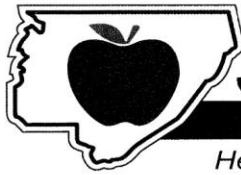


**KEVIN DUKES**  
Superintendent of Education



# Jackson County

## School District

*Helping Students Achieve and Succeed*

**BOARD MEMBERS**  
Chad Gorham, President  
Cecil Gant, Vice President  
Dr. Angela Guess  
Kenneth Storey  
Charles West

June 27, 2017

Students and Parents,

I am excited to welcome you all back to school! I hope you have enjoyed summer break and are as excited as I am to get the school year started. The beginning of a new year is an exciting time for all, full of endless possibilities and potential. I would encourage each of you to take advantage of these opportunities and make this the most successful year possible. Education is one of the most valuable keys to a student's future. Jackson County has successful students and my trust is that they will continue to be even more successful in the future.

The Jackson County Schools Student/Parent Handbook has been prepared to make everyone aware of expectations and procedures. Rules are written and established to eliminate questions regarding particular behaviors and actions. I ask that you all familiarize yourself with the contents of the handbook as it covers many problem areas.

Jackson County Schools are blessed with administrators, teachers, and staff with a passion for education. Students of Jackson County are given the opportunity to receive an education to prepare them for their future. I would urge each student, staff member, teacher, administrator, and parent to take every step to ensure that we are making the most of each student's potential. The goals for student success are limitless if we all work together.

I would like to encourage each one of you to be the best that you can be and make the most out of every day of this upcoming school year. Best of luck to you all and I hope you have a great year.

Sincerely,

Kevin Dukes  
Superintendent



P.O. Box 490  
Scottsboro, AL 35768



*Helping Students Achieve and Succeed*  
[www.jacksonk12.org](http://www.jacksonk12.org)



Phone (256) 259-9500  
Fax (256) 259-0076

# JACKSON COUNTY SCHOOLS

P. O. BOX 490  
16003 ALABAMA HWY. 35  
SCOTTSBORO, AL 35768

(256) 259-9500

Fax (256) 259-0076

[www.jacksonk12.org](http://www.jacksonk12.org)

Copies of Board Policies are available in your local school office, library, and online.

## Mission Statement

**It is the mission of the Jackson County School District to help  
all students achieve and succeed.**



## EQUAL EDUCATIONAL OPPORTUNITIES

It will be the policy of the Jackson County Board of Education that the School District will provide educational opportunities for children on a nondiscriminatory basis. No person will be denied the benefits of any educational program or activity on the basis of race, color, disability, creed, national origin, age or sex. All programs offered by the schools within the School District will be open to all students in compliance with statutory and judicial requirements. For issues concerning Title VI of the *Civil Rights Act of 1964*, Title IX and 504/ADA, contact the Compliance Review Officer at (256) 259-9500 or at the Jackson County Board of Education Office, 16003 AL Highway 35, Scottsboro, AL 35768.

We are an Equal Opportunity Employer and Educator who fully and actively supports Equal Access for all people regardless of race, color, religion, sex, age, national origin or disability.

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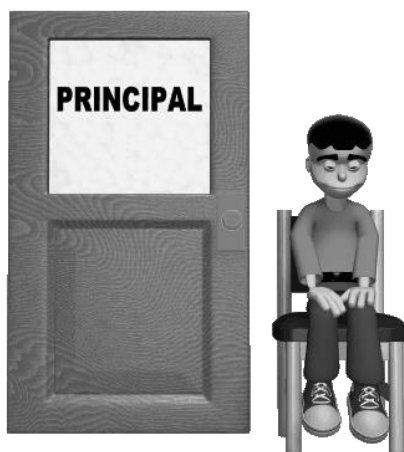
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# JACKSON COUNTY SCHOOLS

SCHOOL	PRINCIPAL	PHONE
Bridgeport Elementary	Lauria Merritt	495-3147
Bridgeport Middle	Jonathan Colvin	495-2967
Bryant Elementary	Lloyd Ellison	597-2203
Dutton Elementary	Craig Robbins	228-4265
Flat Rock Elementary	Scotty Overdear	632-2323
Hollywood Elementary	Michael Wilborn	574-2054
Macedonia Elementary	Steven Paradise	228-4483
North Jackson High	Rob Paradise	437-2136
North Sand Mountain High	Dustin Roden	597-2111
Paint Rock Valley High	Kevin McBride	776-2628
Pisgah High	Billy Duncan	451-3241
Rosalie Elementary	Bill Shelton	451-3616
Section High	Gene Roberts	228-6718
Skyline High	Jason Davidson	587-6561
Stevenson Elementary	Jamey Brooks	437-2203
Stevenson Middle	Beverly Kenimer	437-2945
Woodville High	Jamie Darwin	776-2874
Earnest Pruett Center of Technology	Kerry Wright	574-6079





# 2017-2018 School Calendar

August 17						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BOE Approved 5/18/2017	
Institute	August 9
Teacher Workday/PD	Aug. 10, 11
Student's 1 <sup>st</sup> Day	August 14
Labor Day	Sept. 4
Teacher PD	Oct. 6
Columbus Day	Oct. 9
Veteran's Day	Nov. 10
Thanksgiving	Nov. 22-24
Christmas Break	Dec 21 –Jan 1
Teacher Workday/PD	Jan. 2-3
Students Return	Jan. 4
MLK Day	Jan. 15
President's Day	Feb. 19
Spring Break	Mar. 26-30
Student's Last Day	May 24
Teacher work Day	May 25
Any day school is not in session (with the exception of Veteran's Day and Memorial Day) may be used as a weather make-up day if necessary.	
/ Teacher Work Days or PD—Students out	
■ Holidays / No School	
1 <sup>st</sup> Semester	86 Days
2 <sup>nd</sup> Semester	94 Days

January 18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 18						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## 2017-2018 TESTING DATES

<i>ACT WorkKeys</i> Online Testing	December 1, 2017 – February 28, 2018	1 day
<i>ACT WorkKeys</i> Paper Testing	February 21, 2018	1 day
<i>ACT WorkKeys</i> Paper Testing Make-up Test	March 7, 2018	1 day
<i>ACT WorkKeys</i> Paper Testing with Accommodations	February 21 – March 7, 2018	IEP/504 Decision
NAEP (Select Schools and Grades Only)	January 29 – March 9, 2018	1 day
<i>ACCESS 2.0</i>	January 22 – March 23, 2018	2 – 3 days
<i>Alternate ACCESS for ELL</i>	January 22– March 23, 2018	2 – 3 days
<i>State Assessment</i> (Grades 3-8 and 10)	April 9, 2018 – May 4, 2018	5-10 days
<i>ACT with Writing</i> – Pre-Test Session	Prior to Test Date	1 day
<i>ACT with Writing</i> Paper Testing	March 20, 2018	1 day
<i>ACT with Writing</i> with Accommodations Paper Testing	April 3 – April 17, 2018	ACT Decision
<i>ACT with Writing</i> Paper Testing Make-up	April 3, 2018	1 day
<i>Alabama Alternate Assessment</i> (AAA)	March 5 – April 13, 2018	Submission Deadline

**Note: No student takes all the tests listed above, nor is all day devoted to testing on the specified number of days. Dates are subject to change as directed by the Alabama State Department of Education.**

## SCHOOL OPENING AND CLOSING TIMES

Due to various bus schedules, each school will set **individual** school opening and closing times. Each school will make specific times available to all students. School personnel will be on duty and available to supervise and care for students during specified time periods.

**Parents/guardians are expected to take responsibility to ensure that their child complies with the supervised time periods.**

## SCHOOL VISITORS

All visitors in any school building, or on any part of the school campus, must report directly to the school office for written permission to visit said campus. A visitor is any person who is not a student, employee, or local official of the school. All school visitors must have visible identification at all times. School visitors who fail to follow this policy will be considered trespassers and may be subject to prosecution.

Students enrolled in the Jackson County School System are not permitted to bring student visitors to school during regular school hours without prior approval by the principal.

## EMERGENCY SCHOOL CLOSINGS

In the event of a school closing or early dismissal, an official from the office of the Superintendent of the Jackson County School System will notify the media and all parents listed in our \*RAPID ALERT and NOTIFICATION SYSTEM of specific details concerning the closing. Please **DO NOT CALL** the Central Office, individual schools, radio or television stations. All necessary details will be broadcast or televised as information is available.

WZCT Radio	Scottsboro	Channel 19	Huntsville
WKEA Radio	Scottsboro	Channel 48	Huntsville
WWIC Radio	Scottsboro	Channel 9	Chattanooga
Channel 31	Huntsville	Channel 12	Chattanooga
WBTS	Bridgeport		

\*The Rapid Alert and Notification System is a phone message program to ensure that the parents/guardians of all students are immediately notified of any school closings. This information is extracted from the Student Tracking Information System used by all schools in Alabama; therefore it is imperative that all student information is current.

**It is the responsibility of the parent/guardian to notify your child's school office of any changes of address or phone numbers.**





## **EMERGENCY DRILLS**

### **FIRE DRILLS**

Fire drills will be conducted according to the new guidelines (HB91) set forth by the Alabama State Department of Education. Fire exit plans are posted in all rooms occupied at any time by students.

### **TORNADO DRILLS**

Procedures for tornado drills are developed and conducted in accordance with ALSDE guidelines. All schools conduct drills at least two times per year during any of these specified months: September, October, November, January, February and March. Communications, first aid, and other similar concerns are then addressed at the direction of the principal.

### **TORNADO WATCH AND WARNING**

In the event a tornado watch or warning is issued, the principal or his/her designee of the affected school will take actions as specified in the approved Civil Defense Plan.

When a tornado **watch** is in effect at the end of the normal school day, students will be released by regular dismissal and transportation plans. When a tornado **warning** is in effect at the end of the normal school day, students will **not** be released by regular transportation plans (i.e. bus, car pools, private vehicles, etc.). However, students may be released during a tornado warning to his/her parent/guardian, provided the parent/guardian comes to the school to check out the student.

### **LOCKDOWN DRILLS**

Procedures for lockdown drills are developed and conducted in accordance with the Alabama State Department of Education guidelines.

## **STUDENT ACCIDENT INSURANCE PROGRAMS**

The Board will contract each year with a reputable insurance company to provide a voluntary low-cost student accident insurance plan. All students participating in school athletics must be insured under a catastrophic school accident policy. Athletic participants in both middle and high schools are required to either participate in the school accident insurance program, or have on file with the school official, a written statement from the student's parent/guardian that the student is adequately protected against accidents that may occur while participating in said activity.

## **RETURNED CHECK COLLECTION PROCEDURE**

In accordance with the Returned Check Collection Procedures Policy:

- ◆ Post-dated, counter or two-party checks will not be accepted.
- ◆ The school will send written notice to the writer of a returned check. A service charge of \$30 plus the original amount of the check must then be paid within ten days or further action by the office of the District Attorney will be taken.

## ENROLLMENT

It is the policy of the Jackson County Board of Education to provide educational opportunities for children on a nondiscriminatory basis. No student will be denied the benefits of an educational program or activity on the basis of race, disability, gender, religion, national origin, or ethnic group.

No school within the Jackson County School System will enroll any student who is not in good standing, suspended, expelled, or subject to pending disciplinary action by any other public or private school system without the approval of the Jackson County Board of Education.

No transfer student will be officially enrolled in any Jackson County School until a determination is made that the student is eligible to attend school within the system from which he/she is requesting transfer. The enrolling Jackson County School must receive all required documents for official enrollment including an established district residence.

Transferring students will not be prevented from attending school on a temporary basis and participating in any academic or extracurricular school activities for which he/she is otherwise eligible.

### AGE REQUIREMENTS

Children entering **KINDERGARTEN** must be **FIVE** years old on or before **SEPTEMBER 2**.

Children entering **FIRST GRADE** must be **SIX** years old on or before **DECEMBER 31**.

### INFORMATION REQUIREMENTS

A child enrolling in school for the first time in either kindergarten or first grade must present the following documents prior to enrollment:

- ◆ an official birth certificate
- ◆ valid social security number (\*optional)
- ◆ current immunization form
- ◆ proof of residence (such as utility billing with an address)
- ◆ guardianship papers (When circumstances dictate, the parent/guardian must also provide proof of custody in the form of court documents. In addition, the parent/guardian will sign a statement certifying legal custody. **Power of Attorney or Notarized Statement is not proof of legal guardianship.**)

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the *Every Student Succeeds Act of 2015*, and the McKinney-Vento Homeless Education Act of 2001, all homeless, children in foster care, migratory, immigrant and limited English speaking proficient children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. The enrollment of homeless, children in foster care, migrant, immigrant and limited English speaking proficient children and youth shall not be denied or delayed due to any of the following barriers:

- ◆ lack of birth certificate
- ◆ lack of Social Security Number (\*optional)
- ◆ lack of school records or transcripts
- ◆ lack of immunization or health records

- ◆ lack of proof of residency (such as utility billing with an address)
- ◆ lack of transportation
- ◆ unaccompanied youth
- ◆ guardianship or custody requirements

### **TRANSFER REQUIREMENTS**

All students who seek to transfer to a Jackson County School must present the following:

- ◆ proof of residence
- ◆ recent report card or release from last school attended
- ◆ current immunization form
- ◆ guardianship papers, if applicable

**Once residence and custody are established**, the student may be temporarily enrolled pending receipt of student records from the previous school(s), a copy of a certified birth certificate, and a valid social security number (\*optional).

**Students will only be allowed to transfer from one school in the Jackson County School System to another Jackson County school within the first three (3) days of school unless a legal residency change has occurred. This applies to all Jackson County Schools.**

\*Students enrolling without a SSN will be assigned a temporary number by Central Office Personnel.

### **RESIDENCE AND ZONE REQUIREMENTS**

The parent(s)/guardian(s) must provide proof of a legal residence within the area served by the school system in order for his/her children to be eligible for enrollment in the school system.

### **IMMUNIZATION REQUIREMENTS**

Immunization certificates, required by Alabama law, must be presented to a school official before a child can enroll in a public school. Certificates are available from local physicians and/or local health departments. Only students presenting a Certificate of Medical Exemption or a Certificate of Religious Exemption are excused from this requirement.

## **WITHDRAWAL**

Only a custodial parent/guardian has permission to withdraw a student.



## DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that the Jackson County School District, with certain exceptions, obtain your written consent prior to the disclosure of personal identifiable information from your child's education records. Directory information is an exception. Schools and the school district may publish "directory information" without written consent after advising parents and guardians concerning the nature of the directories that may be published and the information that may be included. The primary purpose of directory information is to allow the schools and the school district to include this type of information from your child's education records in school publications such as:

- ◆ The annual yearbook;
- ◆ Honor roll or other recognition lists;
- ◆ A playbill, showing your child's role in a play;
- ◆ A special event program, showing your child's role in the event;
- ◆ Graduation programs;
- ◆ Sport activity sheets and programs, such as football programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies to provide military recruiters with student names, addresses, and telephone numbers unless the parents have advised the school that they do not want their child's information disclosed without their prior written consent.

The Jackson County School District has designated the following information as directory information:

- ◆ Student's Name
- ◆ Grade Level
- ◆ Participation in officially recognized activities and sports
- ◆ Weight and height of members of athletic teams
- ◆ Degrees, honors, and awards received
- ◆ Photograph

**If you do not want the Jackson County School District or its schools to disclose directory information from your child's education records without your prior written consent, you must notify your child(ren)'s school(s) in writing by August 31, 2017.**



## HEALTH CONCERNS

### MEDICATION

Students **may not** have in their possession any prescription or non-prescription medications for use at school unless authorized by a physician and/or school nurse. **All medications are required to be delivered by the parent to the school nurse or medication assistant.** Controlled substances are required to be delivered to the school nurse or medication assistant by the parent. Prescription medications are required to be in a pharmacy-labeled container and also require a medication authorization signed by the physician and parent authorizing trained school personnel to administer the medication. Non-prescription medications are required to be in the original container and have a medication authorization signed by the parent authorizing trained school personnel to administer medication and specific instructions for the medication. **NEW FORMS FOR EACH MEDICATION MUST BE PROVIDED AT THE BEGINNING OF EACH SCHOOL YEAR.** If there is a change in the medication or the dosage during the school year, a new form will be required.

### STUDENTS WITH SEVERE HEALTH PROBLEMS

Students who suffer from anaphylactic conditions (\*severe allergy to insect bites, stings, or foods), chronic or severe health conditions (\*\*asthma, cardiac disorders, diabetes, seizures, hemophilia), or other life threatening conditions must complete a health information form which defines the condition and any limitations placed on the student. This document will be kept on file with the school nurse.

Students who have had a severe reaction to certain foods, bee stings, etc. should have an EpiPen or EpiPen, Jr. with him/her at all times. Students with asthma should have emergency medication at school at all times. Parents of diabetic students must provide all supplies and authorizations necessary for the care of their diabetic student to be in compliance with the *Safe At Schools Act*. Medication forms must be completed for emergency medication.

### HEAD LICE (Pediculosis)

When head lice are discovered, the student must be sent home as soon as possible. Following treatment and removal of all nits (eggs), **the student must be brought to school by a parent/guardian (cannot ride the bus or be dropped off) where he/she will be checked by the principal or his/her designee to determine if all lice and nits have been removed. If lice or nits are still present, the student cannot remain at school.** No head checks will be done in the office of the Jackson County Board of Education. **Upon return to school,** school personnel will determine if the student is cleared of lice and nits. The principal or his/her designee reserves the right to recheck the student at any time. **Students with head lice may be excused up to three (3) days per year, not per occurrence. If the student is not clear within the 3 day period, the student will be considered truant and the parent/guardian subject to prosecution.**



## **COMMUNICABLE DISEASES KNOWN TO BE SPREAD BY CASUAL CONTACT**

Communicable diseases are those diseases that may be transmitted from person to person and are the most common cause of school absenteeism. If your child does not feel well and or has a temperature in the morning, please keep them home. They not only are not at their best to learn, but they may infect their peers, teachers and other staff. A few guidelines to follow during the school year are listed below.

Students should stay home from school if they have:

- a fever of 100 degrees or more
- an undiagnosed rash
- vomiting, nausea or abdominal pain
- one or more episodes of diarrhea
- complains of severe earache, with or without fever
- severe sore throat with symptoms including possible strep throat
- conjunctivitis (Pink Eye)
- persistent cough
- any sore oozing fluid or pus

Students should remain home:

- for 24 hours after child is fever free without medication
- for 24 hours after vomiting and diarrhea has ended
- for 24 hours after the first dose of medications with a diagnosis of strep throat or conjunctivitis (Pink Eye)

It is important that these symptoms be recognized quickly and steps taken to prevent spreading of communicable diseases along with safeguarding the health of all students and staff. The Jackson County Board of Education follows the guidelines and recommendations set forth by the Alabama Department of Public Health Communicable Disease Chart for Alabama's Schools and Childcare Facilities.

## **COMMUNICABLE DISEASES KNOWN NOT TO BE SPREAD BY CASUAL CONTACT**

A student with a bloodborne pathogen such as Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) or Human Immunodeficiency Virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with any of these viruses will be allowed to attend school without any restrictions, which are based solely on the infection. The Board cannot require any medical evaluations for such diseases.



## SERVICES AND PROGRAMS

### THE CHILD NUTRITION PROGRAM

Breakfast and lunch will be served in ALL elementary schools and secondary schools. Free and reduced price meals will be available for qualifying students in accordance with the policy adopted by the Board of Education and regulations of the U. S. Department of Agriculture. Sale of foods in competition with the School Lunch Program and/or School Breakfast Program will be prohibited in all schools in the Jackson County School System in compliance with Public Law 95-166, Section 17. Cashiers will accept payment by the day, week, month, or semester. Parents may select the most suitable method of payment.

#### BREAKFAST PRICES

**Student Price \$1.50**

**Student Reduced Price \$ .30**

**Adult Visitor \$2.50**

**Child Visitor \$2.50**

**Faculty/Staff \$2.00**

#### LUNCH PRICES

**Student Price \$2.60**

**Student Reduced Price \$ .40**

**Adult Visitor \$3.50**

**Child Visitor \$3.50**

**Faculty/Staff \$3.50**

**ALL STUDENTS ARE OFFERED A VARIETY OF MILK CHOICES.**

### ApplyNOW

Free and reduced applications may also be completed online via the ApplyNOW link on the Jackson County School District website.

- ApplyNOW provides a safe and secure web portal for parents and guardians to apply for their student's eligibility status for reimbursable meals.
- The online application is very similar to the paper application, containing the details required by USDA.
- The quick and simple step-by-step wizard will walk each user through the process, resulting in a complete application that can be processed automatically.
- With ApplyNOW parent information is protected using the latest encryption technology to keep personal information safe.

### PayPAMS

The Jackson County School District now offers **PayPAMS**, a Parent Account Management System by PAMS Lunchroom. **PayPAMS** is a secure, fast and friendly way for parents to check and prepay school meal account balances online or by phone with a credit card or electronic check from the comfort of your home.

- Make payments
- View meal account balances
- View cafeteria purchases
- View payment history
- Setup automatic payment plans
- Receive email notifications when your student's lunch account balance is low
- Monitor your child's daily purchase activity

There is no cost to visit the PayPAMS website or monitor your child's account; however, there is a convenience fee per transaction. You may add money to multiple student accounts in a single transaction.

To begin using PAMS, visit the website **www.paypams.com** or click on the PayPAMS icon on the Jackson County School District home page or parent portal. Setting up your personal account is easy:

- Visit the **PayPAMS website**.
- Establish your user information and password.
- Add your students to your account by choosing Jackson County School District (AL), selecting your child's school(s), and searching for his/her name.
- Make a payment, monitor your child's account, or set up payment preferences for future payments.

## **COMMUNITY ELIGIBILITY**

The following seven schools will participate in the Community Eligibility Program (CEP) during the 2017-18 school year:

Bridgeport Elementary  
Stevenson Elem.  
Dutton  
Woodville

Bridgeport Middle  
Hollywood  
Rosalie

## **HOW DOES COMMUNITY ELIGIBILITY WORK?**

Community Eligibility enables schools to serve breakfast and lunch at no cost to all students and eliminates the need for schools to collect paper applications by basing reimbursement levels on “identified students”. Identified students are either:

- ✓ Directly certified based on their household’s participation in the Supplemental Nutrition Assistance Program (SNAP, formerly known as food stamps), Temporary Assistance for Needy Families (TANF, or cash assistance), or the Food Distribution Program on Indian Reservations (FDPIR).
  - ✓ Considered homeless, migrant, runaway, Head Start, or foster children.
- CEP schools must provide one Free Breakfast & one Free Lunch daily to all enrolled students.
  - Students will still be required to enter their lunch pin number to receive their meal. Pin entries are used to keep track how many meals are served and must be counted daily for recording purposes.
  - Students will still have the ability to add money to their accounts in order to purchase any food items outside the reimbursable meal, such as snacks or seconds. Students can still have money added to their accounts via PayPams.



## **WELLNESS POLICY**

The Jackson County School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Jackson County School District that:

- ◆ The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- ◆ All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- ◆ Foods and beverages sold or served at school will meet the nutrition guidelines stated in the USDA's All Foods Sold in Schools "Smart Snack" Standards and the restrictions as implemented by the Alabama State Department of Education.
- ◆ Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- ◆ All schools in our district will participate in the School Breakfast Program and National School Lunch Program.
- ◆ Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, with related community services.
- ◆ All foods sold or served at school should have a food label listing ingredients so students with food allergies are protected from accidental exposure.
- ◆ Sharing of Foods and Beverages - Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
- ◆ Homemade Food Items - To ensure food safety, all food to be shared with other students should be commercially prepared, prepackaged, unopened, and, when possible, individually wrapped. Foods prepared at home may be used only for individual student and staff lunches/snacks, and consumed by staff members only on a voluntary basis.
- ◆ Any food brought from home or a food establishment must not overtly advertise or identify a certain brand of food. Any food brought into the cafeteria from a fast food establishment must be taken out of the bag and wrapper. Beverages brought from home other than bottled water, milk or 100% juice must be concealed in a thermos.

## **FAMILY ENGAGEMENT**

Parents are considered to be a very important part of a child's educational process and are encouraged to submit ideas about program improvement, visit the school, participate in parent meetings, confer with teachers, and volunteer to assist when possible. Parents needing additional materials to further assist in the development of their child's education are invited to visit the Parent Center located at the Jackson County Board of Education Office in Scottsboro or contact Beth Mannon at (256) 259-9526 or email at [mannon@jackson.k12.al.us](mailto:mannon@jackson.k12.al.us). Please join our Facebook page at Jackson County Board of Education@JCBOEal for daily parenting tips and to stay tuned in. Also, follow us at Twitter JacksonCountySchools@JCBOEal.

All visitors to Jackson County schools must adhere to the visitor policy per school and check in at the school office upon arrival.

## **PROGRAMS FOR EXCEPTIONAL CHILDREN**

The following services are provided for exceptional children and youth in accordance with the federal and state mandates concerning education for students with disabilities:

Learning Disabilities	Emotionally Disturbed
Multiple Disabilities	Hearing Impaired
Homebound	Speech/Language Impaired
Developmentally Delayed (Preschool)	Gifted
Intellectual Disabilities	Other
Other Health Impaired	

If you are aware of a child with a disability between the ages of 0-21 who lives in the Jackson County School District and is not receiving educational services, please contact the Jackson County Schools Special Education Supervisor at (256) 259-9500.

- ◆ Special education records will be destroyed five years after the termination of the special education program for which they were used. The Jackson County Board of Education will provide public notice in the two local newspapers which will include the years of the records that will be destroyed and the date of destruction. Parents/students may obtain these records by contacting the Board of Education. Records not obtained by the date stated in the public notice will be destroyed. For more information, contact the Special Education Supervisor at 259-9500.
- ◆ Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents/guardians, peers, self, or any individual with knowledge of the student's abilities may refer to the local school counselor. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on the matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. If you would like further information, please contact Chris Davis at (256) 259-9500.

- ◆ If you are aware of a child that has a physical or mental impairment and may need accommodations in his/her high school education program, this child may be eligible for 504 services.  
All 504/ADA matters should be referred to Chris Davis 504/ADA Coordinator at 256-259-9500.

## **TEXTBOOKS**

Textbooks are furnished to Jackson County students for all subjects in accordance with the State Sponsored Textbook Program. Each student will sign a receipt upon issuance of any free textbook. Students who lose or destroy textbooks will be assessed the replacement cost, and students with unpaid accounts resulting from lost or unduly damaged books will not be allowed continued participation in the state furnished textbooks program. If unusual or excessive damage to a textbook is evident, charges may be assessed up to, but not to exceed the original cost.

## **THE DRUG USE PREVENTION EDUCATION**

The core of the Drug Education Program is a comprehensive K-12 health education curriculum that consists of a strong substance abuse component at each grade level. To support the curriculum, a system-wide substance abuse policy establishes clear and specific rules regarding alcohol and other drug use. Sources of assistance for drug prevention, intervention, and treatment are available through community agencies that provide drug-related services. The goal of the Violence and Drug Free School Effort is the reduction and eventual elimination of alcohol and other drug use among students.

## **LIBRARY MEDIA CENTERS**

Each school in the Jackson County School System has a library media center which houses a broad spectrum of media, including audio-visual material, equipment, instructional supplies, books, and other material deemed appropriate for curriculum requirements. Parents are responsible for lost, damaged, and overdue books and materials.

# **EXTRACURRICULAR ACTIVITIES**

## **STUDENT CLUBS AND ORGANIZATIONS**

School-sponsored clubs and organizations are under the direct control of school officials. Clubs and organizations may not be affiliated or associated with any political organization or any organization which denies membership on the basis of race, creed, color, national origin, political beliefs, or other discriminatory basis. All school-sponsored clubs and organizations must be sponsored by a certified board employee approved by the principal of the school. Every school-sponsored club must have a constitution approved by the principal of the school.

## **CHEERLEADING AND ATHLETICS**

Both cheerleading and athletics are provided to promote school spirit and to provide an opportunity for students to participate in a leadership development activity. Both programs adhere to the academic requirements and safety standards required by the Alabama High School Athletic Association. Cheerleading and athletic programs are under the direction of a Board employee who serves as the coach or sponsor. All functions, practices and performances will be under the direct supervision of the coach or sponsor.

Students participating in cheerleading and athletic activities must be insured under a catastrophic student accident policy. In order for a student to participate in a school activity, he/she must be in attendance on

the day of the activity or absent due to circumstances beyond his/her control. This includes athletics, cheerleading, band, and other school functions.

**Any student that is removed from athletic contest due to symptoms of a concussion cannot return to the game or practice until released by a medical doctor.**

## **PROM**

Attendance at the prom is a privilege extended to high school juniors and seniors that carries certain responsibilities. All Juniors and Seniors attending the prom assume responsibility for themselves and their date. The minimum grade level of a prom date is 9<sup>th</sup> grade. The maximum age of a prom date is 20.

Anyone attending the prom, either as a student or date, may be asked to take a breathalyzer test or other field sobriety test. Refusal to take the test will create a presumption of violation of the sobriety policy and the student and/or date shall be punished according to the guidelines of the Jackson County Board of Education Student/Parent Information Guide.

Parents will be called immediately and the student will not be allowed to attend the prom. If a student leaves their date at the prom without transportation home (unless deemed an emergency by chaperones), the student will be disciplined the following school day based upon the reasonable discretion of the school principal after considering relevant circumstances. If a student leaves the prom within a short time of arrival, parents will be notified of the length of attendance. This is to alert parents that students were not under school supervision during the entire evening.

Persons attending the prom **MUST BE IN GOOD STANDING**, including students from the local school as well as other attendees. If the principal of a student attending another school will not sign that the student is in good standing, this student will **NOT** be allowed to attend the prom. Reasons and explanations that would result in a student not being in good standing are as follows:

- ◆ Excessive Truancy – if the system attendance officer has filed a court action against a student or if the person is 18 or older and has been sent to the Alternative school for truancy
- ◆ Loss of Prom Privileges – any student with 15 unexcused days will not be permitted to attend prom.
- ◆ Major academic issues – if a student is not on track to graduate with his/her cohort due to grades
- ◆ Discipline issues – if the student has been sent to the Alternative school for a total of six accumulated days or more during a school year
- ◆ Individuals will not be allowed to attend the prom if major violations are found during the background check or if the principal has justifiable reasons.
- ◆ If a date does not attend school, he/she must pay for a Social Trace Background check and results must be returned to the school by the due date for other prom forms.
- ◆ The prom is a formal event and both students and dates should dress accordingly. Accepted attire for gentleman is a tuxedo, suit, or sports jacket and dress pants. Accepted attire for ladies is formal dress, cocktail dress, dressy pant suit or church dress.
- ◆ Tattoos are allowed to be shown if located in an appropriate place on the body. Visible tattoos should not be vulgar or inappropriate.
- ◆ Piercings are allowed according to guidelines in the Jackson County Board of Education Student/Parent Information Guide which states **ONLY** in the ears.

- ◆ Any drug/alcohol offence during the school year will result in the student not being allowed to attend the prom. This includes students testing positive through the drug testing program.
- ◆ Anyone choosing NOT to abide by this Prom Policy will be asked to leave the prom and will not be given a refund for costs incurred.

## **ACADEMICS**

The instructional program in Jackson County Schools is based on the standards required by the Alabama College and Career Ready Curriculum. The grading scale is based on the mastery level of the skills, concepts, and knowledge set forth by those standards.

### **THE UNIFORM GRADING SCALE:**

S = Satisfactory	A= 90 - 100%
U = Unsatisfactory	B = 80 - 89% Above Average
N = Needs Improvement	C = 70 - 79% Average
	D = 60 - 69% Below Average
	F = 0 - 59% Failure

### **ACADEMICS: KINDERGARTEN**

Kindergarten students will receive skills-based, developmentally appropriate report cards.

### **ACADEMICS: GRADES 1-12**

Numerical grades will be given for all academic subjects. Numerical grades will be the basis for all academic rankings at the high school level. Progress Reports will be issued every four and one-half weeks, and report cards will be issued every nine weeks. Academic subjects are those that fall into the categories of Language Arts, Mathematics, Sciences, Social Studies, Career Technical including Technology and Foreign Language. Language Arts refers to Reading, Writing (composition), English Grammar, Spelling, Handwriting, and Speaking. Since these components are all a part of language, they are taught in combination in grades K-8. However, progress in reading will be reported as a separate grade for Kindergarten through grade six. Schools may elect to continue reporting a reading grade in grades 7 and 8.

### **SEMESTER EXAMS**

Mid-term Exams and Semester Exams are designed to evaluate student mastery of the skills, concepts, and knowledge included in the Alabama College and Career Standards.

Mid-term Exams and Semester Exams are required for all courses for which an academic credit may be earned.

Mid-Term Exams and Semester Examinations combined will count 20% of the semester grade.

Students with perfect attendance up to the date of the semester examination may have the option of being exempt from the examination. Students that are exempt from Semester Exams will have their mid-term grade doubled to provide 20% of the semester grade. Exempt students will have the option of taking the exam and dropping the score, doubling their mid-term.

Students with an A average and no more than three excused absences up to the date of the semester examination may have the option of being exempt from the examination.

Students with a B average and no more than two excused absences up to the date of the semester examination may have the option of being exempt from the examination.

Students with a C average and no more than one excused absence up to the date of the semester examination may have the option of being exempt from the examination.

- ◆ No exemption will be given to a student who has an unexcused absence.
- ◆ No exemption will be given to a student who has been referred to the Alternative School or Saturday School.
- ◆ No exemption will be given for semester examinations in weighted courses.

## **REPORT CARDS**

Report cards are an evaluation of student progress provided to the student and his/her parent(s) or guardian(s). Grade reports will be issued at the end of the nine-week grading period, and progress reports will be issued at the midpoint of this period. Grade and progress reports will be released according to a schedule recommended by the Superintendent. Students and parents/guardians are responsible for returning report cards to school personnel within five school days after they are issued. If a non-computerized report card is lost or damaged beyond use, an initial replacement report card will be completed and re-issued for a \$2.00 fee with subsequent replacement cards at \$5.00 each. Computerized report cards will be replaced for a \$2.00 fee.

## **PARENT ACCESS TO STUDENT GRADES**

The Jackson County Board of Education utilizes an online program for recording academic grades for students. Parents may view their children's grades online during the school year. In order to maintain the confidentiality of the academic records, the program is password protected. Parents may obtain a user name and password for the program by going to the office of their child's school.

## **PROMOTION AND RETENTION POLICIES**

The Jackson County Board of Education is committed to provide an academic program that will encourage students to progress from Kindergarten to graduation within a span of thirteen years. Most students will follow this progression without interruption; yet, some students will not meet criteria for promotion from one grade to the next.

Teachers notify the principal of all proposed retentions. The principal, teacher(s), and other staff members (PST-Problem Solving Team) will meet to determine the best action for the student. The PST will review report card grades, standardized test scores, age and maturity, special education eligibility, and other factors that are pertinent to the retention or promotion of the student. Promotion or retention will be a team decision with emphasis placed on student performance in math, reading, and language.

## **LOSS OF CREDIT DUE TO NONCOMPLIANCE OF ATTENDANCE**

Any student enrolled in grades K-8 who accumulates more than 20 unexcused absences per year is subject to being retained in the same grade of school the next year. The final decision rests with the PST Team.

Any student enrolled in grades 9-12 who accumulates more than 10 unexcused absences per semester in any course or subject in any year is subject to losing credit for the work in that course. The final decision rests with the PST Team.

## **SPECIAL EDUCATION**

Promotion of any student in a special education program must be based on the student's accomplishments of goals stated in the IEP (Individualized Education Plan) in conjunction with all other regular program requirements. However, a special education student may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement (i.e. for a special education student to be placed at the sixth-grade level, he/she must have been enrolled in school for at least five (5) years).

## **PARENTS' RIGHT TO KNOW**

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

- whether the teacher has met State qualifications and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction
- whether the teacher is teaching with emergency or other provisional status through which State qualifications or licensing criteria has been waived
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the subject area of the certification or degree
- whether the child is provided services by paraprofessionals and, if so, their qualifications

If you would like to receive this information, please feel free to contact Mr. Mark Guffey at 256-259-9500, for assistance.

Title I, Part A, Section 1112(c)(6), *Every Student Succeeds Act of 2015*, Public Law 114-95



## ALABAMA HIGH SCHOOL DIPLOMA

\*English 12 and one core Social Studies course must be taken during the student's senior year.

<b>COURSE REQUIREMENTS</b>	<b>CREDITS</b>
<b>ENGLISH LANGUAGE ARTS</b>	<b>4</b>
English 9	1
English 10	1
English 11	1
English 12*	1
Or any AP/IB/postsecondary equivalent option of the courses listed above	
<b>MATHEMATICS</b>	<b>4</b>
Algebra I	1
Geometry	1
Algebra II with Trigonometry	1
Or any AP/IB/postsecondary equivalent option of the courses listed above	
Mathematics Elective (chosen from the <i>Alabama Course of Study: Mathematics</i> or CTE/AP/IB/postsecondary equivalent courses )	1
<b>SCIENCE</b>	<b>4</b>
Biology	1
A Physical Science	1
Or any AP/IB/postsecondary equivalent option of the courses listed above	
Science Electives (chosen from the <i>Alabama Course of Study: Science</i> or CTE/AP/IB/postsecondary equivalent courses)	2
<b>SOCIAL STUDIES</b>	<b>4</b>
World History	1
U.S. History I	1
U.S. History II	1
Government	.5
Economics	.5
Or any AP/IB/postsecondary equivalent option of the courses listed above	
<b>PHYSICAL EDUCATION</b>	<b>1</b>
<b>HEALTH EDUCATION</b>	<b>.5</b>
<b>CAREER PREPAREDNESS</b>	<b>1</b>
<b>CTE AND/OR FOREIGN LANGUAGE AND/OR ARTS EDUCATION</b>	<b>3</b>
Students choosing CTE, Arts Education, and/or Foreign Language are encouraged to complete two courses in sequence.	
<b>ELECTIVES</b>	<b>3.5</b>
<b>TOTAL CREDITS REQUIRED FOR GRADUATION</b>	<b>25</b>



## **ALTERNATE ACHIEVEMENT STANDARDS PATHWAY**

Beginning with the 2017-2018 academic school year, only students with an Individualized Education Program (IEP) will be allowed to enroll in the Essentials Pathway courses and the Alternative Achievement Standards (AAS) Pathway courses.

General Education students who have previously taken Essentials Pathway Courses (currently in grades 10, 11, and 12) will not count in calculating the future U.S. Department of Education Four-Year Cohort Rate for their respective graduation year (2018, 2019, and 2020). Students with disabilities will continue to have all three pathways from which to choose, depending on their individual needs.

The Alternate Achievement Standards (AAS) Pathway allows students access to credit-eligible courses to meet the required courses in English Language Arts, Science, Social Studies, and Math. Students participate in:

- AAS Life Skills
- AAS Pre-Vocational
- AAS Vocational
- AAS Community-Based Work Instruction

Students in this pathway take the Alabama Alternate Assessment.

Students following this pathway must have an Individualized Education Program (IEP).

# ALABAMA HIGH SCHOOL DIPLOMA

## Essentials/Life Skills Pathway

(Formerly the Alabama Occupational Diploma)

\*\*\*This pathway is **not** appropriate for students who are planning to attend a four year college.  
These courses are not accepted by four year colleges or the NCAA.

Credits	
English Language Arts. . . . .	4
Four credits to include the equivalent of:	
English Essentials 9 . . . . .	1
English Essentials 10 . . . . .	1
English Essentials 11 . . . . .	1
English Essentials 12 . . . . .	1
Mathematics. . . . .	4
Four credits to include the equivalent of:	
Algebraic Essentials A . . . . .	1
Algebraic Essentials B . . . . .	1
Geometry Essentials A . . . . .	1
Geometry Essentials B . . . . .	1
Science. . . . .	4
Four credits to include the equivalent of:	
Life Skills Science I . . . . .	1
Life Skills Science II . . . . .	1
Life Skills Science III . . . . .	1
Life Skills Science IV . . . . .	1
Social Studies . . . . .	4
Four credits to include the equivalent of:	
World History for Living . . . . .	1
U.S. History for Living 10 . . . . .	1
U. S. History for Living 11 . . . . .	1
Economics for Living . . . . .	.5
U.S. Government for Living . . . . .	.5
Career/Technical Education (in sequence). . . . .	2
Workforce Essentials/Transition Studies II. . . . .	1
Cooperative Education Seminar/LS Occupational Preparation . . . . .	1
Career Preparedness Course. . . . .	1
Health Education. . . . .	.5
Physical Education – Lifelong Individualized Fitness Education (L.I.F.E.). . . . .	1
Electives. . . . .	2.5
<b>TOTAL</b>	<b>24</b>

Existing laws require each public agency to offer art education, physical education, wellness education, career/technical preparation, and driver education as electives.

A student may elect to earn a Jackson County School District Academic Honors Endorsement by completing the following requirements:

- ◆ 4 credits in English
- ◆ 4 credits in Mathematics which includes Algebra I, Algebra II with Trigonometry, Geometry, and Pre-Calculus
- ◆ 4 credits in Social Studies
- ◆ 4 credits in Science including either Chemistry I, Physics, or college-level dual enrollment course
- ◆ 1 credit in a Foreign Language

A student may elect to earn a Jackson County School District Career Technical Honors Endorsement by earning industry certification in a technical field selected by the student.

The foreign language requirement for the Academic Honors Endorsement may be waived if a student elects to pursue both the Academic and Career Technical Honors Endorsement.

Jackson County high schools may provide additional recognition for student achievement. Requirements for school recognition programs will be communicated to all students upon their entry into high school.

In order to participate in the graduation ceremony, a student must qualify for a diploma.

## **EARLY COMPLETION**

Students completing academic requirements for graduation at the end of the first semester of a school year will be allowed to participate in graduation ceremonies. Students will not be able to participate in athletic activities during the second semester.

## **LOCAL SCHOOL FEES FOR ELECTIVE COURSES**

Driver Education	\$40.00 per course
Science Lab	\$30.00 per course
Computer Science	\$30.00 per course
Career Technical	\$40.00 per semester
Parking	\$10.00 per year



## ATTENDANCE POLICY

The Jackson County Board of Education believes attendance is a key factor in student achievement. Thus, any school absence represents a loss to the student. Regular attendance is essential for each student's progress in the instructional program. It is the responsibility of the parent/ guardian to make sure that their children arrive on time each day at school.

### EXCUSED ABSENCES

In accordance with state law, only the following absences will be considered excused absences, provided that in each instance parental confirmation has been received stating the reason for the absence:

- ◆ illness
- ◆ death in immediate family
- ◆ inclement weather which would be dangerous to the life or health of the pupil as determined by the principal
- ◆ legal quarantine or emergency condition as determined by the Superintendent or principal
- ◆ **prior** permission of principal upon request of parent/guardian (i.e. participation in school sponsored activities)

### UNEXCUSED ABSENCES

Absence for reasons other than those defined above will be considered as unexcused. Parents will be required to explain in writing all absences within two days following the absence. Failure to do so will result in the absence being classified as unexcused. It is the parent's responsibility to make sure the note or fax is received at school.

### K-8 MAKE-UP WORK

Grades should reflect a student's academic performance. Students are expected to complete, to the best of their ability, all work, tests and other assignments given by their teachers. Students are expected to attend school. Any absence will be counted against their attendance record. Within three days after an absence, arrangements must be made to complete missed assignments at a time agreeable to the teacher. Teachers are not required to reteach lessons, but students will be given a reasonable opportunity to learn the lesson missed due to absences.

### GRADES 9-12 MAKE-UP WORK -- EXCUSED ABSENCES

If a student is absent for any **excused** reason as defined above, the student **will be allowed** to make up all major assignments and other work missed during said absence(s) at a time agreeable to the teacher(s). Teachers will not be required to reteach lessons, but students will be given a reasonable opportunity to learn the lessons missed due to excused absences.

The student will be responsible for contacting the teacher(s) to make arrangements to complete missed assignments.

**Time limit: Arrangements to acquire missed assignments must be made within three days after the student returns to school from an excused absence.**

## **GRADES 9-12 MAKE-UP WORK -- UNEXCUSED ABSENCES**

Teachers will **NOT** provide make-up work or examinations for students absent for **unexcused** reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, class work, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers will not assign zeroes to students absent for unexcused reasons on an automatic basis; zeroes may be assigned to such students only when other classmates receive grades for homework, examinations, recitation, etc.

## **TRUANCY GUIDELINES**

### **ALABAMA COMPULSORY ATTENDANCE LAWS**

“Every child between the ages of 6 and 17 shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year....” *Section 16-28-3. Code of Alabama, 1975*

“Any parent or guardian who enrolls a student in school shall be responsible for the student’s regular attendance and proper conduct.....” *Section 16-28-12, Code of Alabama, 1975*

Truancy is the unlawful absence from school. In accordance with the Jackson County Board of Education Policy Handbook, the parent/guardian is responsible for requiring any student under his/her control or charge to attend school. If students do not attend school, the following criteria will be used:

#### **1. First Unexcused Absence (warning)**

The Parent/Guardian will be notified of the unexcused absence and a request will be made for a written excuse. Notification process will be determined by the school administration.

#### **2. Third Unexcused Absence (warning)**

The Parent/Guardian will be notified in writing of the unexcused days absent. A copy of Alabama’s Compulsory School Attendance Laws will be provided to the parent and they should be advised of the procedures that shall be followed in the event that other unexcused absences occur.

#### **3. Fifth Unexcused Absence (conference)**

The Parent/Guardian will be required to attend a meeting at the local school with the Truancy Officer or his/her designee. Failure to attend this meeting may result in a home visit by the Truancy Officer and a representative from the Jackson County Sheriff’s Office.

#### **4. Seventh Unexcused Absence-Court**

The Parent/Guardian will be referred to the Early Warning Truancy Prevention Program at the Juvenile Court in Scottsboro, Alabama. Failure to appear before the Court will result in a Complaint/petition being filed in the Juvenile Court System.

#### **5. Ten Excused Absences** that are questionable, will require an administrative conference with the Parent/Guardian.

**Parent notes will be accepted for three days per semester.** Any additional days absent must be verified by a professional in order for absences to be excused.

### **Grades K -8**

Five unexcused tardies\*, five unexcused checkouts\*\*, or any combination of unexcused tardies and unexcused checkouts which total five will result in a parent conference at the Jackson County Board of Education to discuss this truancy issue with the Attendance Officer. If the parents fail to attend this conference, Saturday School may be assigned to the K-8 students.

### **Grades 9-12**

Five unexcused tardies\*, five unexcused checkouts\*\*, or any combination of unexcused tardies and unexcused checkouts which total five will result in the student being referred to Saturday School. Students who fail to appear at Saturday School will be referred to Alternative School for three days and will be required to attend Saturday School the following Saturday.

If a student receives a 6<sup>th</sup> unexcused tardy, unexcused check-out, or a total of six unexcused tardies and unexcused check-outs combined **during the school year**, he/she will be referred back to Saturday school for a period of one day for each unexcused tardy or unexcused check-out.

**A student will only be referred to Saturday School three times during the school year. The student will then be sent to the Alternative School as determined by the principal.**

**Students with head lice may be excused up to three days per year not per occurrence. If a student is not free of lice within the three day period, the student will be considered truant and the parent/guardian subject to prosecution.**

**\*Tardies are defined as arriving after school has started, or arriving late to any class.**

**\*\*Checkouts are defined as leaving school and/or class any time during the school day.**

### **STUDENT CHECKOUT**

**When checking out a student, the parent or guardian should come to the office and follow the school's approved checkout plan. Parents should not interrupt a class session by going directly to the classroom.** Office personnel will locate the student. If school officials can make a positive identification that the parent is giving permission for a student to leave, the student may check out. Students must be given permission in the office to check out. Students should not be checked out early during last period just to avoid traffic.

### **MARRIED STUDENTS**

Married students are eligible to attend the Jackson County School System and participate in regular school programs. Such students must maintain a responsible relationship to the school and other students and will be expected to abide by all rules and regulations applicable to all students.

### **PREGNANT STUDENTS**

For the protection and safety of the mother and unborn child, it is the responsibility of the student to notify the principal as soon as possible after the pregnancy has been confirmed.

A pregnant student will be permitted to attend school and to participate in regular school programs until such time that the student's school attendance and participation in school programs endanger the health and safety of the student or the unborn child, as determined by the

student's physician. Special educational programs may also be designed to meet special needs of these students. Participation may be encouraged but may not be made mandatory.

If the pregnant student chooses to remain in school during the semester in which she expects to deliver the child, her attendance will be governed by the same attendance policies, rules, and regulations that govern other students. A pregnant student is not automatically eligible for homebound services.

The pregnant student who remains in school during the pregnancy must be under the direct care of a licensed physician. Also, the pregnant student will be expected to fulfill the following responsibilities:

- ◆ Provide the principal with a written statement from the physician. This statement should include the physician's recommendation concerning school attendance for the pregnant student and confirmation of the expected date of delivery.
- ◆ Consult monthly with the school principal or counselor.

To be readmitted to school after the delivery, the student should have a written statement from her physician recommending her re-admission.

### **HOMEBOUND SERVICES**

For a student to be classified as "Homebound," the following criteria must apply:

- ◆ expected absence from school for at least six weeks
- ◆ a physician's note verifying the illness
- ◆ completion of the Homebound Student Referral Form requesting a homebound teacher

Once the form has been submitted, the eligibility committee will convene to determine eligibility status. A student approved for homebound study will be marked present in the school attendance register while on such an approved plan of study.

## **STUDENT RECORDS**

Student records should contain information necessary to make appropriate educational decisions for the students. Student records are to be treated confidentially and should contain only information that is relevant, accurate, and appropriate. Release of records of students under 18 years of age who attend an elementary or secondary school requires the signature of the parent/guardian except when released to other educational institutions or when subpoenaed by the courts. In any other instance, the only student information released by the school will be directory information pertaining to student awards or honors and will contain only the student's name, address, grade level, and parent/guardian name.

### **RESPONSIBILITIES OF STUDENTS, PARENTS, AND GUARDIANS ARE:**

- ◆ to inform the school of any information that may be useful in making appropriate educational decisions
- ◆ to authorize the release of pertinent information to those individuals or agencies that are working actively and constructively for the benefit of the student

### **RIGHTS OF STUDENTS, PARENTS, AND GUARDIANS ARE:**

- ◆ to inspect, review, and challenge the information contained in records directly relating to the student
- ◆ to be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent/guardian, or eligible students (those 18 years of age or older) unless required by law
- ◆ The Jackson County School System will adhere to the policies and procedures of the *Every Student Succeeds Act of 2015* regarding “persistently dangerous school” as defined in *ESSA*. Students who attend schools identified as a “persistently dangerous school” or a student who is the victim of a violent criminal offense committed on school campus during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the LEA.

For more information regarding “persistently dangerous school” and/or general school safety issues, please contact Mrs. Rhonda Wheeler at the Jackson County Board of Education or call 256-259-9500.

### **DUE PROCESS**

A student must understand appropriate and inappropriate conduct; therefore, the rules and regulations of the Board of Education governing student conduct will be distributed to the students and parents/guardians, and posted in a prominent place. Prior to any suspension:

- ◆ the principal or his/her designee will advise the student in question of the particular misconduct and the basis for accusation.
- ◆ provide the student an opportunity to explain his/her version of the situation.
- ◆ any student whose continued presence in the school poses a danger to persons or property or is an ongoing threat of disruption to the academic process will immediately be removed from the school premises without benefit of the above procedures.

The necessary procedure will follow as soon as practicable.

### **STUDENTS RIGHTS ARE:**

- ◆ to be informed of rule violations and given the opportunity to present evidence in their defense
- ◆ to appeal disciplinary actions (All appeals should be made in accordance with the appeals and grievance procedures.)

### **STUDENT GRIEVANCES**

The Jackson County Board of Education believes students have both the right and responsibility to express school-related concerns and grievances to the faculty and the administration. Students will be assured the opportunity for an orderly review of grievances. Students should request an appointment with the principal or his/her designee that will not interfere with the regularly scheduled classes or school activities. The faculty and administration will strive to resolve student grievances; however, when the grievance cannot be resolved at the local school, students will follow the system's grievance procedure.



## CELL PHONES AND OTHER ELECTRONIC DEVICES

Please refer to the Technology Usage Policy pages 44-50.

### DRESS AND APPEARANCE

The Board has the responsibility to maintain an appropriate atmosphere conducive to learning. All students are expected to dress neatly and in a manner that is appropriate and reflects self-respect and decency. The following are items of clothing or fashion which will **NOT** be worn in the school:

**1. Hats, stocking caps, bandanas, scarves, hairnets and sunglasses**

Exceptions are protective hats or headgear for Career Technical classes.

**2. Distracting hairstyles or make up**

Hair must be neat, clean, and of length that the eyes are visible. Hair dyed unnatural colors or unnaturally colored make-up is not acceptable.

**3. Shirt and shoes should be worn at all times and all visible clothing must meet dress code requirements and be modest and inoffensive (must not expose the anatomy).**

This includes the following:

- a. Shirts, skirts, or shorts which reveal undergarments or are distracting
- b. Shorts not reaching mid-thigh length when seated
- c. Any garment worn over tights/leggings not reaching mid-thigh when seated
- d. Pants with huge legs, tie-up pants or pants that reveal undergarments (must cover the pelvic girdle)
- e. Clothes that bare the midriff
- f. No clothing with holes above mid-thigh when seated
- g. Halter, cropped, tube tops, spaghetti straps, tie-up blouses– tank tops or muscle shirts
- h. Fish net or see-through clothing of any type

**4. Clothing with writing across the buttocks**

**5. Clothing or personal items with vulgar, obscene or controversial wording or pictures**

This includes clothing depicting the following:

- a. alcohol – drugs – tobacco (including electronic cigarettes)
- b. death
- c. sexual messages or innuendoes

**6. Long overcoats (trench coats)**

**7. Body piercing jewelry (with the exception of earrings); chains or jewelry that could be deemed dangerous**

**8. Pajamas or house shoes**

**9. Visible offensive tattoos or body art**

**10. Shoes with rollers or made for rollers**

**11. Toeless shoes in Career Technical classes**

The principal, assistant principal, or designee will deem appropriate clothing or appearance. When a student continues to ignore the dress code, he/she shall be subject to disciplinary action.

## STUDENT CONDUCT

The Jackson County School System enforces a uniform code of student conduct which is vital to academic excellence to provide an environment free from distractions caused by disruptive behavior.

Creating such an environment requires the cooperation of the parents/guardians, students, the Board of Education, and all employees of the school system. It is important that each person connected with the school understands the importance of a consistent set of behavior standards in order to establish and maintain a positive environment. As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures identified will apply to all students in grades K-12.

### JURISDICTION OF THE SCHOOL BOARD

Jackson County students are subject to the policies of the Jackson County Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities, including but not necessarily limited to:

- ◆ **regular school activities**
- ◆ **transportation on school buses**
- ◆ **field trips**
- ◆ **athletic functions**
- ◆ **activities during which appropriate school personnel have supervisory responsibility for students**

All school regulations and prohibitions pertain to motorized vehicles driven or parked on school property. In addition to the foregoing, jurisdictional control over the student may be extended to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school.

### PRIVACY AND PROPERTY RIGHTS

Federal and State law provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students. If warranted, students' person, lockers, and cars will be searched.



## **BUS CONDUCT**

Transportation to and from school will be provided by the Jackson County Board of Education to eligible students of the Jackson County School System. The transportation program will be operated in accordance with the provisions of the Code of Alabama and State Board of Education rules and regulations. The primary consideration of the transportation program will be the safety and welfare of students.

### **Alabama Act 2013-347 Charles “Chuck” Poland, Jr. states:**

**Any person who attempts to enter a school bus without prior authorization of the driver or other appropriate school official or refuses to leave will be subject to prosecution that may result in fines of up to \$6,000 and up to one year in jail.**

A person commits the crime of trespass on a school bus in the first degree if they are found guilty of any of the following:

- ◆ intentionally demolishing, destroying, defacing, injuring, burning or damaging any public school bus,
- ◆ entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver in charge of the bus or an authorized school official,
- ◆ as an occupant of a public school bus, refusing to leave the bus after the bus driver in charge of the bus or authorized school official demands that they do so,
- ◆ intentionally stopping, impeding, delaying or detaining any school bus from being operated for public school purposes with the intent to commit a crime.

**In order to further ensure the safety of transported students and to prevent students from crossing the road whenever possible, all students will be required to board the bus on the same side of the road as the bus stop (usually the side of residency) if practicable.**

**Students will be picked-up from and delivered to their designated bus stop, unless given prior written permission of the principal or his/her designee.**

**Changes to designated bus stops must have prior approval of the Transportation Supervisor and principal.**

**Bus drivers that transport students from feeder schools to high schools shall make NO BUS STOPS between the feeder school and the high school or between the high school and the feeder school.**

Promptness is a vital aspect of efficiency. School buses must maintain a schedule and students are expected to be on time. Students who are tardy cannot expect the bus schedule to be altered. Office permission is necessary for a student to ride a bus other than the assigned bus. Permission will be given only if the student has a note from the parent/guardian stating the reason.

Misbehavior is subject to being monitored by video camera, although any information obtained through the use of surveillance equipment will be used only for school disciplinary or law enforcement purposes. The following actions are strictly prohibited:

- ◆ exchanging seats while bus is in motion
- ◆ throwing objects (inside or out)
- ◆ profanity, shouting, or loud noises
- ◆ use of tobacco in any form (including electronic cigarettes)
- ◆ striking any device that could start a fire
- ◆ extending body parts from the bus
- ◆ defacing or damaging bus in any manner
- ◆ possession of weapons on bus
- ◆ possession of drugs, alcohol, or any harmful substances
- ◆ use of emergency door except in case of emergency
- ◆ leaving bus at any stop other than a regular stop except upon written consent of a school official
- ◆ fighting
- ◆ refusing to obey the driver
- ◆ eating or drinking on the bus (including extra-curricular activities)
- ◆ bringing non-educational items on the bus (i.e. balloons)
- ◆ any other actions not considered proper conduct

**Parent/guardian will be responsible for payment of damages to a school bus resulting from negligence, abuse, or misbehavior by their child(ren). Failure to make such payment may result in permanent removal of your child(ren) from the bus pending Board hearing.**

## **DUE PROCESS**

### **Sanctions**

1<sup>st</sup> Infraction: conference with bus driver and student and/or discipline at the principal's discretion:

- ◆ corporal punishment
- ◆ work detail
- ◆ assigned seat
- ◆ in-school suspension
- ◆ alternative school

2<sup>nd</sup> Infraction: conference with the principal or other school official, bus driver, and student  
A parent report will be sent home and filed in the office. Discipline will be administered at the principal's discretion:

- ◆ corporal punishment
- ◆ work detail
- ◆ assigned seat
- ◆ in-school suspension
- ◆ alternative school

3<sup>rd</sup> Infraction: parent conference with suspension of bus privileges

Other sanctions may include permanent removal from the bus pending Board hearing.

## **STUDENT DRIVERS**

Students will be permitted to drive to school in accordance with the following regulations:

- ◆ Student must complete an application for registration of automobile.
- ◆ Student must have a valid Alabama Driver's License.
- ◆ Automobiles must be parked in prescribed parking lot.
- ◆ Students must leave car secured until dismissed at the specified time.
- ◆ Student drivers must present proof of insurance coverage, having sufficient coverage of public liability, property damage, and medical liability.
- ◆ Students will not remain in cars after arriving on campus and are not to leave campus after having arrived.
- ◆ Students will not be allowed in cars during school day.
- ◆ Students who drive are subject to the drug testing policy of the Jackson County Board of Education.

Violations may result in inner-school discipline, loss of driving privilege and/or suspension.

## **SEARCH AND SEIZURE**

School officials have the right to search a student, a student's car, book-bag, purse or school property, including desks and lockers, if there is reasonable belief that illicit substances, dangerous weapons, stolen property, etc., are suspected. Such searches may be conducted without student consent or the consent of his/her parent. Any search of a student's person will be conducted privately by a teacher of the same sex as the student and witnessed by another teacher or administrator of the same sex as the student being searched.

## **STUDENT INTERROGATIONS**

School officials have the right to interrogate a student if they feel the student possesses information necessary for the school to run efficiently.

## **STUDENT SUSPENSION**

If a student commits an offense that school officials believe will jeopardize the safety and well-being of the student body or be detrimental to the learning process by his/her continued presence, the student may be suspended to the Alternative School.

## **STUDENT EXPULSION**

If a student commits an offense that school officials believe will jeopardize the safety and well-being of the student body or be detrimental to the learning process by his/her continued presence, expulsion may be recommended to the Superintendent and members of the Board of Education. The following, but not limited to, is a list of offenses that could warrant expulsion:

- ◆ use or possession of drugs
- ◆ arson

- ◆ battery
- ◆ robbery, stealing, or burglary of school property
- ◆ possession of firearms or other weapons
- ◆ sexual misconduct
- ◆ indecent exposure or obscene behavior
- ◆ trespassing on and/or defacing school property
- ◆ inciting or participating in major student disorder
- ◆ any other offense which the principal may reasonably deem to fall within these categories

## **DISCIPLINE**

The authority of school officials to control student conduct off school grounds and outside school hours is well established in the law. When the students are engaged in a school-sponsored activity, the authority of the school officials is the same as if the activity took place on school property.

## **DISCIPLINARY CODE**

### **ATTENDANCE**

#### **Student responsibilities are:**

- ◆ to abide by laws, rules and policies set forth by the Board and individual school regarding attendance
- ◆ to be punctual and regular in attendance
- ◆ to promptly request and complete make-up assignments for excused absences or tardiness

#### **Student rights are:**

- ◆ to be informed of Board and individual school rules and policies regarding school attendance, absences, tardiness, truancies and related programs, checkouts, make-up work, and school sponsored activities
- ◆ to be provided with make-up assignments for excused absences or tardiness

### **RESPECT FOR PERSON, PRIVACY AND PROPERTY**

#### **Student responsibilities are:**

- ◆ to abide by laws, rules, and policies set forth by the Board and individual school 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 Board policy, or which detract from the educational process
- ◆ to respect the property rights of those at school and the general public

#### **Student rights are:**

- ◆ to be informed of laws, rules, and policies set forth by the Board and individual school regarding respect for person, privacy, and property

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

## **KNOWLEDGE /OBSERVATION OF RULES OF CONDUCT**

### **Student responsibilities are:**

- ◆ to abide by laws, rules, and policies set forth by the Board and individual school regarding rules of conduct
- ◆ to document receipt of the code of student conduct with his/her signature

### **Student rights are:**

- ◆ to be informed of laws, rules, and policies set forth by the Board and individual school regarding rules of conduct
- ◆ to be informed as to the specific grounds of the violation(s) of the Board's Student Code of Conduct

## **THE RIGHT TO LEARN**

### **Student responsibilities are:**

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

### **Student rights are:**

- ◆ to be informed of laws, rules, and policies set forth by the Board and individual school regarding the right to learn
- ◆ to be provided a safe school environment free of illegal drugs, alcohol, or weapons
- ◆ to be provided appropriate instructors, instruction, materials and equipment to take advantage of the opportunity to learn
- ◆ to be provided with the opportunity to express concerns regarding the operation of the school

## **FREE SPEECH**

### **Student responsibilities are:**

- ◆ to abide by laws, rules, and policies set forth by the Board and individual school regarding free speech
- ◆ to be courteous of the views of others

### **Student rights are:**

- ◆ to be informed of laws, rules and policies set forth by the Board and individual school regarding free speech
- ◆ to express disagreement in a constructive manner taking into account the rights of others, consistent with the established education process

## **STUDENT PUBLICATIONS**

### **Student responsibilities are:**

- ◆ to abide by laws, rules, and policies set forth by the Board and individual school regarding student publications
- ◆ to communicate in a respectful manner consistent with good education practice
- ◆ to seek accurate and complete information on the topics approved for publication
- ◆ to observe the accepted rules for responsible journalism under the guidance of faculty members

### **Student rights are:**

- ◆ to be informed of the rules and policies set forth by the Board and individual school regarding student publications
- ◆ to participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with that educational process

## **ASSEMBLY**

### **Student responsibilities are:**

- ◆ to abide by laws, rules, and policies set forth by the Board and individual school regarding assembly
- ◆ to seek approval, plan, and conduct meetings consistent with Board rules

### **Student rights are:**

- ◆ to be informed of laws, rules, and policies of the Board and individual school regarding assembly
- ◆ to assemble in a lawful manner for a lawful purpose with prior approval by local school officials

## **PARTICIPATION IN SCHOOL PROGRAMS/ACTIVITIES**

### **Student responsibilities are:**

- ◆ to abide by laws, rules, and policies of the Board and individual school regarding school programs and activities
- ◆ to be courteous and responsible at all school programs and activities
- ◆ to complete assignments related to his/her participation in school programs and activities

### **Student rights are:**

- ◆ to be informed of laws, rules, and policies of the Board and individual school regarding school programs and activities
- ◆ to develop or participate in student programs and activities consistent with Board and individual school policies
- ◆ to seek office in any student organization



## **CLASSIFICATION OF VIOLATIONS AND SANCTIONS**

It is fundamental that an orderly school has clearly defined behaviors to which students must conform. Nonconformity to these behaviors becomes violations of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II and Class III) which range from the least to the most serious. Appropriate school personnel will investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or his/her designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school sponsored events, or while being transported to or from school or school sponsored events.

Below is a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases. The Board will define the conduct necessary to establish a violation. Definitions of violations are based on the Code of Alabama 513A (Criminal Code), 28-3-1 (Alcoholic Beverages), and 620-2-2 (Controlled Substances) (1975).

### **Class I Violations**

- 1.01 Distraction of other students
- 1.02 Intimidation of a student
- 1.03 Unauthorized organizations
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene manifestation
- 1.06 Nonconformity to dress code
- 1.07 Gambling
- 1.08 Inappropriate public display of affection
- 1.09 Dishonesty and/or cheating
- 1.10 Refusal to complete class assignments
- 1.11 Failure to follow appropriate directives from a local Board employee
- 1.12 Unauthorized use of school or personal property
- 1.13 Littering of school property
- 1.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

### **Class I Sanctions**

- ◆ Conference with the student
- ◆ Verbal reprimand
- ◆ Withdrawal of privilege(s)
- ◆ Parent conference
- ◆ Corporal punishment
- ◆ Temporary removal from class
- ◆ Detention
- ◆ In-school suspension/Alternative Education Program
- ◆ Other sanctions as approved by the Board

**Class II Violations**

- 2.01 Refusal to follow appropriate directive from a Board employee
- 2.02 Vandalism and/or property damage
- 2.03 Theft of property
- 2.04 Possession of stolen property with the knowledge that it is stolen
- 2.05 Threats and/or extortion
- 2.06 Trespassing
- 2.07 Direct use of profane language or obscene manifestation (verbal, written, or gesture directed toward another person) (See 1.05)
- 2.08 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.09 Unauthorized absence from school or class
- 2.10 Written or verbal proposition to engage in sexual acts
- 2.11 Inappropriate touching of another person
- 2.12 Possession of and/or use of matches or lighters
- 2.13 Providing false information to a Board employee
- 2.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

**Class II Sanctions**

Temporary removal from class

- ◆ Detention
- ◆ In-school suspension
- ◆ Alternative education program
- ◆ Out-of-school suspension
- ◆ Corporal punishment
- ◆ Referral to outside agency
- ◆ Expulsion
- ◆ Any sanction(s) included in Class I and other sanctions as approved by the Board

**Class III Violations**

- 3.01 Arson
- 3.02 Robbery
- 3.03 Theft of property
- 3.04 Burglary of school property
- 3.05 Criminal mischief
- 3.06 Bomb threat
- 3.07 Sexual offense
- 3.08 Fighting
- 3.09 Inciting or participating in major student disorder
- 3.10 Unjustified activation of fire alarm system or fire extinguisher
- 3.11 Assault on another person (student, teacher, staff member, visitor, etc.)
- 3.12 Possession of a weapon
- 3.13 Preparing, possessing, and/or igniting an explosive device
- 3.14 Possession, sale, and/or use of a tobacco product (including electronic cigarettes)
- 3.15 Use of or unlawful sale, purchase, furnishing or giving, or possession of illegal drug, drug paraphernalia or alcoholic beverage

- 3.16 Accessing or changing information in school computers
- 3.17 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.18 Crimes as defined under the laws of the city, State of Alabama or United States
- 3.19 Bullying/Harassment
- 3.20 Cyber Bullying

### **Class III Sanctions**

- ◆ Out-of-school suspension
- ◆ Corporal punishment
- ◆ Alternative education program
- ◆ Referral to outside agency, including the criminal justice system
- ◆ Expulsion
- ◆ Restitution of property and damages where appropriate
- ◆ Students must submit to drug tests at the expense of the parent/guardian for a calendar year
- ◆ Any sanction(s) included in Classes I and II and other sanctions as approved by the Board

Principals have both the authority and the duty to take disciplinary action whenever the behavior of any student interferes with or disrupts the educational environment within the school or other school-sponsored events. Notice of the rules and regulations existing in each school will be disseminated to students and parents in a wide variety of ways (student assemblies, PTO meetings, public address announcements, student handbooks, etc.). The parent/guardian of each student will document the receipt of the discipline policies governing their child as provided by Alabama Code 16-28-12.

Applications of disciplinary regulations will at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent of its applicability in any particular situation, will be afforded all students prior to imposition of punishment. The degree of due process afforded will be commensurate both with the gravity of the offense and the severity of the contemplated penalty, as outlined in the Board's policies relative to suspension, expulsion, and corporal punishment.

No student will be denied the right to participate in the school food service program as the result of disciplinary action. Reasonable detention under teacher supervision at the close of the school day will be authorized for all schools. If a student is to be detained after normal school hours, the parent/guardian will be notified in advance. Detention will not interfere with a student being transported by bus, except with prior notice to and/or permission of the parents. Students unable to remain after school due to these reasons will receive alternate punishments.

## **JACKSON COUNTY SCHOOL DISTRICT**

### **Technology Usage Policy**

The following policies apply to all technology (hardware or software) owned or managed by the Jackson County School District. Unless otherwise noted, policies apply to all users: faculty, staff, students, parents, and guests.

#### **LEGAL AND ETHICAL USE**

It is the policy of the Jackson County School District to furnish all stakeholders opportunities to access a variety of technology resources to support the educational and instructional activities of the students and employees of the district. These opportunities require that technology usage be conducted in legally and ethically appropriate ways that are consistent with the instructional goals of the Jackson County School District. **Use of the technology resources is a privilege and not a right.**

All technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state, and federal laws and/or guidelines governing the usage of technology. School administrators will establish specific practices to enforce this policy at individual schools, and this policy will be communicated to all staff, students, and parents. All of the technology resources of the Jackson County School District are included in this policy regardless of the date of purchase, source of funding, or its location within the system.

#### **ACCESS TO RESOURCES**

- ◆ Individuals may only use hardware, accounts, and software, that have been assigned to them or which are considered school resources.
- ◆ Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data owned by the Jackson County School District.
- ◆ Individuals may not use another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
- ◆ Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
- ◆ Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming, or by other means.
- ◆ Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
- ◆ Suspected inappropriate use of technology resources will result in a suspension of privileges pending a formal investigation. The district superintendent, district technology coordinator, and/or school principals will determine when inappropriate use has occurred. These officials have the right to deny, revoke, or suspend specific user accounts, and their decision will be final.
- ◆ Individuals who violate any of the policies contained in this document may be denied access to all technology.

## **PRIVACY**

- ◆ To maintain network integrity and to ensure that the network is being used responsibly, the district superintendent, the district technology coordinator, and the network administrator reserve the right to review files and network communications.
- ◆ There should be no assumption of privacy for any files stored on or transmitted by technology owned or managed by the Jackson County School District. This includes the wireless network.
- ◆ Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, user accounts, telephones, and telephone systems. During these procedures, it may be necessary to review e-mail and/or private information on the district's technology resources.
- ◆ Files, emails, and security videos located on the district network may be used by the school district to document violations of district technology usage policy.
- ◆ The school district will cooperate completely with local, state, and or federal officials in any investigation concerning any illegal activities including providing file, emails, and/or security videos to these officials upon the receipt of a court order or in cases of emergency.
- ◆ School district employees will not provide files or emails belonging to others and/or security videos to any third party under any circumstance other than the receipt of a court order.

## **COPYRIGHT**

- ◆ Software may only be used in accordance with the license agreement associated with it.
- ◆ The system network administrator is responsible for the installation of all software in use on the school's local area network or the district's wide-area network. No one else is authorized to load or tamper in any way with the software on either network.
- ◆ Copyright laws that govern the use of intellectual property will apply to the use of material accessed through technology (hardware and/or software) owned or managed by the Jackson County School District.
- ◆ The legal and ethical practices of appropriate use of technology resources will be taught to all students.

## **EMAIL**

- ◆ The Jackson County School District provides e-mail service for all staff and students.
- ◆ Access to monitored e-mail will be provided to students for educational purposes.
- ◆ Student access to e-mail is subject to all legal and ethical standards outlined in this policy.
- ◆ Emails should not be considered as private communications. Nothing should ever be sent via email that you wouldn't post on a public bulletin board.
- ◆ Teachers should follow the Family Educational Rights and Privacy Act (FERPA) when communicating by email.
- ◆ All digital communication initiated or transmitted through software or hardware owned or managed by the Jackson County School District must be appropriate and responsible.
- ◆ Jackson County School District e-mail accounts may not be used for political purposes or personal gain.
- ◆ Jackson County School District e-mail accounts may not be used for attempting or successfully sending anonymous messages.

- ◆ Deleted emails will be held on the Jackson County School District Server for a period of thirty days before they are permanently removed from the database.

## **INTERNET SAFETY**

Information from electronic sources opens unlimited resources. The Jackson County School District will provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for their various curricula. As required by the Children's Internet Protection Act, Jackson County School District has taken precautions to restrict access to inappropriate materials or sites as follows:

- ◆ Internet access for all users is filtered through one central point by URL and IP address.
- ◆ Internet searches are filtered by keyword.
- ◆ The Jackson County School District has the authority to add or remove URLs and IP addresses from the filtered list.
- ◆ Internet usage is monitored for unauthorized access including hacking or other unlawful activities.
- ◆ The written permission of parents or guardians is required before a student may gain access to the Internet. Permission is not transferable, and therefore, may not be shared.
- ◆ Students will be taught appropriate online behavior including interacting appropriately with other individuals on social networking websites, chat rooms, and cyber bullying awareness and response.

Internet access is a privilege, not a right. All Internet users are expected to act in a considerate and responsible manner. In the event that any user determines that any inappropriate material can be accessed via the Jackson County School District internet connection, it is that user's responsibility to immediately report the URL to the school administrator who will immediately contact the district technology coordinator who will ensure the URL is blocked.

## **WEBSITES**

The following policies apply to all content posted to any of the following: The Jackson County School District website, individual school websites teacher pages hosted on a website owned or managed by the school system, and Moodle.

- ◆ All subject matter posted should relate to curriculum, instruction, school-authorized activities, school or school district news, or general information that relates to the Jackson County School District's mission.
- ◆ All content should conform to school board policies and established school guidelines.
- ◆ Written approval from a parent or guardian is required before student photographs and/or student names are posted to any public website. No other personal student information (for example: address, phone number, email address, social security numbers, names of family members, or names of friends) may be posted on any public webpage.
- ◆ All material posted on a school system website must be of publishable quality with regard to spelling, usage, and mechanics.
- ◆ If a school elects to participate in social media websites, the information posted must conform with the district's Technology Use Policy, the Family Educational Rights and Privacy Act, and all permission requirements associated with the school website. The principal and his/her social media designee are responsible for all content posted to social media.

## **INAPPROPRIATE USE**

The following activities are examples of inappropriate activities for the Jackson County School District network, e-mail system, or the Internet. This list is not all-inclusive. Any activity that is considered inappropriate in “paper form” is also considered inappropriate in electronic form whether on a school device or a personal device.

1. Accessing inappropriate websites (sites containing information that is violent, illegal, satanic, sexual, etc.)
2. Sending, displaying, or downloading offensive messages or pictures
3. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language
4. Using technology for illegal activities (i.e. threats, instructions on how to perform illegal acts, drug dealing, purchase of alcohol, gang activities, etc.) or to create illegal materials (i.e. counterfeit money, fake identification, etc.)
5. Harassing, insulting, or attacking others using technology resources (i.e. cyber bullying)
6. Damaging computers, computer systems, or computer networks (this includes changing printer configurations and computer configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
7. Violating copyright laws
8. Intentionally wasting limited resources such as disk space and printing capacity
9. Trespassing in other user files, folders, or work
10. Saving information on any network drive or directory other than your personal home directory or a teacher specified and approved location
11. Participating in online chat rooms
12. Posting any false or damaging information about other people, the school system, or other organizations
13. Disclosing, using, and disseminating any personal information about another person without his/her written consent
14. Broadcasting network messages and/or participating in sending/perpetuating chain letters
15. Plagiarism
16. Use of any Jackson County School District Technology resources for personal gain, commercial purposes, or political purposes

Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including, but not limited to:

1. Loss of access
2. Additional disciplinary action according to the Jackson County School District Code of Conduct regarding inappropriate language or behavior
3. Legal action, when applicable

Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the principal, the local school technology coordinator, the network administrator, or the district technology coordinator. Any user who receives threatening or unwelcome communications should immediately bring them to the attention of a teacher or administrator.

## **PERSONAL ELECTRONIC DEVICE POLICY**

The purpose of the Jackson County Schools Personal Electronic Device policy is to facilitate communications and collaboration between members of the Jackson County Schools community, which includes both staff and students.

### **Applicability**

This policy applies to any approved Staff or Student electronic device while on Jackson County Schools' campuses.

### **Liability**

Students bring personal electronic devices to school at their own risk. The Jackson County Board of Education, its faculty and staff are not responsible for any damaged, destroyed, lost, missing, or stolen devices. If a student has a personal electronic device and it is damaged, destroyed, lost, or stolen, school officials are not required to investigate the incident, nor will the school system have any financial responsibility for the device charges. School district personnel are not responsible for configuring personally owned electronic devices to access resources or for maintaining personally owned electronic devices used at school.

### **Privileges and Rights**

The use of any approved electronic device by any staff and student is a privilege not a right. All Jackson County School Board policies concerning Internet/Network, Data Governance, and local school procedures apply.

### **Expectations for Devices**

- The device may only be used with principal or teacher approval.
- Video recording or taking pictures will only be allowed with teacher/principal approval.
- The device should only be used at appropriate times for appropriate activities.
- It is the responsibility of ALL students to report any inappropriate use to the teacher.

### **Data Security**

All students shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.

**Jackson County Schools is not responsible for any data lost on any personal device.**

### **Penalties**

If a student is in violation of the personal electronic device policy, then the student must surrender the device to the teacher/principal upon request and provide any passwords needed to check its contents for items in violation of the Jackson County Board of Education Technology Usage Policy.

Failure to adhere to this policy will result in the consequences listed below:

**1st violation** - The electronic device will be confiscated for a period of two weeks, at the end of which the device may be returned to the parent/guardian after a parent conference.



**2nd violation** – The electronic device will be confiscated for a period of 30 days and student will serve three days at Alternative School.

**3rd violation** - The electronic device will be confiscated for a period of 30 days and student will serve five days at Alternative School.

**4th violation** - Will be considered willful disobedience and student will receive indefinite suspension to Alternative School pending board hearing.

**\*The Jackson County Code of Conduct may apply to the misuse of personal devices.**

### **PARENTAL PERMISSION**

Written parental permission is required before students will be allowed to conduct research and communicate on the Internet. It is the responsibility of the school staff to secure parental permission before access is allowed.

Parental/guardian permission is required before a student's picture and/or name may be posted on the district or a school website. It is the responsibility of the staff posting information on the web to secure parental permission.



# **Alabama State Department of Education Policy**

## **Cell Phone/Electronic Device during the Administration of a Secure Test**

### **Student Policy**

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

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

### **School Personnel Policy**

School personnel involved in administration of state testing may not use electronic devices (including, but not limited to, telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation.

Additional disciplinary action may be taken by the LEA.

Board approved June 29, 2017

**JACKSON COUNTY SCHOOLS  
PARENT ACKNOWLEDGEMENT  
2017-2018**

We, (I), \_\_\_\_\_  
Name of parent(s)/legal guardian(s)

parent(s)/legal guardian(s) of \_\_\_\_\_  
Name of student

Enrolled in \_\_\_\_\_ grade of \_\_\_\_\_  
Name of school

hereby acknowledge by our (my) signature that we (I) have received and read, or had read to us  
(me) the foregoing STUDENT/PARENT INFORMATION GUIDE.

Signed \_\_\_\_\_  
Signature of parent/legal guardian

Signed \_\_\_\_\_  
Signature of parent/legal guardian

Signed \_\_\_\_\_  
Signature of student

Date: \_\_\_\_\_

**NOTE:** When student resides with **both** parents, **both** parents should sign this statement.  
If the student resides with **only one** parent/legal guardian, the **custodial parent** must  
sign the statement.

**PLEASE DETACH THIS PAGE AFTER SIGNING AND HAVE THE STUDENT  
RETURN IT TO HIS/HER HOMEROOM TEACHER. THIS FORM IS TO BE  
FILED IN THE STUDENT'S CUMULATIVE FOLDER.**

(OVER PLEASE)

# JACKSON COUNTY SCHOOL DISTRICT STUDENT TECHNOLOGY RESOURCES AGREEMENT 2017-2018

## Student

I acknowledge that I have read, understand, and agree to all terms as outlined in the Jackson County School District Student Technology Usage Policy. I understand that as a computer user on the Jackson County School District network, I am responsible for my actions and for behaving appropriately when using technology resources. I understand that any or all of the following sanctions could be imposed if I violate any policy and/or procedure regarding the use of any Jackson County School District technology resources.

- ◆ Loss of access to technology resources
- ◆ Additional disciplinary action according to the Jackson County School District Code of Conduct regarding inappropriate language or behavior
- ◆ Legal action, when applicable

Student name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

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## Parent/Guardian

I acknowledge that I have read, understand, and agree to all terms as outlined in the Jackson County School District Student Technology Usage Policy. I also understand that this agreement will be binding during the entire career of my child at his/her current school.

Yes__	No__	My child may use the Internet while at school according to the rules outlined in the policy
Yes__	No__	A picture of my child engaged in school activities may be placed on the school or district website.
Yes__	No__	My child's first name and last name may be used on the district or school website with a picture or article pertaining to a school activity or honor.

Parent/Guardian name (please print): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_