



STUDENT HANDBOOK 2019-2020

SYSTEM MISSION

Our mission is to create excellence in providing youth with the encouragement, peer networks and leadership skills necessary for them to make meaningful contributions to their communities and begin a life-long journey of leadership and service in the 21st century.



Dear Students and Parents:

Welcome to the Winston County School System. This handbook is designed to make you aware of policies and procedures under which our school system operates. Please take the time to familiarize yourself with its contents so that together we can meet the educational needs of your child.

The administration, faculty, and staff look forward to another great year.

Respectfully,

Greg Pendley, Superintendent

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LOCKERS

Lockers are issued to students at the beginning of the year. Students are not to exchange lockers unless permission is given through the office. Your locker should be kept locked at all times and should not be shared. Each student is responsible for keeping his/ her assigned locker clean both inside and outside. Painting the inside of a locker is prohibited. Damages caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the proper advisor or the office.

Legal inspection of lockers is permitted by Board employees. Any contraband found in a locker will be considered to be in the possession of the student to whom the locker is assigned. **DO NOT SHARE LOCKERS!**

STUDENT ATTENDANCE

Regular, punctual attendance practices are essential in acquiring a solid education. Regular attendance facilitates the development of academic skills needed to function in our society. For students to receive the maximum benefit of the educational opportunities available in the Winston County School System, it is essential that they be consistent and punctual in attendance. Although work which is missed during an excused absence can be made up, the actual experience of that class can never be made up. We also believe that habits of regularity and punctuality must be encouraged and emphasized in order to prepare students for later responsibilities.

Parents are responsible for ensuring that their children are regular in school attendance. In compliance with Alabama Act 93-672, any parent, guardian, or other person having control or custody of any child required to attend school who fails to compel the child to attend school and properly conduct himself/herself in accordance with policies on student conduct shall be guilty of a misdemeanor. Parents and/or guardians must provide the child's teacher an explanation of each absence within two days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child's absence will be recorded as unexcused or truant. All students, grades k-12 are subject to the provisions of this policy. Departmentalized classes will be reported as individual classes and will be reported as full-day classes.

The following shall be followed to address attendance:

- A. BEGINNING OF SCHOOL YEAR:** Each student will receive a student handbook outlining the Early Warning Truancy Prevention Program. Parents/guardians are required to read the handbook, sign an acknowledgement statement, and return the statement to the student's school.
- B. 1st WARNING-FIRST TRUANCY:** (unexcused absence)
The teacher shall present student with a notice of subsequent action to be taken by the school courts should a 2nd and 3rd truancy occur.
- C. 2nd WARNING-SECOND TRUANCY:** (unexcused absence)
Parents should be notified by letter from the school attendance clerk and/or school principal (or designee) that said student was truant and the dates of truanancies with notice of subsequent action to be taken by school and/or courts should a 3rd or 4th truancy occur.
- D. 3rd WARNING-THIRD TRUANCY** (unexcused absence)
Parents shall attend a conference with the principal to discuss future action by the school system and/or courts should other truanancies occur.
- E. 4th WARNING-FOURTH TRUANCY:** (unexcused absences)
Parents shall attend an administrative conference at the Central Office to discuss future action by the school system and/or courts should other truanancies occur.
- F. 5th WARNING- FIFTH TRUANCY:** (unexcused absences)
Upon the fifth truancy of a student a petition shall be filed with the Juvenile Court System.

- G. SEVENTH ABSENCE CODED EXCUSED BUT NOT SATISFACTORILY EXPLAINED.**
Students who accumulate seventh questionable excused absences which have not been satisfactorily explained may also be required to attend Early Warning. This action will require approval of the principal (or designee). Questionable excused absences are absences coded as excused, but for which no doctor's excuse was presented.
- H. TARDIES:** Tardies will be addressed as student code of conduct offenses. See File: JCDA (1.05)
- I. FOURTH TRUANCY OR 8 OR MORE "QUESTIONABLE" EXCUSED ABSENCES NOT SATISFACTORILY EXPLAINED OR UNEXCUSED TARDIES:**
File complaint/petition against student or parent/guardian. Parent/guardian and student will go to court.

CONDUCT

**The following procedures shall be followed for out-of-school suspensions:
*Out of school suspension will be an unexcused absence (truancy).***

FIRST SUSPENSION:

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The Superintendent of Education shall be notified of the suspension.
- The District Attorney shall be notified of the suspension.
- The parent, guardian, or person having control or custody of the child shall be warned of possible court action.
- Charges may be filed against the parent, guardian, or person having control or custody of the child.

SECOND SUSPENSION:

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The parent, guardian, or person having control or custody of the child shall attend a school conference.
- The Superintendent of Education shall be notified of the suspension.
- The District Attorney shall be notified of the suspension.
- The parent, guardian, or person having control or custody of the child shall be warned of possible court action.
- Charges may be filed against the parent, guardian, or person having control or custody of the child.

THIRD SUSPENSION:

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The child and the parent, guardian, or person having control or custody of the child shall attend the School Conduct Intervention Program provided by the Juvenile Court. This program is designed to assist parents by informing them of the provisions of the law and identifying resources.
- The Superintendent of Education shall be notified of the suspension.
- The District Attorney shall be notified of the suspension.
- Charges may be filed against the parent, guardian, or person having control or custody of the child.

FOURTH SUSPENSION:

- The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.
- The Superintendent of Education shall be notified of the suspension.
- The District Attorney shall be notified of the suspension and provided information relative to this and previous suspensions.
- If warranted, charges will be filed.

Generally the fourth suspension shall result in charges being brought against the parent, guardian, or other person having control or custody of the child. Special situations may result in legal proceedings being instituted prior to the fourth suspension.

ABSENCES AND EXCUSES

Excused Absences

All student absences shall be designated as either excused or unexcused. A student shall be excused for absence from school for the following reasons:

1. Student is too ill to attend school;
2. Inclement weather that would be dangerous for students to attend school as determined by Superintendent of Schools or principal;
3. Legal requirements or legal quarantine;
4. Death in the immediate family;
5. Emergency conditions as determined by the Superintendent of Schools or principal;
6. Absence with prior permission of principal or a designee and consent of parent/guardian.

Unexcused Absences

Absences for reasons other than those defined above shall be considered as unexcused.

Written Excuses Required

In accordance with State Law, a parent or guardian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a **verifiable written** excuse from home signed by the student's parent or guardian for each absence and present it to the principal or designee. The written excuse should be presented to the principal or designee on the day the student returns to school, but no later than two (2) days after his/her return or the absence(s) will be recorded as unexcused.

The principal or designee shall ensure that the student's teacher(s) are notified whether the absence is excused or unexcused. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

Tardy

A tardy is defined as a student's arrival after the official time set for the beginning of each respective school's regular daily activities. Students are required to report to schools no later than the official beginning of the school day and to be on time for all classes during the day. Students who arrive after school has begun must check in through the designated office. Tardies are excused for the same reasons as absences. Only an excused tardy permits the make-up of assignments. Principals, with the advice and counsel of staff members at respective schools, shall be responsible for establishing specific rules and regulations governing tardies.

Make-up Work/Excused Absences

If a student is absent for any excused reason as defined above, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. The student shall be responsible for contacting the teacher or teachers to arrange for make-up work. Said student shall contact the teacher or teachers within two (2) days to arrange a time within a three (3) day period to make up work and/or examinations. Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

Make-up Work/Unexcused Absences

Teacher shall not provide make-up work or examinations for students absent for unexcused reasons.

Check-Ins/Outs

Check-ins/check-outs shall be considered unexcused absences from class periods missed unless evidence is presented to the principal or designee by the parent or guardian the check-in/check-out was for an excused reason. Students must check-in/check-out through the school office in compliance with policy JBE under this cover.

Perfect Attendance Award

A Perfect Attendance Certificate shall be awarded to students who have attended school every day during the school year, i.e., no tardies, no check-outs, etc.

School Participation Absences

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make up missed work.

Students who are absent from school for an excused or unexcused reason shall not participate in any school extracurricular or co-curricular activities that day (athletic contests, cheerleading, scholar bowl, etc.) except in extenuating circumstances as determined by the principal.

Gifted Program

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of aptitude, characteristics, and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

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

Religious Absences

A student will be excused for religious holidays when the student's parent or guardian comes in person to the school and signs a request for the student to be absent for this purpose. When this procedure is followed, the student's absences will be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences.

Students Leaving School Campus

A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions that follow:

1. A student's parent or guardian may come to the school in person and check his/ her child out of school. A guardian or someone specifically designated by the student's parent/guardian may check a student out of school.
2. In emergency situations, the school principal or designee may permit a student to leave the school campus based upon a telephone request from the student's parent or guardian. In such instances, the principal or designee shall attempt to contact the student's parent by telephone to confirm the request.

Any student violating this policy shall be subject to disciplinary action by the local school principal.

Fire and Tornado Drills

Fire and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk! No talking! Move quickly and quietly to designated areas.
3. **FIRE - ANNOUNCED** **TORNADO - ANNOUNCED**

TEXTBOOKS

All basic texts are issued to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully.

Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books. Students should examine their books for damages when they receive them.

DRESS CODE FOR STUDENTS

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

Grades K-12

The following dress code requirements are applicable in grades K—12:

1. Halters, tank tops, see-through blouses and shirts, undergarments worn as outer garments, or any other clothing that is determined to be too revealing, suggestive, or disruptive shall not be worn to school.
2. Shorts, skirts, and dresses should be approximately knee-length.
3. Extremely tight fitting knee-length pants, such as bicycle shorts or leotards, must not be worn as outer garments. If a skirt is worn over these, the skirt length must be regulation.
4. Shirts and blouses must meet pants or skirt bands so that no midriff shows, seated or standing.
5. Clothing with slogans or pictures which promote activities or products prohibited by the school code of conduct shall not be permitted.
6. Clothing imprinted with slogans, graphics or pictures that refer to alcohol, drugs or tobacco, or clothing with vulgar or suggestive writings, pictures or patches shall not be worn to school and will not be allowed.
7. Students must wear shoes or sandals at all times.
8. Students shall not wear sunglasses inside the building unless prescribed by a medical doctor for health reasons.
9. Students shall not wear any type of cap, hat, or headdress during school hours. The only exceptions will be special occasions, athletic events, or for head protection in vocational or agri-science classes.
10. Clothes with holes above the knee are not to be worn to school.
11. Boys are not to wear earrings at school. Students are not to wear nose rings, tongue pins, lip pins, naval pins/rings, or other similar items.
12. Boys' hair must not come below the bottom of the T-shirt collar in the back and sides, or below the eyebrows in front. All students' hair should be neat, clean and well-groomed. The administration reserves the right to request students to alter their hair length and/or style if in their opinion it could be a disruption to the school environment or an endangerment to the health and safety of a student, other students or employees.

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

SEMESTER EXAMINATIONS

All students in grades 7-12 shall take 9 week examinations for the courses in which they are enrolled

No teacher shall schedule a 9 week exam other than in accordance with the Board-approved schedule for such examinations.

Grades K-6 have no semester or 9 week exams

SCHEDULE CHANGES (grades 7-12)

No schedule changes may be made following the first full week of each semester.

MEALS

STUDENT PRICING

Student reduced breakfast - .30
Student reduced lunch - .40

Student full price breakfast - \$1.25
Student full price lunch - \$2.55

TRANSPORTATION

Students riding buses are under school jurisdiction from the time they get on the bus in the morning until they get off the bus in the afternoon. We, therefore, expect these students to comply with the rules and regulations governing public carriers and to conduct themselves in an orderly fashion. The principal may exclude a pupil from the bus for disciplinary reasons, and his parents shall provide for his transportation to and from school during the period of such exclusion. Students are subject to disciplinary measures at designated bus stops.

In addition to the applicability of the School District's Student Code of Conduct and local school rules and regulations on student conduct, the following regulations shall apply to all students riding School District-owned buses/vehicles:

1. Students are responsible to the driver while riding the bus.
2. Students shall not ride school buses on trips other than regular runs without written permission and authorization by parent(s) or guardian(s).
3. Students shall be required to get on and off buses at stops approved for them and at no other stops without the written approval of the principal or designee.
4. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus and shall be subject to all school rules and regulations.

Students should adhere to the following rules when boarding and riding school buses:

1. Be on time at the designated pickup sites. (SDE recommends 5 min before)
2. Stay off public roads while waiting for the bus.
3. Wait for the bus to stop before attempting to board.
4. Keep all body parts inside the bus at all times.
5. Assist in keeping the bus safe and clean.
6. Refrain from loud talking or behavior that may divert the driver's attention. Profane, indecent, or abusive language will not be permitted.
7. Refrain from damaging the bus (pay for any damage to seats, windows, etc.).
8. Do not bring bottles, cans, food, balloons, etc. onto the bus.
9. Do not leave books, lunches, etc. on buses.
10. Keep aisles of the bus unobstructed at all times.
11. Help with the comfort and safety of smaller students.
12. Do not throw anything out of bus windows.
13. Remain in your seat while the bus is in motion.
14. Remain quiet when the bus is approaching a railroad crossing stop.
15. In case of a road emergency, remain in the bus or follow the driver's instructions.

All drivers are to report discipline problems to the principal (or his/her designee) of the school where the student is enrolled. The procedure for handling discipline problems is as follows:

1. The driver should warn students about their discipline and how it relates to school bus safety. This should not be done in front of other students.
2. If the student's behavior continues to be disruptive, bus drivers should contact the student's parent.
3. If the problem persists, the bus drivers should turn in the student to the principal or his/her designee and complete a "School Bus Disciplinary Report."
4. Stopping or pulling the bus off the road while on a regular route should only be done when all other alternatives fail.
5. Never take a bus back to school for discipline problems unless it is an extreme emergency and safety on the bus is jeopardized.

The Charles (Chuck) Poland, Jr. Alabama Act 2013-347 – Trespass on a School Bus makes it a Class “A” misdemeanor to trespass on a school bus. Such offences include a punishment of up to a year in jail.

USE OF CARS ON CAMPUS

Any student who drives to school must show proof of a driver’s license and liability insurance. They must also purchase a parking permit from the office. This parking permit **MUST BE VISIBLE** on the car at all times it is on campus. Students **MAY NOT** sit in their cars on campus and **MAY NOT MOVE THEM WITHOUT PERMISSION**. Students are to leave their car immediately and are **not allowed to return to their car without permission from an administrator**.

STUDENT CONDUCT

All students of the School District are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship everywhere. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others.

All policies and rules and regulations in this manual shall be applicable to students while under the jurisdiction of the School District including all school facilities, buses, and rented/leased facilities to accommodate School District activities. Further, Board policy and rules and regulations of the administration shall be applicable to students while attending activities/contests/games sponsored by the School District.

PARENT’S RESPONSIBILITY FOR CHILD’S CONDUCT

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

Section I—Title 16, The Code of Alabama, 1975, is amended to read as follows:

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

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

In an effort to implement and communicate the basic principles of the Act, the Board endorses the following operational procedures:

1. Parents/guardians and students shall be informed of the intent of Act 93-672 and Title 16-28-12 of The Code of Alabama through the printing of the basic principles in student handbooks and/or in school newsletters. Such information should be communicated at the beginning of each school year.

The basic principles are as follows:

- a. Parents/guardians must enroll their children (i.e. all children between the ages of 7 and 16 shall be required to attend school).
 - b. Parents/guardians are responsible for the regular attendance of their children.
 - c. Parents/guardians are to compel their children to properly conduct himself/herself in accordance with the policies of the Board related to student behavior.
 - d. Parents/guardians should be informed that inappropriate conduct or behavior on the part of their child(ren) may result in suspension from school and such suspensions will be reported to the Superintendent of Schools and District Attorney by school administrators.
 - e. Parents/guardians will be subject to prosecution by the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by child warrants such action.
2. School principals and/or the Superintendent of Schools are responsible for reporting violations of this Act to the District Attorney's Office. School principals and/or the Superintendent of Schools are hereby informed that the intentional failing to report a suspected violation of this Act could result in being declared guilty of a Class C misdemeanor. Such reports shall be made on the School District's Notification of Suspension Form filed JCDA-R.

PARENT'S RESPONSIBILITY FOR DAMAGE TO SCHOOL PROPERTY

In accordance with Legislative Act 94-819, parents are liable for damage to school property caused by their child(ren).

<u>CLASSIFICATION OF OFFENSES</u>		
<u>CLASS 1 OFFENSE</u>	<u>CLASS II OFFENSES</u>	<u>CLASS III OFFENSES</u>
1.01 Excessive distraction	2.01 Defiance of authority	3.01 Drugs and Alcohol
1.02 Illegal organization	2.02 Possession or use of tobacco	3.02 Arson
1.03 Intimidation of a student	2.03 Battery upon students	3.03 Battery upon Bd. employee
1.04 Gambling	2.04 Fighting	
		3.05 Stealing –Larceny-Grand Theft
1.05 Tardiness	2.05 Vandalism (less than \$200)	3.06 Burglary of School property
1.06 Profanity	2.06 Stealing	3.07 Criminal mischief
1.07 Non-Conformity to dress code	2.07 Possession of stolen property	3.08 Possession of a firearms
1.08 Disruption on school bus (minor)	2.09 Threats---Extortion	3.09 Discharging a firearm or device
1.09 Inappropriate display of affection	2.10 Trespassing	3.10 Possession of weapons
1.10 Unauthorized absence from class	2.11 Possession of/and igniting fireworks	3.11 Bomb Threats
1.11 Providing false info to Bd. Emp.		3.12 Explosions
1.12 Refusal to complete assignments	2.12 Offensive touching or pinching	3.13 Sexual Acts
1.13 Vehicular violations	2.13 Written or verbal proposition to promote sexual acts	3.14 Aggravated battery
1.14 Any other violation which the principal deems reasonable to fall into this category	2.14 Use of obscene manifestations (verbal, written, physical)	3.15 Inciting or participating in student disorder
	2.15 Directing profanities toward employees	3.16 Unjust activation of a fire-alarm system
	2.16 Leaving school without permission	
	2.17 Any other offense which the principal deems reasonable to fall into this category	3.17 Igniting fireworks

ADMINISTRATIVE INTERMEDIATE OFFENSES - CLASS II and CLASS III (further explanation)

- 2.01 Defiance of Board employee's authority
Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board employee

- 3.13 Sexual acts
Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape
- 3.14 Aggravated battery
Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon
- 3.15 Inciting or participating in major student disorder
Leading, encouraging, or assisting in major disruptions that result in destruction or damage of private or public property; personal injury to participants or others.
- 3.16 Unjustified activation of a fire alarm system
- 3.17 Igniting fireworks and/or firecrackers
- 3.18 Any other offense which the principal may deem reasonable to fall within this category.

ADMINISTRATIVE RESPONSES - CLASS 1

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

- student conference
- parent contact(s) conference(s)
- after-school detention
- suspension from school/bus
- out-of-school suspension not to exceed three (3) days (not to exceed a cumulative total of 9 days per semester for non-special education students.
- corporal punishment
- assignment to in-school suspension

ADMINISTRATIVE RESPONSES - CLASS II

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

- parent contact(s)/conference(s)
- corporal punishment
- out-of- control suspension
- assignment to in-school suspension

ADMINISTRATIVE RESPONSES – CLASS III

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

- out-of-school suspension
- expulsion
- legal action

NO-FIGHT POLICY

The Board is obligated to provide a safe and orderly environment that is conducive to teaching and learning; therefore, it is the policy of this school system that **fighting** in school buildings, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle **will not be tolerated**. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion.

Refer to Title 13A of The Code of Alabama 1975.

The Superintendent of Schools, working cooperatively with the local police, sheriff, the district attorney, and the juvenile court, shall enforce this “**no-fight**” policy at all middle/junior high schools and senior schools within the system.

The procedures outlined below shall be followed:

1. **Fighting in a school building, on school grounds, at any school sponsored event, or on a school-owned/maintained vehicle shall be classified as a major violation of the code of student conduct.**
2. **The principal or designee shall investigate the fight and take the appropriate action as identified in the code of student conduct.**
3. **The principal or designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses.**
4. **The principal or designee shall secure reliable witnesses for court appearances.**
5. **The principal or designee shall call the police and file a complaint/petition with the juvenile court.**
6. **A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officers.**

All students and parents/guardians of students within the system and system employees shall receive sufficient and ample notice of the passage of this policy. This policy shall be outlined in the code of student conduct and shall be communicated to all students on the first day of school and at intervals throughout the school year. In addition, this policy shall be discussed at meetings involving parents/guardians.

PROCEDURE FOR EARLY ARRIVAL AND LATE DEPARTURE OF CHILDREN:

Due to the necessity of having to supervise students closely and the fact that teachers and other school personnel have many responsibilities before and after the regular school day, **parents/guardians must assume the responsibility for bringing their children to school at reasonable times and picking up their children promptly after the school day ends.**

In situations where parents/guardians do not abide by the school arrival and departure schedule or fail to bring and pick up their children within the specified time frame, the following procedure will be used to insure compliance:

1. After the second occurrence, the principal will write a letter to the parent/guardian outlining the requirements of this policy, including the provisions outlined in item three (3) below.
2. On the third occurrence, the principal will assume the responsibility for arranging a required conference with the parent/guardian, superintendent or designee and himself/herself to determine the disposition of the matter.
3. Provided the parent/guardian fails to attend the conference noted above, the principal has the authority to contact the Department of Human Services and to instigate neglect charges against the parent(s)/guardian(s).

CELLULAR TELEPHONES, COMMUNICATIONS BEEPERS, AND OTHER ELECTRONIC COMMUNICATION DEVICES:

Elementary Schools Defined: Grades K-6 and Double Springs Middle (grades 5-8)

Students may not use or have on their person cellular telephones, communication beepers or other electronic communication devices at school, on school property, or at school sponsored events during the regular school day.

Students in violation of this policy will be disciplined under Class II of the Student Code of Conduct. Administrative responses for Class II violations include but are not limited to the following:

- parent contact(s)/conference(s)
- corporal punishment
- out-of-school suspension

- assignment to in-school suspension

High School Defined: Grades 7-12 * excluding Double Springs Middle (elementary classification)*

Students may use their cellular telephone or other electronic device at school, on school property, or at school sponsored events during the regular school day during the periods specified below:

- Before and after school
- During snack break
- During lunch period within the lunchroom
- With permission from the administration or teacher

No video, pictures, or post to the internet is acceptable during the school day. Any inappropriate use will be deemed an offense and will merit disciplinary action.

Students in violation of this policy will be disciplined under the Student Code of Conduct.

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

- 1st offense – Device kept at school for 3 school days with parent / guardian return.
- 2nd offense – Device kept at school for 5 school days with parent / guardian return; and 2 days ISS or 2 licks corporal punishment.
- 3rd offense – Loss of privilege for one year from date and device kept at school for 10 school days with parent / guardian return.

*****The Board assumes no responsibility for theft, loss, or damage to any personal electronic device.**

ASBESTOS UPDATE

This is a yearly update on the asbestos management program in the Winston County Schools. In April of 1988, a thorough study of all school buildings was conducted by a certified asbestos inspecting company, ATEC, to identify any asbestos containing materials in our schools. A re-inspection is conducted every three years by a professional engineering company. The latest re-inspection was completed by ERG Environmental, Inc.

The management plan is available in the Principal's office and describes the steps taken to prevent asbestos fibers from being released.

The fact that these materials have been identified is no cause for alarm. These materials, such as floor tile, are perfectly safe as long as they are maintained. Most, if not all, floor tile has been removed or encapsulated. Any materials that could release fibers in normal everyday use have been removed.

If you need further information concerning asbestos in your school, you may contact the school principal or the Winston County Board of Education at 205-489-5018.

CONTINUOUS IMPROVEMENT PLAN (CIP)

Parents, please be advised that the Continuous Improvement Plan (CIP) for Winston County Schools is on file in the principal's office, assistant principal's office, and Central Office. If you wish to review this plan and make comments, please contact your local administrator.

Response to Instruction (RtI) Plan

The Winston County School System is implementing a process to help all students achieve success in school. Response to Instruction or RtI will be implemented in all schools. The State Department of Education defines RtI as an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards-based instruction and intervention that is matched to students' needs. The purpose of RtI is to improve educational outcomes for ALL students.

Special Education Services

Any person who has an interest in a student (parent, teacher, counselor, principal, physician, etc.) may refer a student to be evaluated for special education services. Contact the principal at your child's school to discuss initiating this process.

Technology

All students / parents or guardians must agree and sign FILE: IFBGC-F1 STUDENT TECHNOLOGY USE AGREEMENT COMPLIANCE FORM prior to a student being able to use a computer or comparable device owned by the Winston County Board of Education. Students who are issued an electronic device which is found to be in violation of the rule (i.e. inappropriate material, reboot, etc.) will be taken from the student and considered a disciplinary matter.

Health Related Services

SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION FORM FILE: JGCDBA-F1

Medication (both prescription and non-prescription) may be given only upon written request/permission by parent/legal guardian. A Parent Permission Form For Administration of Medications at School (filed JGCDBA-F1) for each medication must be obtained from the school nurse and completed by a parent/legal guardian in the presence of the school nurse before medication will be administered.

The medication (both prescription and non-prescription) must be brought to the school nurse by parent/legal guardian. Prescription medications must be brought in the pharmacy labeled container with student's name, physician's name, current prescription date, name of prescription/name of medication, dosage, strength, time interval, route of administration, and the date of drug's expiration when appropriate.

All medications will be kept in the Health Room and be administered by the school nurse unless doctor's orders specify otherwise. In such case, each situation will be assessed and arrangements made according to physician's orders and school procedure.

Student Extra-Curricular Drug Testing Program

All extra-curricular student will be subject to random drug testing FILE: JCDAE. Extra-Curricular will be defined as any athletic, band, club, or privilege of student activity outside the regular school day. (ie. Driving on / to campus).

**** Actions Taken in Response to Positive Results**

1st Positive Result – The extra-curricular student will be suspended from participation in interscholastic/extracurricular athletics for 10 consecutive school days to include a minimum of two events.

2nd Positive Result – The extra-curricular student will be suspended from participation in interscholastic/extracurricular activities for 20 consecutive school days to include a minimum of four events.

3rd Positive Result – The extra-curricular student will be suspended from participation in interscholastic/extracurricular events for one calendar year.

Student Athletic Eligibility

The Winston County School System strictly abides by the guidelines set forth by the AHSAA. Questions relating to eligibility may be answered by your local administrator.

NONDISCRIMINATION POLICY

It is the official policy of the Winston County School System that no person in the system shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

ACKNOWLEDGMENT

This handbook is designed to make you aware of policies and procedures under which our school system operates. Please take the time to familiarize yourself with its contents so that together we can meet the educational needs of your child.

By signing below, you acknowledge you have read and are willing to abide by the policies and procedures set forth by the Winston County Board of Education as outlined in this student handbook.

Parent or Guardian

Date

Student's Name

Date

Please sign below if we have your permission to include your child's name in public documents such as Honor Roll, Athletic Programs, or recognition of achievements.

Parent or Guardian

Student's Name