enrolled in a secondary school, or
- Is enrolled and making satisfactory progress toward the GED certificate, or

- Is participating in an approved job training program approved by the Alabama State Superintendent of Education, or
- Is gainfully and substantially employed, or
- Is a parent with care and custody of a minor or unborn child, or
- Has a physician's statement that the parents of the person depend on him/her as their sole source of transportation, or
- Is exempt from this requirement based on statute 16-28-1 of <u>The Code of Alabama</u>.

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

Students 16 years and older who have a Driver's License or Learner's Permit who withdraw or who are absent from school for ten (10) consecutive days or 15 days total for unexcused reasons during a semester shall be reported by the school authorities to the Department of Public Safety. The Department of Public Safety shall notify such persons that their Driver's License or Learner's Permit will be suspended on the 30th day following notification unless reenrollment occurs or one of the other conditions is documented. Students and/or parents/guardians should contact their school principal for additional information prior to making an application to the Department of Public Safety for a Driver's License or Learner's Permit.

Section IV: Student Conduct

It's the Law

The Code of Conduct and related behavior and discipline policies adopted by the Conecuh County Board of Education will serve as guidelines for determining inappropriate behavior.

- 1. Inappropriate student conduct or behavior may result in suspension from school.
- 2. Suspensions will be reported to the Superintendent and District Attorney.
- 3. On the student's third or subsequent suspension from school, the parent will be subject to prosecution by the District Attorney under Section 16-28-12, Act 94, of the Code of Alabama. A parent may be referred to the District Attorney's Office on a student's first or second suspension if, in the opinion of the superintendent of education, the offense committed by the student warrants such action.

To ensure that parents are informed of their school-related responsibilities, the State Board of Education has mandated that parents receive notification that addresses civil liabilities and criminal penalties for violence and misbehavior by students on school property or against school employees. The Law is provided to advise you of those school-related civil liabilities and criminal penalties. You are encouraged to read and retain the document for future reference.

Attendance and Conduct (Act 94-782; Alabama Code 16-28-12)

Each parent/guardian or other person having control or custody of a child required to attend school who fails to enroll the child, regularly attend school, or compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

School Discipline (Alabama Code 16-28A-1)

Teachers are hereby given the authority and responsibility to use appropriate means of discipline, up to and including corporal punishment, as may be prescribed by the local board of education. So long as teachers follow approved policy in exercising their responsibility to maintain discipline in their classroom, such teachers shall be immune from civil or criminal liability.

Teacher Bill of Rights (SB157)

The Teacher Bill of Rights requires schools to take action against a student who disrupts class to the point that the teacher sends the child out of the classroom. Before the student can return to the teacher's class, the principal must give written notification about what type of disciplinary action was taken.

Teacher Assault (Act 94-794; Alabama Code 16-124)

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or an employee of a public educational institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783; Alabama Code 6-5-72)

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

<u>Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784; Alabama Code 16-1-24.2; Alabama Code 16-1-24.1)</u>

- 1. The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened harm to a person.
- 2. The principal is authorized to sign the appropriate warrant if any criminal charge is warranted.
- **3.** 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 school days.
- **4.** Suppose 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. In that case, 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.

Weapons in Schools (Act 94-817; Alabama Code 13-A-11-72)

- 1. No person shall knowingly, with intent to do bodily harm, carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a class C felony.
- **2. Note-** Deadly weapons include but are not limited to a hand grenade, explosive, or incendiary device; a pistol, rifle, or shotgun; a switchblade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy-jack, bludgeon, or metal knuckles.

Possession of Weapons and Firearms by Students

It shall be a violation of Board policy for any student to have a firearm or weapon in his/her possession at any place in the school system during regular school hours or any school function or activity. This policy is to comply with Public Law 103-382, "Improving America's Schools Act of 1994", Part F, Section 14601, Gun-Free Requirement (Gun-Free Schools Act/GFSA). For the GFSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code.

According to Section 921, the following are included within the definition:

- 1. Any weapon that will or is designed to or may readily be converted to expel a projectile by the action of any explosive
- **2.** The frame or receiver of any weapon described above
- 3. Any firearm muffler or firearm silencer
- **4.** Any explosive, incendiary, or poison gas, bomb grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce fireworks/pyrotechnics of any class, mine, or similar device
- **5.** Any weapon that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant and has any barrel with a bore of more than one-half inch in diameter.
- **6.** Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled

Additional forbidden items shall include, but not be limited to, the following:

- 1. Knives
- 2. Openers
- 3. Metallic knuckles
- 4. Tear gas gun

- **5.** Chemical weapon or device
- **6.** Double/triple/quadruple rings which are attached or connected in such a fashion that they may be used as a weapon
- 7. Any items which may be used as clubs
- 8. All sharp or pointed objects are designed for use as a weapon or any other weapon, instrument, or object.

Any student who is determined to have brought a weapon as defined in this policy to school or to have in his/her possession in a school system building, on school system property, on a school bus, or at a school-sponsored function or activity and found in violation of the policy will be:

- 1. Placed on immediate suspension from school.
- 2. Subject to a disciplinary hearing with final disciplinary action determined by the Board of Education.
- **3.** Expulsion from the school system for no less than one calendar year; provided, however, that the Board of Education, in appropriate cases, may apply sanctions less severe than expulsion for one calendar year; and provided, further that such students may be expelled from the regular school setting and provided educational services in an alternative education setting.

The school principal shall notify the superintendent or his/her designee of violations of this policy. Furthermore, the principal shall report suspected violations to the appropriate law enforcement authority, including city/town police, the Conecuh County sheriff, and the Conecuh County district attorney. In addition, the school principal shall notify the parents of students who violate this policy. Any student determined by school authorities to have brought a weapon or firearm as defined above shall be referred to the criminal justice or juvenile court system.

Students with disabilities who violate this policy shall be disciplined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

Possession of Weapons and Firearms by Parents/Guardians and Other Persons

Parents/guardians and other persons are prohibited from bringing firearms or other weapons on school system property at any time or to any school system function or activity. Items forbidden shall include, but not be limited to the following: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive, the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charger of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, fireworks/pyrotechnics of any class, mine, or similar device), any weapon which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled, knives, openers, metallic knuckles, tear gas gun, chemical weapon or device, double/triple/quadruple rings which are attached or connected in such fashion that they may be used as a weapon, explosive devices including fireworks of any description, any items which may be used as clubs, all sharp or pointed objects designed for use as weapons, or any other weapon, instrument or object.

Authorized law enforcement personnel are excluded from the provisions of this policy.

Parents/guardians and other persons found in violation of this policy will be:

- 1. Placed on immediate suspension from visitation or attendance at any school, school system function, or activity.
- 2. Referred to appropriate law enforcement or criminal justice authorities.

Pistol Possession/Driver's License (Act 94-820; Alabama Code 16-28-40)

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school or a public school bus shall be denied issuance of a driver's license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction, the license will be suspended for 180 days.

Vandalism (Act 94-819; Alabama Code 6-5-380)

The parents, guardians, or other person having control 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 the minor's intentional, willful, or malicious act.

<u>Drop-Out/Driver's License (Act 94-820, which amended Act 93-368 as codified in section 16-28-40, Code of Alabama 1975; Alabama Code 16-28-40 through 16-28-45)</u>

The Department of Public Safety shall only allow a driver's license or learner's permit to anyone under 19 who is enrolled or has received a diploma or certificate of graduation. Exceptions are students who are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

Charles "Chuck" Poland Act (Act 2013-347, §§1, 2.)

Trespass on a school bus in the first degree:

A person commits the crime of trespass on a school bus in the first degree if he or she is found guilty of doing any of the following:

A. Intentionally demolishing, destroying, defacing, injuring, burning, or damaging any public school bus.

- 1. Entering a public school bus while the door is open to load or unload students without a lawful purpose, while at a railroad grade crossing, or after being forbidden from doing so by the authorized school bus driver in charge of the bus, or upon demand of a principal of a school to which the bus is assigned or other duly authorized school system official.
- 2. As an occupant of a public school bus, refusing to leave the bus on demand of the authorized school bus driver in charge of the bus or upon demand of a school principal to which the bus is assigned or other duly authorized school system official.
- 3. Intentionally stopping, impeding, delaying, or detaining any public school bus being operated for public school purposes with the intent to commit a crime therein.

B. The crime of trespass on a school bus in the first degree is a Class A misdemeanor.

C. Subdivisions (2), (3), and (4) of subsection (b) do not apply to a child who is less than 12 years of age or to authorized school personnel who are boarding the school bus as a part of their job assignment.

Jurisdiction of the Board of Education

Students enrolled in any school in the Conecuh County School System are subject to the policies of the Conecuh County Board of Education and to the school's rules and regulations.

This authority applies to all school-sponsored activities, including, but not necessarily limited to, the following:

- 1. Transportation on school buses
- 2. Field trips
- 3. Club or organization meetings
- 4. School-sponsored events
- 5. School groups representing the school system in educational events

All school rules and regulations pertain to automobiles driven or parked on school property. School authorities can search any motor vehicle parked on school property if reasonable cause is given. School officials can have any vehicle towed from campus if the owner or student driver refuses to remove it from campus when requested.

School Bus Services

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

- 1. Except in unusual circumstances, established school bus stops shall be at least two—tenths (2/10) of a mile apart. A newly established retrace or spur route must be at least two-tenths of a mile, one way.
- 2. A school bus may not travel on a road that is not open to public traffic or maintained by the federal, state, county, or city government.
- 3. School bus stops will be located so that vehicle traffic will have a clear, unobstructed view for a minimum distance of one hundred yards in both directions.
- 4. Bus drivers will be provided with written directions to the home of each new student to be placed on their bus prior to picking up students on the morning route.
- 5. Students can only ride a bus home from school on the day of enrollment. The student must first be picked up at home on a morning route to allow the driver to learn each new stop. This procedure will help ensure students' safe and accurate delivery and enable them to recognize their bus and driver before departure.
- 6. The principal will approve bus passes upon receipt of a written request from the parent or legal guardian. Phone calls for bus passes will only be accepted in emergencies, as determined by the principal.
- 7. Bus passes will not be issued for groups of students to ride to another stop other than their own.
- 8. Bus routes will not be altered to accommodate babysitters or daycare centers. Students may ride to these locations if a bus provides access to these sites.
- 9. If a student gets on a bus that does not pass their home, the driver will return the student to school.
- 10. Students who do not normally ride the bus will only be allowed to ride the bus with written notification from the principal (reserved for emergencies only).

General Student Transportation Policies and Rules

The driver is in charge of the school bus in the same manner a teacher is in charge of a classroom. The bus is considered an extension of the classroom. Students shall conduct themselves in an orderly and respectful manner. Failure to do so endangers the driver and students. Poor conduct is neither tolerated in the classroom nor on the bus.

- RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT.
- LOSS OF BUS TRANSPORTATION MAY OCCUR IF THE BUS RULES ARE NOT FOLLOWED.
- ANY SUSPENSION FROM THE BUS CAN BE APPEALED. (See Suspension Appeal Form)

Meeting the Bus

It is the parent/guardian's responsibility to have their child at the assigned bus stop at least 10 minutes before the regular pickup time and remain there until the bus arrives.

QUESTIONS REGARDING TRANSPORTATION

- 1. If you have questions about the transportation process, including bus stops, bus routes, bus pick-up times, drop-off times, etc., please call the CCS Transportation Department.
- 2. Direct all questions or concerns related to disciplinary actions to your child's school administrative staff.
- 3. The driver will not have any information regarding the outcome of infractions submitted to the school office.

Bus Rules

The bus is an extension of the classroom/school. The school administrator, transportation director, superintendent, and his/her designee are the only authorized CCS staff members who can recommend suspending students from the bus.

The following rules apply when riding a bus:

- 1. The driver is in charge of the bus and students. Students must obey the driver promptly and willingly.
- 2. All school rules/regulations are in effect when students are on the school buses.
- 3. Students must board or exit the bus at their assigned bus stop. Students should refrain from requesting special consideration.
- 4. Students must only move toward the bus once it has stopped completely and the doors are opened.
- 5. Students must remain seated while the bus is in motion until the bus has come to a complete stop.
- 6. The bus driver is responsible for seating arrangements and may assign students to a seat. Students must sit in an assigned seat.
- 7. Students crossing the road after getting off the bus **should walk at least 10 feet in front of the** bus to ensure the driver sees them. **They should never walk behind the bus.**
- 8. Students must be quiet at all railroad crossings and road intersections.
- 9. The school district will hold the student or parent/guardian responsible for any damage to a school bus caused by the student. The parent will be required to make restitution.
- 10. Students must refrain from transporting any large item to be held in their laps. Alabama law requires that all packages, book bags, projects, band instruments, etc., transported on a bus fit under the seat. No athletic equipment will be transported.
- 11. Students must not throw anything from a bus window.
- 12. Students must keep the aisle free of feet, books, or objects that may obstruct the pathway.
- 13. Students will not fight, push, play, or participate in any activity that would disrupt the process of transporting students or might cause an unsafe environment.
- 14. Students must refrain from eating or drinking on the bus.
- 15. If authorized, students must **only** tamper with or exit the emergency doors or windows.
- 16. Students must use appropriate language. No profanity is allowed.
- 17. When students are suspended from riding the bus, they are not permitted to ride any CCS bus until the suspension has ended.
- 18. Electronic devices must not be used on the bus.
- 19. The playing of cards or any form of gambling on a school bus is prohibited.
- 20. Parents may only remove a student from a bus after the student has boarded with school approval.
- 21. On the bus, students will not use aerosol sprays or body products (deodorants, perfume, etc.).
- 22. Students shall **not** sit in the driver's seat or attempt to operate bus mechanisms.
- 23. Students shall not strike matches, carry lighters, or use tobacco, alcohol, or drugs on the bus.
- 24. Students who do not adhere to the rules are subject to disciplinary action, suspension, or expulsion.

Bus Inappropriate Behavior Classifications and Consequences

CLASS B-I MAJOR OFFENSES:

- 1. Profanity/threats directed towards the bus driver
- 2. Tampering with emergency equipment/unauthorized use of bus emergency door or window
- 3. Throwing objects on/out of the bus
- 4. Use of tobacco or any controlled substances
- 5. Bullying and/or fighting

- 6. Possession, threat, or use of weapons, explosives, or flammables
- 7. Vandalism to the bus (restitution will be made)
- 8. Hanging out of the windows
- 9. Spitting out the windows
- 10. Sexual offense/sexual harassment

CLASS B-II MINOR OFFENSES:

- 1. False identification (failing to give the bus driver your name)
- 2. Excessive noise
- 3. Horseplay
- 4. Eating/drinking/ littering on the bus
- 5. Profanity, verbal abuse, harassment, obscene gestures, or possession of unacceptable material
- 6. Getting on/off at an unassigned stop
- 7. Playing cards on the bus
- 8. Students cannot have electronic devices on the bus before entering and/or exiting. (Note: Students may use electronic devices while en route as long as they are silenced and/or have earbud attachments.)
- 9. Using body products on the bus
- 10. Riding a bus while suspended
- 11. Delaying bus schedule
- 12. Refusing to stay seated
- 13. Refusing to obey driver's instructions
- 14. Disruptive behavior
- 15. Other offenses, as reported by the driver or principal

Suspension from bus transportation does not excuse the student from school attendance. The parent/guardian is responsible for ensuring students are transported to and from school.

Students MUST be responsible for their conduct while on the bus, ensuring their actions do not risk their safety or the safety of others.

The Conecuh County Transportation Department aims to provide a safe and enjoyable ride for all students.

Reporting Incidents

Students with difficulty with other students while riding the bus should report the problem to the driver as soon as possible. If the driver cannot resolve the problem, then the driver will report the incident to the school principal. The bus driver has **no** authority to administer disciplinary actions. Please contact your child's school in regard to disciplinary concerns.

Class B – Violations of Bus Rules

Class B violations (Class I and II offenses) include disruptive behaviors that interfere with transporting students in Conecuh County Schools' jurisdiction. Bus drivers are expected to manage general bus disruptions and distractions. When the drivers' actions are ineffective, or the disruption is severe, they may write a bus referral for a Class B-I offense or a Class B-II offense. The referral is submitted to the school principal for disciplinary action, which could include bus suspension, out-of-school suspension, or expulsion.

Progression of Consequences for Class B Transportation Offenses

- 1st Bus Referral to School Administrator- Warning to Student and Parental Contact*
- 2nd Bus Referral to School Administrator- 1-day Bus Suspension*

- 3rd Bus Referral to School Administrator- 3-day Bus Suspension*
- 4th Bus Referral to School Administrator- 5-day Bus Suspension*
- 5th Bus Referral to School Administrator- 10-day Bus Suspension*
- 6th Bus Referral to School Administrator- Suspension from the bus for the remainder of school year*

*The administrator may have to deviate from the guideline due to the nature and/or severity of the incident that prompted the disciplinary action or suspension

School Bus Suspension

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus. Based on the student's misconduct, this denial will be for a specified period. The parent(s) will be notified of the suspension from the bus

Private Transportation Rules

Students driving motorized vehicles (including motorcycles) on school campuses must show proof of liability insurance and a valid driver's license.

- 1. A copy of liability insurance and driver's license must be kept on file in the principal's office or designated site.
- 2. Students who drive a motorized vehicle to school must park the vehicle in the designated school parking lot
- 3. Students must exit their vehicles and lock them immediately upon parking. They must then proceed to their classroom or designated area. No students are to assemble in the parking lot.
- 4. Schools that require a student to purchase a parking sticker will establish their policies regarding this matter.
- 5. Students may not return to their vehicles during the school day. If a student has a legitimate reason to return to the vehicle, he/she must have administrative approval.
- 6. The principal can revoke the privilege of driving a vehicle to the school.
- 7. All vehicles on school property are subject to being searched if reasonable suspicion exists that a policy is being violated.
- 8. Students must obey all traffic laws when operating a motorized vehicle.
- 9. A student who checks out during the day or when students leave at the end of the school day must immediately leave campus.

Extra Curricular Activities

Students may be offered an opportunity to participate in extracurricular activities and organizations. Extracurricular activities must meet the following criteria:

- 1. The organization or activity must be approved by the school principal and must have an assigned faculty supervisor or sponsor;
- The organization or activity must promote or serve the intellectual, cultural, personal, or physical
 development of the student in a manner that is consistent with the purposes of public education, the Board's
 legal mandate, mission statement, policies, and regulations, and with applicable requirements of state and
 federal law;
- 3. The organization or activity must operate under and subject to general supervision of school officials;
- 4. The nature of the organization and its activities are not inconsistent with and do not interfere with instructional activities or requirements. Student participation or membership in such organization activities may be governed by the specific policies of the organization and is subject to review and approval by the principal.

Code of Conduct Violations

Violations of the Code of Conduct are divided into four classes: Class I, Class II, Class III, and Class IV. The principal or his/her designee must follow a disciplinary procedure for each classification. Each student will be provided with due process before any disciplinary action is taken.

CLASS I OFFENSES

- **A.** Distraction of other students with any behavior that alters the teaching process in the classroom or other educational activities
- **B.** Eating or drinking in unauthorized areas
- C. School property misuse or abuse
- **D.** Misuse of lunch numbers
- E. Littering of school property
- F. Possession of radios, tape players, electronic games, and entertainment devices without prior administrative approval
- **G.** Possession of cards, dice, and any other gambling devices or paraphernalia in school buildings, on school grounds, or on school buses
- H. Sitting in or loitering around parked vehicles after arriving at school
- I. Inappropriate behavior
- **J.** Inappropriate display of affection including embracing and kissing
- **K.** Minor disruption on a school bus
- L. Non-conformity to dress code
- M. Unexcused tardies to school or class (no more than 2).
- N. Failure to follow instructions
- **O.** Horse playing tussling
- **P.** Violation of Internet Ethical Use Policy
- **Q.** Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense.

DISCIPLINARY ACTIONS FOR CLASS I OFFENSES

All Class I offenses in the classroom will be handled by the classroom teacher according to the teacher's approved classroom management plan. Subsequent Class I offenses in the classroom may be referred to the administrator and addressed as Class II offenses.

The administrator will handle offenses occurring outside the classroom. The following disciplinary actions are available to the administration:

- Student Conference
- Suspension from Bus
- Suspension (no more than three days)
- Parent Contact
- Detention
- Corporal Punishment
- Parent Conference
- Referral to Counselor
- ISSP (no more than three days)

CLASS II OFFENSES

- A. Illegal organizations any attempt to use the school day for activities that are not school-related or school-sponsored
- B. Gambling -any participation in games of chance for money and/or other things of value
- C. Defiance and/or disrespect of School Board employee's authority any verbal or non-verbal refusal to comply with a lawful and reasonable directive of a School Board employee
- **D.** Instigating fights or arguments by carrying written or verbal messages
- E. Verbal confrontation (excessive arguing) or verbal harassment
- F. Possession of fireworks or firecrackers
- **G.** Use of obscene or inappropriate language
- **H.** Use of obscene or inappropriate behavior (verbal, written, gesture, touching)
- I. Failure to follow class schedules and/or leaving class without written permission
- **J.** Refusal to give name or intentionally giving false information to an authorized person
- **K.** Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense.
- L. Subsequent (2 or more) Class I offenses
- M. Possession of electronic communication devices without permission during the instructional day

DISCIPLINARY ACTIONS FOR CLASS II OFFENSES

Elementary Students (K-5)

- First Offense: Parental contact and disciplinary action.
- Subsequent Offenses: The administrator may determine appropriate disciplinary action, including suspension for up to 2 school days, corporal punishment, and/or other measures. Subsequent Class II offenses may be handled as Class III offenses.

Middle School and High School Students (6-12)

- First Offense: Could result in one of the following: Corporal punishment, ISSP (up to 5 days), suspension for 1-5 school days, or detention
- Subsequent Class II Offenses: These may be handled as Class III offenses.

CLASS III OFFENSES

- **A.** Vandalism intentional and deliberate action resulting in injury or damages of less than \$50.00 to public property or the real or personal property of another.
- **B.** Stealing, larceny, and petty theft are the intentional unlawful taking or carrying away of property valued at less than \$25.00 belonging to or in the possession or custody of another.
- C. Receipt, possession, or transfer of stolen property with the knowledge or reasonable suspicion that it is stolen.
- **D.** Intentional action or threats verbal or printed communication threatening or causing an injury to the person, property, or reputation of another
- **E.** Extortion verbal or printed communication threatening an injury to the person, property, or reputation of another, with the intent to extort money or take advantage of any person or to force one to do any act or refrain from doing any act against his/her will
- **F.** Trespassing willfully entering or remaining on any school property without being authorized, licensed, or invited; or after having been authorized, licensed, or asked, refusing to depart when requested to so do by an authorized person
- G. Unjustified activation of a fire alarm system or fire extinguisher

- **H.** Written or verbal proposition to engage in sexual acts.
- **I.** Use or possession of obscene and/or pornographic materials
- **J.** Use of beepers, pagers, and/or cellular phones in school buildings or on school buses without prior administrative approval.
- **K.** Gross abuse or misuse of computers, programs, or equipment
- L. Fighting
- **M.** Possession and/or use of tobacco products, including matches or lighters, in school buildings or on school buses possession on the person, in the locker, or the effects of a student
- N. Leaving campus without written permission
- **O.** Igniting fireworks or firecrackers on school property (including bus).
- **P.** Harassment is the intent to harass, annoy, intimidate, or alarm another person, either socially, physically, or emotionally.
- Q. Cyberbullying
- **R.** Any other offense that the principal deems reasonable to fall within this class/category will result in disciplinary action appropriate to the offense.
- S. Subsequent (2 or more) Class II offenses

DISCIPLINARY ACTIONS FOR CLASS III OFFENSES

Elementary Students (K-5)

- **First Offense:** Parental contact could include corporal punishment, detention, or suspension for up to ten (10) school days.
- Subsequent Offenses: Suspension and/or other disciplinary action.

Middle School and High School Students (6-12)

- A First Offense could result in Corporal punishment, ISSP, extended work assignments, detention, or suspension for up to ten (10) school days.
- Subsequent Offenses could result in Corporal punishment, ISSP (if available), suspension of up to ten (10) school days, or detention. Special circumstances may warrant a recommendation for a disciplinary hearing with the superintendent or his/her designee. Students suspended for Class III offenses may not participate in or attend any school-related activities until reinstated on the day following the suspension.
- Class III offenses, when warranted or legally required, shall be reported to the designated law enforcement agency using the appropriate administrative procedures.

CLASS IV OFFENSES

- **A.** Drugs, drug paraphernalia, or alcoholic beverages unauthorized possession and/or use of, transfer, or sale of the same
- **B.** Arson the willful and malicious burning of any School Board property or the personal property of anyone on School Board property
- **C.** Battery upon a School Board employee the intentional touching or striking of a School Board employee against his/her will, or the intentional causing of bodily harm to a School Board employee **D.** Robbery -the taking of money or other property from the person or custody of another by force, violence, assault, or by instilling the fear of the same
- **E.** Burglary of school property entering or remaining in a structure or on the premises with the intent to commit an offense.
- **F.** Criminal mischief willful and malicious damage over \$50.00 to public property or real or personal property belonging to another
- G. Theft the intentional unlawful taking or carrying away of property valued more than \$25.00 belonging to or in

the possession or custody of another

- **H.** Possession of firearms -any firearm or other device (including a starter gun) which may be readily converted to expel a projectile
- I. Unauthorized discharge of any pistol, rifle, shotgun, air gun, or any device capable of expelling a projectile
- **J.** Possession and/or use of ammunition, weapon, or replica of a weapon box cutter, knife, metallic knuckles, tear gas guns, chemical weapon or device, or any other weapon, instrument, or dangerous object on any school property
- K. Bomb or other threats -any communication which has the effect of interrupting the educational environment
- L. Explosions -possessing, preparing, or igniting on School Board property explosives likely to cause bodily injury, property damage, or interrupt the educational environment
- **M.** Sexual acts acts of a sexual nature including, but not limited to, sexual battery, intercourse, attempted rape, or rape to include videotaping, photographing, or any form of participation in said act.
- **N.** Aggravated battery intentionally causing great bodily harm, disability, or permanent disfigurement, or the use of a deadly weapon
- **O.** Inciting or participating in a significant student disorder leading, encouraging, or assisting in major disruptions that result in the destruction or damage of private or public property, or personal injury to participants or others, or which disrupts the school environment
- **P.** Indecent exposure exposing a part of one's anatomy that is offensive to others, i.e., exposure of genitalia, breasts, or buttocks
- **Q.** Subsequent (two or more) Class III offenses
- R. Directing threats or obscene language or behavior (verbal, written, or gesture) to a School Board employee
- **S.** Habitual Offender a student who commits five Class II or III offenses in any combination (does not include dress code violations or tardies)
- **T.** Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense.

DISCIPLINARY ACTIONS FOR CLASS IV OFFENSES

All Students, Grades K-12

- The principal shall report Class IV offenses to the designated law enforcement agency when warranted or legally required.
- Parents will be notified, and students in grades K-12 may be suspended pending the principal's final determination of the facts.
- A student committing a Class IV offense may be recommended for expulsion by the superintendent or his designee.
- In cases of an appeal, suspension will continue until all appeals are complete.

Honor Code

Cheating on a test or other assignment will result in a zero grade. The parent/guardian will be notified about the infraction.

Due Process

It is the policy of the Conecuh County Board of Education to adhere to due process when carrying out the procedures contained within the Code of Student Conduct handbook. Furthermore, the Board of Education and the educational staff employed by the Board will comply with the elements of due process. The school principals will be responsible for familiarizing their staff with the due process procedures and providing each staff member and student with a copy of this handbook.

This district handbook has been published with the following concepts in mind:

• School rules must be fair and specific enough for students to know what they may and may not do.

- School rules must be clearly stated and related to the school's educational purposes.
- Students, parents, and guardians must know behavior and discipline rules.
- School personnel and students must comply with required procedures when disciplinary action is involved.

The consensus of the Conecuh County Board of Education is that the regulations in this handbook deal with a matter of legitimate interest: protecting the health, safety, and welfare of students and ensuring the efficient operation of schools.

Suspension

Suspension is defined as the temporary removal of a student from school. Suspended students may only attend or participate in school-related activities once reinstated on the day following the suspension. The authority to suspend a student from school rests entirely with the principal/designee of each school. Each suspension should be for a specified number of school days, at most ten (10) consecutive days. Any deviation from said pattern would require authorization from the Superintendent of Schools or his/her designee.

Suspended students will be prohibited from being present on public school premises owned and operated by the Conecuh County Board of Education. Upon completion of the suspension, parents may be required to accompany the student back to school on the first day for an intake conference with the administration. If a parent cannot accompany the student back to school on the first day after the completion of the suspension, prior arrangements and approval must be made with the principal. If not, the student may be placed in ISSP until the parent is contacted. A student cannot withdraw or enroll in any other school in the Conecuh County School System while under suspension.

Suspensions will be counted as excused absences. Make-up work will be permitted for such absences unless permitting such work under the circumstances would be impractical or impossible, would serve no purpose, would place school personnel at risk of harm, or would be unreasonable in light of the grounds for the suspension. Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (IDEA) and its implementing regulations (Board Policy 6:19).

Procedural Policies For Suspensions

The principal or designee shall conduct an informal due process conference before any suspension. However, suppose the student's presence in the school endangers persons or property. In that case, the principal shall be authorized to remove the student immediately from the school and conduct the informal due process conference as soon as possible. When necessary to determine alleged misconduct, the principal or designee may suspend a student from school for up to three school days pending an investigation. The suspension will be rescinded if the investigation determines that the student is not responsible for the misconduct. (If rescinded, the student can make up any work missed, and absences are excused).

- 1. Before any suspension, the principal or designee must inform the student of the misconduct of which he/she is accused and the basis for the accusation.
- 2. Before any suspension, the principal or designee must allow the student to explain his/her version of the facts. The principal or designee may interview witnesses requested by the student. The witnesses are not required to be sworn in for this informal due process conference; however, the control of the process is subject to the discretion of the principal or designee. The principal or designee shall make a reasonable effort to determine the incident fairly based on the information obtained before making any disposition.
- 3. If the principal or designee imposes a suspension or disciplinary action other than a recommendation for expulsion, no further disciplinary hearing is required.
- 4. Telephone contact shall be attempted, and a letter explaining the reason for the suspension and the date and time of a conference, if required for a student's readmission from suspension, shall be sent to the

- parent/guardian responsible for the student when suspended.
- 5. The principal may allow a student to return to school after being suspended without a parent conference if it is determined that readmitting the student is in the student's best interest. A parent or guardian who willfully refuses to attend a readmission conference or meeting in person or by phone regarding a student's behavior may be referred to the Circuit Court's Juvenile Division.
- 6. Suppose the suspension is for damage to property owned by the school system or property contracted by the school system. In that case, the notice shall advise the parent/guardian that Conecuh County Schools may pursue legal action until payment or arrangements for the damage have been made.

Guidelines for Suspensions

Suspension should be one of the last disciplinary actions used. Suspension should be progressive and not punitive. Therefore, when a school administrator utilizes the disciplinary action of suspension for a student, the following guidelines shall be used:

- **First Suspension** not more than three days
- **Second Suspension** not more than five days
- Third Suspension- not more than eight days
- Fourth Suspension- not more than ten days

NOTE: The administrator may have to deviate from the guidelines due to the nature of the incident and/or severity that prompted the disciplinary action or suspension.

Expulsion

Expulsion is defined as the removal of a student from a school for violating school rules or regulations. The Board of Education retains the authority to permanently expel a student, which alone can approve such an action. A student who is expelled loses the privilege to attend extracurricular activities.

Any student expelled from school must have a conference with the superintendent and principal before re-admittance. Upon his/her return to school, any expelled student will be placed on probation for one semester. Parents are expected to attend the conference mentioned above.

Disciplinary Hearing Procedures

A principal CANNOT expel a student. Only a principal can recommend a student for expulsion through a disciplinary hearing. If a principal or designee recommends a student for a hearing, the student may be suspended pending the hearing results. The student will have a disciplinary hearing, in which the superintendent or designee will determine whether to uphold the suspension days or expel the student after the hearing.

Expulsion is the permanent removal of a student's rights and obligations to attend a public school. A student who has been expelled will not be readmitted to any Conecuh County School until the designated expulsion time has elapsed.

Procedures for Due Process of Disciplinary Hearings

- **1.** A hearing shall be conducted at the request of the school administration for all recommendations for expulsion.
- 2. A hearing shall be conducted within five (5) school days from the date the student is given notice of the proposal or recommendation for a disciplinary hearing. Every effort will be made to contact the parent/guardian. If the parent/ guardian cannot be contacted due to needing to update current information with the school, the hearing will still be held.
- 3. The student shall be afforded the opportunity to know the charges and evidence against him/her, defend his/her actions, and question and present evidence. The student must be accompanied by a parent/guardian and may be

assisted by an attorney or any other person of the student's choice.

- 4. Until the hearing, the student may remain suspended from school and all CCS school-related activities.
- **5.** A hearing shall be held for special education students when the misconduct does not manifest the student's disability. The relevant disciplinary procedures applicable to students without disabilities may be applied similarly, except that a free, appropriate public education must be provided.
- **6.** Upon the conclusion of the hearing, the superintendent or designee determines whether the student should be expelled or if other corrective or disciplinary actions should be taken. The IEP team makes due process decisions for special education students.

Expulsion Results

Any parent/ guardian of an expelled student shall have the right to appeal the result of a disciplinary hearing resulting in expulsion to the superintendent or designee in writing within five school days of the decision. Appeals should be mailed via USPS or hand delivered to the central office. The hearing will be held within five school days of the receipt of the appeal.

Appeal from Order of Expulsion

- The parent/guardian may request the Conecuh County Board of Education to review the superintendent's or designee findings within five school days of the decision.
- A preliminary appeal will be scheduled promptly to examine the evidence of the disciplinary hearing.
- The Board of Education shall set the time for the hearing with appropriate parental contact.
- The Board of Education may affirm, modify, or reverse the previous action.
- The IEP team must address due process appeals for special education students. All special education appeals should go to the special education coordinator.
- If the Board of Education affirms the action of the superintendent or designee, the decision is final.

Interrogation of Students and Notification of Law Enforcement Officials

ON-CAMPUS INCIDENTS

Students involved in a major school disruption will be guilty of a Class IV offense. The school administrator will take appropriate disciplinary action. The student will also be referred to the appropriate legal authority. Notifying law enforcement authorities means notification of Juvenile Court Services, the Conecuh County Sheriff's Department, Resource Officer, and/or local police officials. All interrogations shall be private, with an official school representative (principal or designated representative) present. Every reasonable effort shall be made to have a parent or guardian present. When a parent cannot be present within a reasonable period, school officials must allow interviews by law enforcement officials to proceed. Other non-school persons shall not interview students at school except parents or guardians or Department of Human Resources representatives.

OFF-CAMPUS INCIDENTS

The Code of Conduct applies to any student behavior on school property while riding in a school-owned or operated vehicle, at school-sponsored events on or off campus, at designated bus stops, and at any time the student is under school jurisdiction. The Code of Conduct also applies to behavior off campus that significantly impacts the educational environment, including social media, electronic communications, etc.

STUDENTS EXPELLED OR SUSPENDED FROM OTHER SYSTEMS

A prospective student who has been expelled from or suspended from another school system without a satisfactory resolution of the problem for which the student was expelled or suspended shall not be permitted to register in or attend the Conecuh County Schools.

PHYSICAL RESTRAINT

The principal or his/her designee shall have the authority to use physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians, or other staff members. Physical restraint shall be used only when necessary to maintain discipline or to enforce school rules, and it must be accomplished in a reasonable manner and only to protect all parties involved. Law enforcement officials may be called to assist when necessary.

RIGHT OF STUDENT APPEAL

Students and/or parent(s) have the right to appeal decisions of the school principal regarding disciplinary actions that result in suspension (5 or more continuous days) or a recommendation for expulsion. The student and/or parent(s) desiring to appeal a decision shall, within five (5) school days of notification of disciplinary action by the principal, request in writing a hearing with the superintendent of education or his/her designee. The request shall include a written statement stating the reasons for the discipline and the action taken by the principal. The appeal process does not postpone any disciplinary action the school administrator takes. The superintendent or his/her designee shall have three (3) school days following receipt of the written contract to hold a hearing on the matter.

The student, parent(s), and school administrator(s) shall attend this hearing. Both parties have the right to call witnesses and present evidence. The superintendent or his/her designee shall notify the student and parent(s) of his/her decision within three (3) school days following the hearing.

After receiving the decision of the superintendent or his/her designee, the student and/or parent(s) shall have five (5) school days to appeal the superintendent's decision to the School Board. The Board shall schedule a hearing on the appeal at the next regular Board meeting following receipt of the request. However, if circumstances warrant, the Board may call a special meeting to hear such an appeal. The Board shall have five (5) school days following the conclusion of the hearing in which to mail to the parent(s) notification of the action taken. The decision of the Board is final.

If a suspension is successfully reversed, tests and assignments missed due to suspension shall be made up within five school days. The student and parent/guardian are responsible for getting assignments and requesting to make up tests.

SEARCH FOR SCHOOL-OWNED PROPERTY

Desks, lockers, and other equipment at any school belong to the Board of Education and, although assigned to particular students for use, may be entered and searched by school officials whenever the school officials have reasonable belief that some substance or other material contained therein which is illegal, harmful to the safety of the student, himself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

STUDENTS WITH DISABILITIES

- Disabled students served by Conecuh County Board of Education Special Education Services are entitled to procedural protection under the Individuals with Disabilities Education Act (IDEA).
- If disciplinary action results in long-term change (more than ten days in a school year) in a disabled student's current educational program or placement, due process is required through the Individualized Education Program (IEP) team action.
- Students with disabilities who bring firearms to school may be placed in an interim alternative educational setting for up to 45 calendar days, as determined by the IEP team. The Gun-Free School Act applies to students with

disabilities.

- Students with identified disability conditions under Section 504 of the Rehabilitation Act of 1973 may be suspended or expelled from school for more than ten days. Educational services may cease during the period of disciplinary exclusion from school. The school system will develop a Section 504 Plan for students as determined eligible by the Section 504 committee.
- The coordinator of Special Education Services for Conecuh County Schools must be informed prior to any long-term change in a disabled student's educational program or placement.

USE OF A DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST

- The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing and relaying information) is strictly prohibited during a secure test administration. If a student is observed possessing a digital device while administering a secure test, the device will be confiscated.
- If a student is observed using a digital device during a secure test, testing for the student will cease, the device will be confiscated and subject to search, the student will be dismissed from testing, and the student's test will be invalidated.
- Local education agency (LEA) personnel will inform all students, parents, and/or guardians of this prohibition by including it in the Student Code of Conduct Handbook and other regularly used modes of communication.

School Conduct Intervention Program (ACT 94)

In addition to the Early Warning Program, the school system is also required by law, *Alabama Code 16-28-12*, *Act 94 (1975)*, to inform you of the following:

Section I. Section 16-28-12, Act 94, of the Code of Alabama, 1975, reads as follows:

- (A) "Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section."
- **(B)** "Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil following a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or designee shall report such suspected violations to the district attorney within ten days. Any principal or superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school."

Parental responsibilities required in Section 16-28-12, Act 94, are as follows:

1. "To enroll their child"- Every child between the ages of six and seventeen years shall be required to attend school

- **2.** "To regularly attend school"- Attendance requirements, as outlined in the Early Warning Program, will be followed to ensure regular attendance.
- 3. "To compel the child to properly conduct himself/herself following written policies on school behavior."

Technology/Internet Use And Ethics Code

Technology and the Internet in Conecuh County Schools support research and education by providing access to unique resources and an opportunity for collaborative work. Use of technology or the Internet, including e-mail, must support and be consistent with the educational objectives and within the guidelines of the Board of Education's approved curriculum.

It is the policy of the Conecuh County Board of Education to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Definitions: Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

- To the extent practical, technology protection measures (or "Internet filters") shall block or filter Internet or other forms of electronic communications access to inappropriate information.
- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Technology Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Conecuh County Board of Education online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. All use of computers, the Internet, and e-mail programs are subject to electronic monitoring. Any device (regardless of ownership) suspected to be used inappropriately on school grounds is subject to immediate inspection to determine the contents and recent utilization. The devices subject to inspection include but are not limited to, laptops, handhelds, cell phones, gaming devices, calculators, or any other device that can be used to communicate electronically.

Specifically, as required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes (a) unauthorized access, including so-called 'hacking' and other unlawful activities, and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. The following local regulations will also apply:

- A. All Internet use must support education and research and be consistent with the purpose of the Conecuh County School System.
- B. Creating, sending, or forwarding electronic chain letters is not permitted.
- C. Use of the Internet, which results in any copyright violation, is prohibited.
- D. Use of the Internet to access or transmit materials likely to be considered obscene or pornographic is prohibited.
- E. Hate mail, harassment, cyberbullying, discriminatory remarks, spam, and other antisocial communications using local area networks, wide area networks, or the Internet are prohibited.
- F. Personal information such as name, address, or telephone number should not be revealed online.

- G. Use of the Internet for product advertisement, political lobbying, commercial, for profit, buy/sell/trade/order goods, services, or illegal activity is prohibited. Fraudulent copying, communicating, or modifying materials violating the law is prohibited and will be referred to appropriate authorities.
- H. Malicious use of technology or the Internet to develop programs that harass other users or infiltrate a computer system and or damage the software components of a computer or system is prohibited.
- I. It is prohibited to install, download, or upload unauthorized games, programs, files, or other electronic media (including music and movies).
- J. Technology or the Internet shall not be used to disrupt the work of others.
- K. The hardware, software, or programs of the Conecuh County Board of Education shall not be destroyed, modified, or abused in any way.
- L. Hacking is prohibited. It involves intentionally browsing, seeing information about, obtaining copies of, or modifying files, passwords, or data belonging to other users using technology, local area networks, wide area networks, or the Internet.
- M. All problems encountered or observed in system or network security should be reported to an administrator in your building.

Supervision and Monitoring

- It shall be the responsibility of all Conecuh County Board of Education staff members to supervise and monitor the usage of the online computer network and access to the Internet per this policy and the Children's Internet Protection Act.
- The Technology Director or designated representatives are responsible for procedures for disabling or otherwise modifying any technology protection measures.
- Any person found to violate this policy, applicable state and federal laws (including copyright laws), posted classroom rules, or other relevant Board of Education policy will be subject to appropriate disciplinary measures as outlined in (a) for a Student, the Student Code of Conduct or (b) for an Employee, the Conecuh County Policy and Procedure Manuals. Violators will also be subject to immediate revocation of Internet and/or computer privileges.
- Under Alabama law, any unauthorized access or attempted unauthorized access may be subject to criminal prosecution.

Education

School administrators will ensure that students are educated about proper online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response each year.

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

- A. **OBSCENE** as that term is defined in section 1460 of title 18, United States Code;
- B. CHILD PORNOGRAPHY- as that term is defined in section 2256 of title 18, United States Code; or
- C. **HARMFUL TO MINORS** the term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and concerning minors, appeals to a passionate interest in nudity, sex, or excretion;
 - Depicts, describes, or represents, in a patently offensive way concerning what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- D. **SEXUAL ACT**; **SEXUAL CONTACT** the terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Student Harassment Prevention Policy

Harassment, Violence, and Threats of Violence Prohibited. No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student based on any of the specific characteristics identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

Harassment Definitions

- A. The term "harassment," as used in this policy, means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function, including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics outlined in Section 3 (b) below. To constitute harassment, a pattern of behavior may do any of the following:
 - a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - b. It has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.
 - c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student
- B. The term "violence," as used in this policy, means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- C. The term "threat of violence," as used in this policy, means an expression of intention to inflict injury or damage made by a student and directed at another student.
- D. The term "intimidation," as used in this policy, means a threat or other action intended to cause fear or apprehension in a student, especially to coerce or deter the student from participating in or taking advantage of any school program, benefits, activity, or opportunity for which the student is or would be eligible.
- E. This policy defines cy as "sled in the Conecuh County School System.

Description of Behavior Expected of Students

- A. Students are expected to treat others with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristics of the student.
- B. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim:
 - a. The student's race
 - b. The student's sex
 - c. The student's religion
 - d. The student's national origin
 - e. The student's disability
 - f. The student's physical/personal attributes

Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under the authority of this policy.

Reporting, Investigation, and Complaint Resolution Procedures

- **A.** Complaints alleging violations of this policy must be made on board-approved complaint forms available at the principal's and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee by mail or personal delivery. Incidental or minor policy violations may be presented and resolved informally at the request of the complaining student or the student's parent or legal guardian.
- **B.** Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or principal's designee will immediately investigate the complaint. The investigation will entail gathering relevant facts and evidence and will be completed within twenty (20) working days when practical. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief by this policy are prohibited and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will result in the student being subject to disciplinary sanctions, including any sanction, penalty, or consequence available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of violating this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- **D.** If a threat of suicide by a student is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.
- E. Promulgation of Policy and Related Procedures, Rules, and Forms.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Conecuh County Board of Education website.

The harassment reporting form is posted on the school system's website at www.conecuh.k12.al.us, and copies are also available at each school's office.

Grievance/Complaint Procedures

A grievance is a written complaint filed by anyone who believes that a Conecuh County employee has misbehaved or caused them hardship or harm. Grievances may be made by parents, guardians, third parties, employees, and students.

Discrimination Grievance (Title IX, ADA, Title VI, and Section 504)

Anti-Discrimination Policy

The Conecuh County Board of Education does not discriminate based on race, color, national origin, sex, religion,

age, or disability in any of its programs, services, or activities. The Board complies fully with:

- Section 504 of the Rehabilitation Act
- Title II of the Americans with Disabilities Act
- Title IX of the Education Amendments
- Title VI of the Civil Rights Act
- Any other applicable state or federal laws

Prohibited actions include, but are not limited to:

- Harassment
- Denial of opportunities or benefits for discriminatory reasons
- Retaliation for complaints filed

The Board of Education may be contacted via the Superintendent.

Grievance Procedures

The following procedures ensure prompt and equitable resolution of complaints alleging discrimination by employees, students, or third parties.

Level I

- 1. **Filing a Complaint:** The grievant must submit a Grievance Complaint Form for Discrimination to the school principal, including:
 - Name and address of the complainant
 - Name of the employee/individual at issue
 - Description of the alleged violation (including dates and times)
 - Type of discrimination alleged
 - Specific resolution(s) desired
- 2. **Submission Deadline:** The Complaint Form must be personally delivered or mailed within 60 calendar days after the grievant becomes aware of the alleged violation. Attach any additional relevant documentation.
- 3. **If Complaint Is About the Principal/Supervisor:** Submit the Complaint Form to the Superintendent, including all information listed above. The Superintendent may appoint a designee to handle the complaint.
- 4. **Initial Meeting:** The principal/supervisor must schedule a meeting with the grievant within 5 school days of receiving the complaint.
- 5. **Investigation:** The principal/supervisor will investigate informally but thoroughly, allowing all interested parties to submit evidence and witnesses.
- 6. **Written Response:** Within 10 school days of the meeting, the principal/supervisor must provide a written response, stating the decision and basis for resolution (unless good cause for delay is shown). Confidential information will not be disclosed.

Level II

- 1. **Appeal:** If dissatisfied, the grievant may appeal in writing to the Superintendent/designee within 5 school days of receiving the Level I decision.
- 2. **Review:** The Superintendent/designee reviews all documents and may hold a conference with relevant parties.

3. **Written Determination:** The Superintendent/designee issues a written decision within 15 school days (unless good cause for delay is shown). Confidential information is protected.

Level III

- 1. **Final Appeal:** If dissatisfied, the grievant may appeal in writing to the Superintendent within 5 school days of receiving the Level II decision.
- 2. **Review and Conference:** The Superintendent reviews documents and may hold a conference.
- 3. **Final Decision:** The Superintendent issues a written decision within a reasonable time. The Superintendent's decision is final.
- 4. **Consolidation of Complaints:** Multiple complaints may be consolidated for prompt and equitable resolution, provided no rights are lost. Filing a grievance does not delay other administrative proceedings.
- 5. **Corrective Action:** The Board will take all appropriate steps to prevent recurrence of discrimination and correct its effects.
- 6. **Protection Against Retaliation:** Individuals will not be retaliated against for filing a grievance or participating in an investigation.

A Grievance Complaint Form can be found in the Appendix.

Section V: Appendix

Option A

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

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

GRADUATING CLASS OF 2026 and 2027 OPTION A

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

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

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

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

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

GRADUATING CLASS OF 2026 and 2027 OPTION B

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

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

February 11, 2025

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

Early Graduation Application

Step 1: Early Graduation Prerequisites—In order to participate in Early Graduation, students must meet the following criteria based on their concrete plans after graduation in several categories.

Student's Name (PRINT): Level: Parent's Approval Signature:				_ 2023-2024 Grade	
	•	orerequisites by marking an 2 Student Doe	X next to 1 of the following stones NOT Meet Prerequisites	itements:	
The following authorized employee verified this applicant's prerequisites: Name (PRINT):					
	Planning to Attend College (Academics & Sports)	Planning to Enter the Workforce (Career)	Planning to Join the Military	Planning for your Health/Family	
Attendance	3 or less Unexcused Absences	3 or less Unexcused Absences	3 or less Unexcused Absences	3 or less Unexcused Absences	
Behavior	3 or less Class I or Class II Discipline Referrals	3 or less Class I or Class II Discipline Referrals	3 or less Class I or Class II Discipline Referrals	3 or fewer Class I or Class II Discipline Referrals	
	0 Class III or Class IV Discipline Referrals	0 Class III or Class IV Discipline Referrals	0 Class III or Class IV Discipline Referrals	0 Class III or Class IV Discipline Referrals	
Grades	2.75 Cumulative GPA	2.75 Cumulative GPA	2.75 Cumulative GPA	2.75 Cumulative GPA	
Test Scores	18 ACT Score or Higher	Silver Workkeys Score or Higher	Silver Workkeys Score or Higher	17 ACT Score or Higher OR Silver Workkeys Score or Higher	
	Passing Score on state-mandated Civics Test Score:	Passing Score on state-mandated Civics Test Score:	Passing Score on state-mandated Civics Test Score:	Passing Score on state-mandated Civics Test Score:	
Evidence of Plans After Graduation	Evidence of College Acceptance and/or Enrollment	Evidence of Job Offer or Employment	Evidence of Military Assignment or Military Commitment	Evidence of Formal Medical Documentation and or Family Planning (case by case basis)	
***Evidence is subject to approval of the principal. The superintendent reserves the right to grant acceptance to the FTG program on a case by case basis.					

Continued on the next page.

Step 2: Teacher Recommendation Form

To be approved for Early Graduation, students must have at least one Teacher Recommendation Form from a Core Teacher (Math, ELA, Social Studies, Science) if they are planning to attend college or for health/family reasons. A Career Tech or Core Teacher may be used for students planning to join the workforce or military or if they have health/family plans.

Student's Name (PRINT): Date:					
Teacher's Name (PRINT):					
Directions: Rate the student on a scale of 1-4 using the categories below by placing an X in the column that best represents your evaluation of this student:	1 Does NOT Meet Expectations	2 Sometimes Meets Expectations	3 Meets Expectations	4 Exceeds Expectations	
Attendance					
Behavior					
Grades					
Test Scores					
Applicant's Overall Disposition, Discipline, and Work Ethic are Appropriate for College, Career, Military, or Medical/Family Planning					
Please provide any additional comments concerning this students' ability to succeed as an Early Graduate:					
Indicate whether you recommend this student for Early Graduation: I recommend this studentI do NOT recommend this student. (Explain in the space below.)					
Teacher's Signature:	Date:_				
Principal's Signature:	Date:_				
***Evidence is subject to the principal's approval. The superintendent reserves the right to grant acceptance to the FTG program on a case-by-case basis.					

Step 3: Early Graduation Essay—The purpose of the Early Graduation Essay is to ensure that candidates have solid writing skills to survive in college, careers, the military, and beyond.

Directions: Please write an argumentative essay of 500-600 words in the space below. Include your position statement and three reasons you should be accepted into the Early Graduation Program. Essays will be graded using Conecuh County Schools' high school writing rubric.

Sample School Excuse

School Excuse Today's Date: _____ Date of Absence: _____ Reason for Absence: (Written statement from the parent, legal guardian, doctor*) Phone Number: ____ Please provide the phone number for the parent or legal guardian in case it is necessary to verify this excuse. Signature of parent, legal guardian, doctor:

*An excuse from a doctor's office will not require the use of this form. It is only necessary to complete this form if your child did not see a doctor at the time of his/her absence.

Grievance Complaint Form

(This form may be completed by employees, parents, guardians, third parties, and/or students)

I. Name, Address, and Phone Nur	ber of Person Making Complaint:
Name	
Address	
Phone Number	
II. Name(s) and Department(s) o an issue:	each school district employee or other individual(s) whose decision or action(s) is
Name	Department
Name	Department
Name	Department
	plation of each individual whose action is an issue, including dates and times of you may attach additional pages to the form.
IV. Please list each specific resolu	on desired.

V. Please attach any additional documentation for which consideration is desired.
VI. My other grievance(s) (if applicable) are for: Gifted Procedures and Practices Form attached Discrimination Form attached Based on race, color, national origin, sex, religion, age, or disability (Title IX, ADA, Title VI, and Section 504)
Complaint / Grievance Form attached Based on the belief that an employee has acted improperly or has otherwise caused the grievant/complainant to suffe hardship or wrong.
VII. In the event that a person files a complaint under multiple areas or otherwise has several avenues available under the Board of Education policies and procedures, those policies and procedures may be consolidated to achieve a prompt and equitable resolution of the complaints when doing so will not deprive the grievant of any right granted under any of the separate policies and procedures. However, under no circumstances does the filing of a grievance complaint stop or delay other administrative proceedings.
VIII. This form and any additional supportive documentation shall be personally delivered or hand-mailed to the school principal or supervisor. In the event the complaint is made against the principal/supervisor, this form and any additional documentation shall be personally delivered or hand-mailed to the Superintendent.
Principal's/Supervisor's Details of Actions Taken:
Signature of Complainant/Parent Date

Date

Signature of Supervisor

Suspension Appeal Form (Out of School Suspension or Bus Suspensions)

Date:		
Student:	School:	Grade:
TO WHOM IT MAY CONCERN:		
My child was suspended on	from	
(Date)	(School or	Bus#)
For the period indicated below		
Length of Suspension:	Dates of Suspension: From://	To//
I am appealing: (Check all that apply)		
The Principal's Decision to Suspend	My Child	
Information written on the office refe	erral	
Because:		
And I would like for the committee to conside	er the following:	
Parent/Legal Guardian Printed Name:		
Parent/Legal Guardian Signature:		
Address:		
Home #:	Cell #:	

A copy of the referral must be attached to this appeal. All appeals must be hand-delivered to the address listed below, mailed via the United States Postal Service, faxed, or hand-delivered within five school days of suspension.

Conecuh County Board of Education

1455 Ted Bates Rd Evergreen, AL 36401 Phone: 251-578-1752 Fax: 251-578-706

Bullying/Harassment Complaint Form

Administrator's Signature:_

Student Name:		School:
Person Reporting:		
Location of Incident:		Time:
Specific Description of Bullying/Harassment Complaint		
Please attach any additional documentation for which co Signature of Person Reporting:		
The Conecuh County Board of Education prohibits all forms		_
anti-bullying and harassment policy can be found in the CCS Cod harassment as follows:	e of Conduct/Student Handbo	ook. The Alabama Code defines
Ala. Code 16-28B-3. HARASSMENT. A continuous pattern of i school bus, or at a school-sponsored function including, but not I reasonably perceived who has a particular characteristic, if the cl contained in the model policy adopted by the department or by a load on any of the following:	imited to written, electronic, haracteristic falls into one of	verbal, or physical acts that are the categories of personal traits
A. Place a student in reasonable fear of harm to his or her person or	damage to his or her property.	
B. Have the effect of substantially interfering with the educational p		
C. Have the effect of substantially disrupting or interfering with the D. Have the effect of creating a hostile environment in the school, function.		
E. Have the effect of being sufficiently severe, persistent, or pervaleducational environment for a student.	isive enough to create an intin	nidating, threatening, or abusive
Details of Action Taken		
		D. (
dministrator's Signature:		Date:

Grade Correction Form

Student Name: _					Gı	rade
		Course: Section			1	
School Term		Semester		Teacher		
9 Week Period	1 st	2nd	Sem Grades	3rd	4th	Sem Grade
Original Grade						
Corrected Grade						
Provide a rationa	le for the gra	ade correction in t	the space below	v. Attach all suj	oporting docume	ntation.
Appro	val	Signatures				Date
Teacher						
Counselor						
Principal						
Curriculum Co	ordinator					
Superintendent	t					

Conecuh County Schools Credit Recovery Registration Form Dr. LeAnn Smith, Superintendent

School:Parent/Guardian's Name:					
bookkeeper in th Note: Payment w student 1) does n Read each of the parent/guardian a summer months, I have re response Initial: I am aw grade, I Initial: I unders credit an Initial:	e school's main office will only be accepted of complete the countries of the current properties of the requirement of the current properties of the	in the form of cash of rse(s) by the deadline is. By submitting the solicies for Conecuh is to register for two casts for admission to the I also understand the grade of 70 is available take the entire course is al Collegiate Athleticaling grade will rem	cr money order. The e, 2) is dismissed from Credit Recovery Rocounty Schools. Contains at the original grade able through Credit ethrough traditional contain on my permane	fee(s) is/are none om the program, of egistration Form, redit Recovery, of program and under the remains on the Recovery. Should I methods. recognize Credit ent transcript.	the student and fered during the erstand my transcript. If I desire a higher Recovery for course
Student's Sign	ature:			Date:	
-	•	all the guidelines of Conec dit until the next school y	· ·	lit Recovery program,	he/she will be dismissed and
Parent's Signa	ture:			Date:	
For Office Use	Only				
Amount Recei	-	ate Received:	Received I	Ву:	

*If payment is impossible due to hardship, parents should make a hardship appeal to Dr. LeAnn Smith, Superintendent, or Mrs. Sarah Miller in the office of Curriculum and Instruction. Call (251) 578-1752, Ext. 1220 to request a conference.

Please detach/print this page and have the student return it to his/her homeroom teacher to be placed in the student's cumulative file.

Handbook Acknowledgement

We acknowledge that we have received and read (or have had read to us) the Conecuh County Schools Student Code of Conduct & Grading Policy and the Parent/Student Compact, and we fully understand their terms. I understand that it is my responsibility to ensure my child attends school daily and behaves appropriately, as well as the consequences if I fail to do so. Each parent must notify their child's principal, teacher, bus driver, and any other relevant personnel of any health issues affecting their child. Parents are responsible for any damage to, or loss of, school property caused by their child. Students are discouraged from bringing personal items of value (such as cell phones, electronic games, computers, etc.) to school, as these items may be lost, stolen, or damaged. Additionally, such items can disrupt the educational process and may be confiscated by school personnel. The school system is not responsible for any lost, damaged, or stolen items, including those kept in lockers or those seized by school personnel.

(Signed) Student	Date
(Signed) Parent/Guardian/Custodian	
<u>Video and Photo R</u>	<u>elease</u>
(Please check one)	
or photograph on the school system website. I also grant permiss or part, to other parties as deemed appropriate by the Conecuh hold harmless the Conecuh County Board of Education, employolunteers, officers and approved production companies from videoing, photographing, broadcasting, future use, or release to of (Signed) Student	County Board of Education. I release and agree to byees, elected/appointed officials, Board members any liability and/or harm which may arise from
(Signed) Parent/Guardian/Custodian	Date
<u>Corporal Punish</u>	<u>ment</u>
(Please check one)	
I DO or DO NOT prefer that corporal punishment (pchild. However, I acknowledge the right of the school system's for under board policy or statutory and case law, including paddli	authority to use any disciplinary measures provided
(Signed) Parent/Guardian/Custodian	