

# ***Clarke County High School Student Handbook***

***2022 – 2023***



***151 South Church Street  
Grove Hill, Alabama 36451***



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CHRIS YOUNG  
PRINCIPAL

## *Clarke County High School*

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GROVE HILL, ALABAMA 36451

TELEPHONE  
(251) 250-2170

August 8, 2022


Welcome students, faculty, parents and guardians to the 2022-2023 school year! I hope everyone enjoyed the summer vacation and that you are as excited as I am to start the new academic year at Clarke County High School.

This student handbook is designed to inform students and parents of our policies and procedures. These guidelines have been adopted by the Clarke County Board of Education and are specific to CCHS. The student handbook is lengthy, but each part is most informative and is essential for our school to function. I encourage all student, parents and guardians to read the handbook information.

From academics to athletics, we try at CCHS to set challenging goals for our students. Our faculty and staff are on campus to nurture, support, guide, and inspire our students along the way. There are many opportunities available for our students to become involved, and I encourage all students to take advantage of these opportunities. Whether you play a sport, cheer, participate in the band, or join one of our many clubs and organizations... I want everyone to get involved!

I hope that each student will set your goals high, work hard to achieve them, and please...get involved. Believe in yourself and believe in your school.

GO BULLDOGS!

  
Chris Young  
Principal

# **CLARKE COUNTY BOARD OF EDUCATION**

## **MEMBERS**

### **&**

## **CCHS ADMINISTRATION**

Superintendent of Education

Mr. Larry Bagley

Board of Education

Mr. Charles Anderson, Vice Chairman

Mrs. Sherry Barnes

Mr. Thamus Douglas, Chairman

Mr. Darryl Perryman

Mrs. Tara Moseley

Principal

Mr. Chris Young

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### **Clarke County High Bell Schedule**

The bells signify the beginning and end of each block. Students are expected to be in the classroom before the tardy bell. The door to each teacher's room will be closed when the bell rings to begin class.

Any student who remains in the hall when the bell rings without a permissible excuse is considered tardy and will be marked as tardy and sent to the administration.

This year marks the start of two alternating bell schedules: regular day and Bulldog Day. Bulldog Days are to be determined by administration. Students and teachers will be notified of any changes to the schedule.



# Clarke County High School Bell Schedule

TIME	CLASS
7:45-9:15	1 <sup>st</sup> Block
9:15-9:30	BREAK
9:35-11:05	2 <sup>nd</sup> Block
11:10-1:10	3 <sup>rd</sup> Block
11:10-11:40 11:40-12:10 12:10-12:40 12:40-1:10	1 <sup>st</sup> Lunch 2 <sup>nd</sup> Lunch 3 <sup>rd</sup> Lunch 4 <sup>th</sup> Lunch
1:15-2:45	4 <sup>th</sup> Block





# Clarke County High School Bell Schedule

## BULLDOG BREAK DAY

TIME	CLASS
7:45-9:10	1 <sup>st</sup> Block
9:10-9:40 9:10-9:25 9:25-9:40	BULLDOG BREAK Bulldog Break Break
9:45-11:10	2 <sup>nd</sup> Block
11:15-1:15	3 <sup>rd</sup> Block
11:15-11:45 11:45-12:15 12:15-12:45 12:45-1:15	1 <sup>st</sup> Lunch 2 <sup>nd</sup> Lunch 3 <sup>rd</sup> Lunch 4 <sup>th</sup> Lunch
1:20-2:45	4 <sup>th</sup> Block

## **Clarke County High School Alma Mater**

C.C.H.S., Listen Mother,  
To our vows of love  
To ourselves and to each other  
Faithful friends we'll prove.

CHORUS:  
Faithful, loyal, firm and true  
Heart bound to heart we'll be  
Year by year the ages through  
Until in Heaven we'll meet.

High school days are swiftly fleeting  
Soon we'll leave yon halls,  
N're to have another meeting  
'Neath those hallowed walls.

So farewell, dear Alma Mater  
May thy name we pray  
E're remain as pure and stainless  
As it is today.

### **School Colors**

Royal Blue, White, and Gold

### **School Mascot**

Bulldogs

## **Clarke County High School Mission Statement**

The mission of Clarke County High School is to prepare students to become college and career ready, self-directed, independent learners, who will become productive members of society.

## **Clarke County High School Vision Statement**

Our vision is to be an exceptional school committed to preparing all students to be socially responsible lifelong learners, ready for college and/or a career in a globally competitive world.

## **Clarke County High School Core Beliefs**

The administration, faculty, and staff of Clarke County High School believe:

- The family is the primary influence in a student's life, and the establishment of a strong home-school partnership is the basis for our children's success.
- All educational stakeholders, including students, should respect themselves and others, to understand and appreciate the diversity and independence of all people.
- High standards of excellence are expected from faculty, staff, and students.
- Students should have a safe, orderly, nurturing, and comfortable environment that is conducive to learning.
- All students have the capacity to learn and achieve and are expected to succeed.
- We are transparent and honest in all our interactions with students, parents, staff, and the community.
- We attract and retain the most qualified, committed, accountable and highly productive employees.
- We effectively use technology as a tool for improving student achievement.

## **Clarke County High School Behavioral Expectations**

- Treat others as you like to be treated.
- Respect yourself and others.
- Keep your hands, feet, and objects to yourself.
- Use appropriate language. Keep hurtful comments to yourself.
- Always try to do your best.
- Do not keep yourself, or others, from learning.
- Be respectful.
- Be on time.
- Be prepared.
- Be responsible.
- Be productive.
- Be positive.

## **Clarke County High School Discipline**

The Clarke County High School community expects mature behavior to be exhibited by all students at school and at school related functions. When students do not meet this expectation, they are subject to disciplinary actions outlined by the Clarke County Board of Education policy. Please see the Clarke County Student Code of Conduct for Violations and Consequences.



**CLARKE  
COUNTY**  
SCHOOLS

## Clarke County Board of Education

**Larry Bagley**  
Superintendent

### SCHOOL CALENDAR

#### 2022-2023

Teacher Inservice	August 3-5, 2022
1 <sup>st</sup> Day for Students	August 8, 2022
Labor Day	September 5, 2022
End of 1 <sup>st</sup> 9 weeks	October 7, 2022
Fall Holiday	October 10, 2022
Inservice Day	October 11, 2022
Veteran's Day	November 11, 2022
Thanksgiving	November 21 – 25, 2022
End of 1 <sup>st</sup> term	December 21, 2022
Christmas Holidays	Dismiss: December 21, 2022 (1/2 day)
Inservice Day	January 4, 2023
Students Return	January 5, 2023
Martin Luther King Holiday	January 16, 2023
Inservice Day	February 17, 2023
President's Day Holiday	February 20, 2023
End of 9 weeks	March 9, 2023
Inservice Day	March 10, 2023
Spring Holidays	March 27 – 31, 2023
Good Friday Holiday	April 7, 2023
Last Day for Students/Teachers	May 25, 2023 (1/2 day)

P.O. Box 936 | Grove Hill, AL 36451  
Phone 251-250-2155 | Fax: 251-250-2156 | [www.clarkecountyschools.org](http://www.clarkecountyschools.org)



# **CCHS Bulldogs**

# **2022**

## **Football Schedule**

<b>Aug. 19</b>	<b>Sweet Water (Jamboree)</b>	<b>Away</b>
<b>Aug. 25 (Th)</b>	<b>Leroy</b>	<b>Away</b>
<b>Sept. 2</b>	<b>Washington County*</b>	<b>Home</b>
<b>Sept. 9</b>	<b>Straughn</b>	<b>Home</b>
<b>Sept. 16</b>	<b>Demopolis</b>	<b>Home</b>
<b>Sept. 23</b>	<b>Millry</b>	<b>Away</b>
<b>Sept. 30</b>	<b>Chickasaw* (Homecoming)</b>	<b>Home</b>
<b>Oct. 7</b>	<b>J.U. Blacksher*</b>	<b>Away</b>
<b>Oct. 14</b>	<b>St. Luke's*</b>	<b>Away</b>
<b>Oct. 21</b>	<b>Francis Marion*</b>	<b>Away</b>
<b>Oct. 27 (Th)</b>	<b>Thomasville</b>	<b>Home</b>

**All games begin at 7:00 PM**

**\* Denotes Region Game**



# CCHS Bulldogs

## Volleyball Schedule

DATE	OPPONENT	TIME	TEAMS	LOCATION
08/23	<b>Tri-Match</b> Wilcox Central & Linden	4:30	V	Home
08/25	Jackson	4:30	JV/V	Away
08/30	Monroe County	4:30	JV/V	Home
09/01	Excel	4:30	JV/V	Home
09/06	<b>Tri-Match</b> Thomasville & Jackson	4:30	V	Home
09/08	Monroe County	4:30	JV/V	Away
09/10	<b>Tri-Match</b> Jackson	TBA	JV	Away
09/13	Washington County*	4:30	JV/V	Home
09/15	Millry	4:30	JV/V	Away
09/20	J.U. Blacksher*	4:30	JV/V	Home
09/22	Excel	4:30	JV/V	Away
09/26	Sweet Water	4:30	JV/V	Home
09/29	J.U. Blacksher*	4:30	JV/V	Away
10/04	Washington County*	4:30	JV/V	Away
10/06	Millry *Senior Night	4:30	JV/V	Home
10/12-15	AREA TOURNAMENT	TBA	V	TBA
10/19-21	SUPER REGIONALS	TBA	V	TBA
10/25-27	STATE TOURNAMENT	TBA	V	TBA

\*Denotes Area Match  
(Schedule as of 06/28/2022)

# **Student Guidelines**

## **1. General Guidelines**

Guidelines challenge you to be the best student and person that you can be. You need guidelines to keep you informed as to what you can expect from CCHS and what CCHS will expect from you. CCHS wants to help you prepare for future employment and a productive life. This guideline is also your contract with the school concerning what is expected of you for graduation.

## **2. Relationship to School Staff**

While you are responsible for yourself in so many of the decisions that you will make during your high school career, the principal, assistant principal, administrative staff, and all teachers of this school have legal public authority to act in your best interest. Students are required to identify themselves when asked by ANY staff member or person in authority.

## **3. Promotion/Retention**

Passing from one grade to another is based on the number of credits that you have earned. In order to move to the 10<sup>th</sup> grade, you must earn 7 credits. In order to move to the 11<sup>th</sup> grade, you must have 14 credits. In order to move to the 12<sup>th</sup> grade, you must earn 20 credits and to be a candidate for graduation in the spring, you must earn at least 28 credits to graduate.

## **4. Earning Credit**

A credit is awarded to you for the successful completion of each course. Most courses carry the weight of one credit. Credits are awarded at the end of each term.

## **5. Diplomas/Graduation**

You must meet the criteria established by the State of Alabama. These criteria include acquiring the required number of credits mentioned below including specified required subjects. You can receive one of three diplomas: the Alabama High School Diploma, the Alabama High School Diploma with Advanced Academic Endorsement, or the Occupational Diploma. Also, students must clear all fees (instructional, extracurricular, textbook, athletic, etc.) before a diploma or final transcript will be issued.

## **6. Community Service Hours**

All students in grade ninth through eleventh will be required to complete a total of eighty (80) service hours in order to be eligible for an advanced diploma.

## **7. Advanced Placement and Honors Grade Scale**

Numerical grades in Advanced Placement courses (approved by the College Board) and college courses will be weighted by multiplying by 1.2. Honors courses (approved by the Board) will be weighted by multiplying by 1. When calculating the grade point average on a four-point scale, the same formula will be used.

## **8. Course Requirements**

The Alabama courses of study shall be followed in determining minimum required content in each discipline. Students seeking the Alabama High School Diploma with Advanced Academic Endorsement shall complete advanced level work in the core curriculum.



<b>COURSE REQUIREMENTS</b>	<b>Alabama High School Diploma (Standard Diploma) Credits (Any level, all subjects: regular or honors)</b>	<b>Alabama High School Diploma (Standard Diploma) with Career Technical Endorsement (standard diploma with 3 career technical courses – 2 of 3 must be in sequence)</b>	<b>Alabama High School Diploma (Standard Diploma) with Advanced Academic Endorsement (Standard diploma with honors courses 3 of 4 Academic courses must be Honors courses.)</b>
<b>4 English credits</b>	English 9,10,11,12	English 9,10,11,12	English 9,10,11,12 Honors
<b>4 Math credits</b>	Algebra 1A & 1B Geometry Algebra II or Algebra II with Trig. Other math electives chosen form the Alabama Course of Study: Mathematics	Algebra 1A & 1B Geometry Algebra II or Algebra II with Trig. Other math electives chosen form the Alabama Course of Study: Mathematics	Algebra 1A & 1B or Algebra 1 Honors Geometry Honors Algebra II with Trig. Pre-calculus Calculus Other math electives chosen form the Alabama Course of Study: Mathematics
<b>4 Social Studies credits</b>	World History US History 1 US History 2 Government/Economics	World History US History 1 US History 2 Government/Economics	World History Honors US History 1 Honors US History 2 Honors Government/Economics, Honors
<b>4 Science credits</b>	Biology Physical Science or Chemistry 2 other sciences (any appropriate level)	Biology Physical Science or Chemistry 2 other sciences (any appropriate level)	Biology, Honors Chemistry 2 other sciences (any appropriate level)
<b>2 Foreign Language credits</b>	Not required for standard diploma but is recommended for students planning to attend a four year college or university	Not required for standard diploma but is recommended for students planning to attend a four year college or university	Not required for standard diploma but is recommended for advanced academic endorsement
<b>1 Physical Education credit</b>	Life (Personal Fitness) or Athletics (waiver required)	Life (Personal Fitness) or Athletics (waiver required)	Life (Personal Fitness) or Athletics (waiver required)
<b>½ Health credit</b>	Required	Required	Required
<b>1 Career Preparedness credit</b>	Required	Required	Required
<b>CTE and/or other electives</b> – Students must take 7 ½ to 9 ½ electives credits based on their diploma and type of endorsement	Students choosing Career Technical Education (CTE) courses are required to complete two courses in sequence.	Students choosing Career Technical Education (CTE) courses are required to complete two courses in sequence.	Students choosing Career Technical Education (CTE) courses are required to complete two courses in sequence.
<b>Community Service</b>	Not Required	Not Required	20 hours required each year or 80 cumulative in high school

\* Students with disabilities may follow the ALSDE-approved substitute course sequence to earn a diploma.

## 9. High School Diploma Options

There is only one **Alabama High School Diploma**. The Alabama High School Diploma is available with various endorsements:

- a. *The Alabama High School Diploma* – A student must pass all sections of any and all State-Mandated Examination(s).

Endorsement	Requirements
Advanced Academic Endorsement	Requires passing all standard coursework, including Algebra II w/Trig., (at least three (3) of four (4) academic courses must be Honors courses) and passing any and all state-mandated examination(s).
Career and Technical Endorsement	Requires passing all standards coursework, including at least three Career and Technical courses (two (2) of three (3) must be in sequence), and any and all state-mandated examination(s).
No Endorsement	Requires passing all standard coursework and any and all state-mandated examination(s).

## 10. Class Rankings

Beginning with the ninth grade of high school, all students will be ranked based on the numeric grade point average scale (GPA) (calculated and weighted as described herein). The GPA calculation will be carried out four decimal places and rounded off.

## 11. High School Credit Recovery

In accordance with the guidelines of the Alabama Department of Education, the Clarke County Board of Education will offer high school students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply for credit recovery. Eligibility requirements will be established by the Principal and the Director of Instruction.

[Reference: Ala. Admin. Code 290-3-1-.02(12)]

## 12. Testing

The Superintendent is authorized to develop and implement a standardized testing program that will include, at a minimum, all testing required under state and federal law. All standardized tests are to be conducted in accordance with the appropriate test administration manual guidelines and any rules or regulations that are intended to ensure their security and validity. Teachers are authorized to conduct tests for their courses in order to determine their students' abilities, knowledge and skills, and to use in calculating a student's grade.

## 13. Attendance

The Clarke County Board of Education requires you to be in attendance 90 days per term in order to receive consideration for credit. You must be enrolled for a full instructional day. On the block schedule, if you miss more than five (5) days, you will not receive credit for that course. Suspensions count toward accumulation of unexcused days absent. Absences from class due to sitting in office for disciplinary reasons are treated as unexcused absence from class. Your attendance can affect your receiving credit for course work and your quality of education. Attendance problems have prevented students from graduating.

#### 14. Excessive Absences

If you miss more than five unexcused days during a term, credit will be denied. Official verification (doctor's statement) must accompany the request. **The excuse is due when you return.**

##### A. Excessive Excused Absences

1. A student in Grades 9-12 on a block schedule who accumulates more than 5 absences in any class in any one term will be denied credit for the course.
2. EXCEPTION: OFFICIAL VERIFICATION (Doctor's statement, etc), SUBJECT TO THE APPROVAL OF THE PRINCIPAL. Official verification must be in writing.

##### B. Excessive Unexcused Absences

#### 15. Excused Absences

The following reasons will be considered as excused at CCHS:

- A. You are too ill to attend school.
- B. Inclement weather jeopardizes your health or safety.
- C. You are under legal quarantine.
- D. A death occurs in your **IMMEDIATE** family.
- E. The principal determines other unusual situations.

#### 16. Unexcused Absences

State law requires that your parents explain the reason for all of your absences; therefore, you **MUST** present to the school office on the day of your return to school a written excuse explaining your absence. If you return to school without a note, you will be given an **UNEXCUSED absence**. Your excuse will be used to determine if your absence(s) will be coded excused or unexcused. Teachers will have access to this information through the electronic grade/attendance book. You will have to document absences to return to class even if your absence is unexcused. You will show this slip to all of your instructors. Make-up work will be denied. Clarke County High School does not support Senior Skip Day in any way, form, or fashion. If you decide to skip school, your absence will be unexcused, and upon your return you will not be given any make up assignments for work that you have missed.

The following procedure will be used for unexcused absences:

- 3 days absent Student/Parent/Principal Conference
- 5 days absent Student/Parent/Principal Conference
- 7 days absent Referred to attendance officer
- More than 7 days absent will result in a complaint filed with the Juvenile Court of Clarke County for students under the age of 16.

#### 17. Documenting Absences

Your parent(s) should write a note addressed to Mrs. Jordan stating the date(s) you were absent and the specific reason why you were absent. Your parent/guardian should also sign the note because a legal signature is required. Notes sent to the school from a doctor should contain the date and time of your attended appointment and the date of your return to school. Both of these notes become legal documents because of the importance of your attendance in school. Honesty in reporting the cause of any absence is important because this becomes part of a legal record.

#### 18. Make-up Work

Make-up work is **YOUR** responsibility. You can only make up graded work for absences that are **EXCUSED**. **UNEXCUSED** absences will result in a **ZERO (0)** on work/tests. **YOU** must have made arrangements with your teacher concerning the make-up work within three (3) school days after your return to school. However, any work that was assigned prior to your absence will be expected **UPON YOUR RETURN TO SCHOOL** (ex. tests, essays, homework, projects).

## 19. Exam Exemption Policy

As a reward for attendance and academic performance, students who are not absent more than two (2) excused days from a class during a semester, have no (0) unexcused absences, and maintain a 90 average or above, are exempt from final exams except in classes taken through colleges. For exam exemption purposes, the student can have no more than two (2) tardies in that class. Students with any discipline referrals on file will not be exempt. A student or the parent/guardian of a student who is exempt may elect for the student to take the exam.

## 20. Medical Appointments

You should make every attempt to schedule doctors' appointments after school, but if that is not possible, you must report back to school with a doctor's statement indicating the date and time of your appointment and when you can return to school. The note should be signed by your physician.

## 21. Tardy to School/Tardy to Class

SCHOOL: If you are late for school, you should: (1) have a written excuse for your tardy and (2) present your note to the office and receive an admit slip. After second tardy you will receive a warning and after the third tardy, you will be assigned to at least one day in In-School Suspension (ISS) and/ or request a parent conference.

CLASS: If you are late for class, you will be counted tardy. When you are counted tardy twice, you will be warned. When you are counted tardy for a third time it will count as one unexcused absence and the administration may assign ISS or request a parent conference.

## 22. Student Checkout Procedures

If a Clarke County High School student needs to be checked out of the building before the regular dismissal time, the following procedure must be followed:

1. **No** phone checkouts.
2. Student **must** have a note or parent/guardian must be present to checkout.
3. Person checking student out must be on the student's checkout list.
4. Have ID ready because identification will be asked for, if main office personnel do not recognize the checkout person.
5. Person on note checking the student out must be on the checkout list.
6. Student **must** be checked out at the end of each block when the bell sounds; otherwise, they will be marked as absent for that particular block.

## 23. Field Trips

All field trips/activities must be planned in advance and approved by Coach Young. You must have a permission form signed by your parent/guardian which releases the school from liability for any accident or injury. It is your responsibility to demonstrate good behavior while you are on any school-sponsored trip. It will be your responsibility to notify your teachers in advance and make up any and all work upon your return. Any work that was assigned prior to a school activity will be expected upon your return to the class or classes missed. **THERE WILL BE NO REFUNDS GIVEN FOR ANY REASON.**

## 24. Grade Reports

Your report cards will be issued twice each term. Prior to receiving your report card, you and your parents will be notified of your progress through a progress report that will go out the fourth or fifth week of each grading period.

**25. General Grade Scale - Grades for academic course work will be awarded according to the following scale:**

<i>Letter Grade</i>	<i>Numerical Grade (100 point scale)</i>	<i>Grade Point Average Points (4 point scale)</i>
<b>A</b>	<b>90 - 100</b>	<b>4.00</b>
<b>B</b>	<b>80 - 89</b>	<b>3.00</b>
<b>C</b>	<b>70 - 79</b>	<b>2.00</b>
<b>D</b>	<b>60 - 69</b>	<b>1.00</b>
<b>F</b>	<b>Below 60</b>	<b>0.00</b>

Each nine-week exam will count 25 percent of each nine-week average. The term average is the grade that is posted to your permanent record which earns you credit and is the grade that colleges and employers see when they request a transcript.

**26. Conduct at In-School Activities**

No complete list can be provided, but some examples of unacceptable behavior are substance abuse, cheating, using or possessing tobacco, public display of affection, cutting class, fighting, possessing firearms, mace, or other weapons, gambling, possessing or playing cards, using profanity or other verbal abuse, any gang-related activities, possessing radios, tape players, or other disruptive items, vandalism, or anything that violates any local, state, or federal law. In some cases, unacceptable behavior may lead to being arrested.

**27. Suspensions**

You will be suspended from school for failing to follow the guidelines that are established for our school. If you are suspended, you are not to be on school property or at school sponsored activities during or after school hours. This banishment from school includes extracurricular activities. Examples of actions resulting in suspension are violation of narcotic law, possession or use of alcohol or tobacco or simulated products, fighting, inappropriate use of automobile, possession or use of weapons of any kind including mace or similar substances, possession of any electronic communication device, or involvement in gang-related activities. This list of examples is not all inclusive.

**28. Consequences of Suspensions**

If you are suspended, you hurt your chance of future employment. Some more immediate effects are that you are denied the right to be invited into some school organizations, and you are denied the right to make up work missed during your suspension, thereby risking possible failure and loss of credits.

**29. Expulsions**

Expulsion is when the school board denies you the privilege of attending any of its schools. You can be expelled for any infraction of the code that the school board deems serious enough to warrant such drastic measures. If you are expelled, you can only be readmitted by the board of education.

**30. Early Dismissal**

The State Board of Education adopted a resolution on August 10, 1998, that requires that a student shall remain in school for the full instructional day unless he/she is working in conjunction with the Work Based Learning or Dual Enrollment. Exceptions to this policy must be approved by the principal.

**31. Bus Discipline**

Bus transportation is arranged for your convenience. Failure to comply with these codes could result in your loss of each privileges and/or suspension. Students riding the bus to school are to stay on campus after disembarking from the bus.

COUNTY BOARD  
OF EDUCATION

Charlton Anderson  
Sherry Barnes  
Thamus Douglas  
Clinton Hawkins  
Tara Moseley

CLARKE COUNTY BOARD OF EDUCATION

OFFICE OF  
**Superintendent of Education**

P. O. BOX 936  
GROVE HILL, AL 36451

*Larry Bagley*  
*Superintendent*

Telephone: (251) 275-3255  
Fax: (251) 275-8061

August 8, 2022

Dear Parents:

We would like to welcome your child back for the new school year. We are happy to provide transportation to and from school every day and we aim to deliver your children safely and on time. The State of Alabama and the Clarke County Board of Education have laws, rules, policies, and procedures that govern and guide how we provide this needed service. We look forward to helping your children achieve all the success they can in the upcoming year. The following are a few reminders that can help you help us in achieving that success:

- Have your child at the bus stop, visible to the driver, and ready to quickly board each day. Buses cannot be forced to wait excess time as it puts children at risk during loading and unloading.
- If your child misses school for a period of 3 or more days, please contact the driver so that he or she knows you are still using the bus for transportation to school so we don't miss your stop accidentally.
- **Riding a school bus is a privilege and not a right.** The Clarke County Board of Education has approved policies for student conduct on buses, and your child must follow these policies or risk losing the use of school provided transportation. If an administrator follows policy and removes your child from the bus, this includes all buses and not just the bus the infraction occurred on.
- The **Charles "Chuck" Poland Jr. Act** of the State of Alabama makes it a crime to board, impede, or intentionally damage a school bus. The act is posted at the door of all buses.
- If the transportation department deems a road, section of a road, private drive, or stop unsafe due to weather, condition, or other unforeseen circumstances, you may be asked to deliver your child to a safer location for pick-up and drop-off.
- A private drive is not considered a public road simply because it is used by a school bus or mail carrier as established by The **Alabama Attorney General Opinions 94-00245 and 96-00214.**

Thank you for your cooperation. We want this school year to be a good and safe one for you and your family.

Sincerely,

Paul P. Stanley

Transportation Director



## Bus Discipline

**Riding a Bus is a privilege that may be revoked.** The Principal, His/Her Designee, or the Transportation Director are the only persons who can put a student off the bus. Drivers may turn students in and request they be removed from the bus, but only the administration can put students off. The School Bus is an extension of the classroom and the Driver is the Adult-in-Charge! Failure to follow the Driver, or school bus rules and regulations will result in the student being warned the first time and turned in for disciplinary action afterwards. If a student is turned in to the Administration, he/she will not be allowed to ride the bus home on the afternoon route. It is the parent's responsibility to pick the student up and arrange private transportation to and from school.

### School Bus Rules, Regulations and Violation Consequences

- Loud or Distracting Noises/ Excessive Talking/**Administrative Discretion**  
3 Days off the bus
- Disrespectful/discourteous/lack of respect to others/**Administrative Discretion**  
3 days/5 days/ 15 days off the bus
- Disrespectful/discourteous/lack of respect to the Bus Driver/**Administrative Discretion**  
3 days/5 days/ 15 days off the bus/ with in-school discipline
- Inappropriate language  
3 days/ 5 days/ 15 days off the bus
- Violation of Dress Code  
3 days/5 days/ 15 days off the bus
- Uncooperative  
5 days off the bus
- Tardy to Bus  
Warning/ Off the Bus
- Slapping/ Hitting/ Fighting/Bullying/Threats  
3 days/ 5 days/ 15 days/ rest of the year off the bus/**Administrative Discretion** with in-school discipline
- Eating/Drinking on bus  
3 days off the bus
- Throwing objects in/out bus/window  
5 days off bus with in-school discipline
- Hanging out window  
5 days/ 10 days/15 days off the bus with in-school discipline with in-school discipline
- Out of Assigned Seat  
5 days off bus with in-school discipline
- Damaging or Tampering with bus equipment/seats/windows  
Suspension from bus until \$75.00 fine and damage restitution has been satisfied/ Remainder of the year off the bus.

When a student has been removed from the bus, the Transportation Director will notify all Bus Drivers. No Driver should allow a suspended student to ride on a Clarke County School Bus until suspension has been served.

### **32. Bus Expectations**

Students will be expected:

- A. To be on time and in place to catch the bus
- B. To wait in the designated stop area
- C. To wait for the bus to stop before attempting to board/leave it
- D. To stay clear of the emergency door
- E. To keep hands and any objects inside the bus
- F. To avoid unnecessary conversation with the driver while he is driving
- G. To refrain from asking the driver to let you off anywhere other than the designated stop
- H. To refrain from being disruptive

### **33. Medical Needs**

If you have a special medical need such as diabetes, epilepsy, heart ailments, visual or hearing problems, pregnancy, emotional problems, or any other condition that could interfere with the learning process, you must have a doctor's statement filed in the office. The statement needs to describe any special procedure to be followed in case you need assistance. If you must take prescription medication during the school day, your parents must send a note to the school secretary, along with the medication to be taken. The student must take the prescribed dosage in the office.

Clarke County schools strive to provide necessary health services for all students. The school nurse will work with local and state health and medical agencies to provide the most comprehensive student health services available. Examinations and screening that may be requested by the parents or school staff includes vision, hearing, and spinal screenings.

### **34. Passes from Class**

If you must leave your class during the day, you must have a pass from your classroom teacher. The pass should state the class from which you are leaving, your destination, the date and the time of your departure. The teacher who receives your pass will initial the pass and put the time that you leave his room. Hall passes should not be issued until the last six (6) minutes of class.

### **35. Hall Conduct**

You can assist the flow of traffic in our halls by moving at a steady pace down the right-hand side of the halls and by not gathering at the entrance to classrooms. Stopping to talk with a friend in the hall can result in traffic jams, fights, injuries and unexcused tardiness to class.

### **36. Bullying**

A student shall not participate in hazing or other degrading or disgraceful acts, or subject other students to pranks or humiliation causing mental or physical harm.

### **37. A. Lunches from Home**

You are not allowed to "import" food from fast-food restaurants. If you do not wish to eat the meals served in the cafeteria, you may bring your lunch from home. Opened canned/bottled drinks, cups, and "sip cups" may not be brought on campus or taken from the cafeteria after break/lunch.

### **B. Glass Containers**

Bottles, jars or containers are not allowed in the school building (glass or plastic containers with water, soft drink, etc.). If these items are for lunch they must be properly packaged or in a lunch container.

### **38. Guests at School**

You are not permitted to bring a guest to school without special permission from Coach Young or his representative. Any and all visitors to the school must register through the office. Messages must be left in the office for students and teachers. College students may visit teachers during their planning block if permission is first secured from the office.



### **39. Textbook /Chromebook Policy**

Textbooks and Chromebooks are issued on a loan basis. Before a student is issued a Chromebook, the student and parent must sign and return a CCBOE Chromebook Policy which explains the issue, use, and return methods of the Chromebook. The textbook/Chromebook that is loaned to you is expected to be returned to the school in similar condition to that in which it was issued. You are to return the book/Chromebook which was issued to you. Your teacher will account for the book by textbook number. If you owe for lost/damaged textbooks or Chromebooks, you will NOT be issued textbooks in any class until such damages have been paid.

### **40. Telephone**

Except in cases of emergency, you will not be allowed to use the phone in the office as it is a business phone. School is your "work" for the time that you are here, and just like businesses do not allow their employees time off for phone breaks, we can't allow you that distraction either. Your parents should **NOT** call the school to leave you a message unless it is a matter of urgency. Classes will not be interrupted to deliver messages except in cases of emergency.

### **41. Valuables at School**

You should **NOT** bring valuables to school because there is a chance that the objects could be lost or stolen. If you must bring valuables to school, keep them with you at all times. Money is sometimes stolen from desks and lockers. Keep your locker **locked** at all times to better secure books and/or personal items.

### **42. Lockers**

Each student will be assigned a locker at the beginning of the school year. The locker number will appear on the student's copy of their schedule. The student will be responsible for cleaning and maintaining the locker. Problems with the locker should be immediately reported to Ms. Coates

In order to protect personal belongings, each locker must be kept locked and the combination number used only by the assigned student. **DO NOT SHARE LOCKERS OR COMBINATION NUMBERS!!!!**

### **43. School Day Insurance**

You must have insurance coverage before you can participate in sports/school activities. The school makes two types of insurance coverage available: school-day coverage and 24-hour coverage (excluding varsity football). CCHS, school administration, and faculty members will not be responsible for charges not covered under a student's insurance coverage. Check in the office to get enrollment forms.

### **44. Media Center Rules**

In addition to being open for all classes, the media center is open before school and during all lunch waves. Media center use is a privilege. Abuse of this privilege will result in its loss. You are allowed to check out books from the media center for a two-week period. If you lose a media center book, you will have to pay for it. With Mrs. Baugh's approval you may use the computers. If you plan to use the internet, you must have an internet usage form on file. Abuse/misuse of the computers will result in the loss of computer use, and you will be charged any damages. Computer printouts and copies of research materials are .15 cents per page.

### **45. Tornado Drills**

You will be notified when we are involved in a tornado drill, by way of the PA system via the administration. You will then follow your teacher's directions. You must remain quiet so that further instructions can be heard. You should, after sitting down, place your head between your knees and cover it with hands or a book.

### **46. Fire Drills**

You will be notified when we are involved in a fire drill, by way of the PA system via the administration. You are to exit the room quietly, following the directions given by your teacher. Fire drill exit routes should be discussed by each classroom teacher. After exiting the building, your class will remain in line and with your teacher for roll call. You will

remain quiet so that further directions can be heard. The names of any missing students should be turned in to the office after returning to class.

#### **47. Withdrawing from School**

Your parents should come to the school or send a note to Coach Young notifying him of your plans and reasons for withdrawing. Dr. Love will handle the withdrawal procedure. You are responsible for returning all books that were issued to you or checked out from the media center. **You are also responsible for any fees that you have not yet paid.** It would be courteous of you to inform your teachers and friends ahead of time of your plans if that is possible. As teachers will have to determine grades/attendance up to the date of withdrawal, you should allow at least a one-day notice prior to withdrawing so that forms can be completed.

#### **48. Transcripts**

To obtain a transcript of your high school record, you are required to fill out a transcript request form located either in the guidance office or the front office. **The first five transcripts are of no charge. Each additional transcript has a fee of \$1.00 for current students. There is a \$5.00 fee for graduates.**

#### **49. Student Elections**

Student elections and school-related activities shall be held without regard to race, creed, or national origin. All candidates for class representatives must have at least a "C" average for the previous semester. Candidates must not have discipline referrals on file. Candidates should promote school spirit.

#### **50. Schedule Changes/Fee Refunds**

Schedule changes for both terms (fall and spring) are to be made during the first two weeks of the new school year (fall only). After that, there will be NO changes by students and NO refunds of fees.

**THERE WILL BE NO REFUNDS AFTER THE FIRST NINE WEEKS OF EACH SEMESTER.**

#### **51. BETA Club**

Freshmen who were in good standing as members of the Wilson Hall Jr. Beta Club are automatically eligible for membership. Advanced diploma sophomores and juniors are eligible if they had no grade below 80 in an academic class during the spring term, have never had a nine-week grade below 70, no disciplinary referrals, and have been approved for membership by the faculty.

#### **52. Counseling and Guidance Services**

CCHS provides a comprehensive program of counseling and guidance for you through the guidance office and through the assistance of each faculty and staff member. These services are designed to assist you in attaining your maximum potential in personal/social, educational, and career/vocational development. A counselor is available to help students who wish to obtain information about curriculum requirements, to explore career possibilities, or to seek help with particular personal problems. Students are urged to take advantage of the guidance services that are available.

#### **53. Clubs**

The administration and staff encourage students to participate in student clubs. There are a number of clubs offered at Clarke County High School. Students must meet certain academic, conduct, and attendance standards in order to participate fully in the activities of various organizations. The school administration will make a final decision concerning the establishment of new clubs and all club activities.

#### **54. Automobiles on Campus**

Driving an automobile to school is a privilege. Students must park in the assigned parking lot. Students will not linger in the parking lot before or after school. Driving and parking on campus are privileges that must be approved by the administration for each individual student. Students must purchase permits and display them on their vehicles. Parking permits will cost \$15.00.

## **55. In-School Suspension (ISS)**

The purpose of In-School Suspension (ISS) is to continue the educational process of a disruptive student while removing him/her from the normal school environment to a more restrictive setting. This method of punishment allows the student to be counted present at school and to keep him/her up with class work. The normal length of stay in In-School Suspension is as follows:

- 1<sup>st</sup> Referral - 5 Days
- 2<sup>nd</sup> Referral - 7 Days, after the 2<sup>nd</sup> Referral, the administration has the right to discipline the student as they see fit.
- 3<sup>rd</sup> Referral - 10 Days

Rules:

- A. Students must take textbooks and materials to ISS.
- B. Student will not enter the regular school building during his/her time in ISS.
- C. The days must be served consecutively with no absences.
- D. The student will not participate in extracurricular activities during his/her stay in ISS.
- E. Lunch from the cafeteria will be delivered.

## **56. Foreign Exchange Students**

Exchange students must follow the policies in the student handbook. They will not take the Alabama High School Graduation Exam and/or any other statewide standardized test, and they will not be eligible to receive a diploma. Exchange students may participate in graduation exercises, but they will receive a certificate of attendance only upon satisfactorily completing attempted courses. These students will not be included in class ranking or special awards. The number of exchange students enrolled at CCHS is left to the discretion of the principal.

## **57. Summer School Credits**

In order for a student to enroll in summer school, the student must have failed the course. A student shall earn no more than a total of two units of credit during one summer. Any student desiring to attend summer school must obtain written permission from the principal. Proof of summer credit must be given to Dr. Love before school begins in the fall.

## **58. Solicitation**

It is against school policy to sell any goods or materials on school grounds unless the principal has granted prior permission. Staff members shall not solicit, sell, or deliver any goods or services on school property, except as may be approved by the school principal and the superintendent. All fundraising campaigns conducted by school employees in the community or away from school to obtain funds for the school must have prior approval by the principal and/or the superintendent. These fundraising campaigns should not be conducted during school hours. Staff members shall not solicit, sell, or deliver any goods or services for personal gain on school property. Staff members shall not furnish lists of students or parents to any commercial firm or non-school system employees without written permission from said person(s) or official requests from recognized agencies. Staff members may talk to salespersons, agents, or solicitors who have been approved by the superintendent about personal business only during planning periods or other duty-free time.

## **59. After School Hours**

Students that remain after school for activities should report to their activity immediately. Students should make arrangements for transportation prior to the activity and leave campus immediately.

## **60. Yearbook/School Day Pictures**

Any student who takes a school day picture will be given a proof in order to place an order. These proofs are NOT free and must be returned to the annual staff. Failure to return these proofs will result in a fee of \$5.00.

**61. Representing Your School**

Any student representing the school will exemplify the conduct of one who abides by rules of the school, does acceptable work, is mannerly, and respectful to his/her peers, general public, the staff, and the administration. Respect for and proper representation often means submitting to both written and unwritten rules of the general public as well as schools, institution or establishments one visits. Students who do not follow this policy will be subject to disciplinary action and removed from representing the school in any activity or school event.

**62. Morning Arrival for Non-Student Drivers**

All car riders should be dropped off in front of the auditorium and enter the doors on Wing A (the math hall). Students may not be dropped off until 7:20 a.m. each morning.

## **General Regulations Governing Student Conduct and Safety While on School Bus**

It is imperative that students follow a prescribed code of conduct in order to maintain safety while on the bus. Rules include the following:

- a. Conduct and/or language which causes excessive noise and is distracting to the driver is prohibited.
- b. Students transported by buses operated by the School System are under the jurisdiction of school officials at all times. Proper conduct on buses is required and must not endanger the safety and welfare of others.
- c. If a student who rides a bus is required to remain after school hours, the school must have on file a signed statement by the parent or guardian showing that notification to this effect has been received from the teacher and that the parent will make arrangements for the child's transportation on this date.
- d. Students will not be permitted to ride a school bus to a school where they are not enrolled unless they have the permission of both principals and the bus driver has been officially informed in advance.
- e. Students using school buses shall board and depart from vehicles only at regularly scheduled stops nearest their homes unless approved by the principal. Students are to board buses for the return trip only at the school where they are enrolled.
- f. Students who live in a non-transported area with one parent will not be allowed to ride the bus to the home of the other parent unless permission is obtained, in writing, from the legal guardian and the request is approved by the principal with driver notification. This regulation also applies to students who want to ride a different bus to another area to visit parents.
- g. Refusal to identify self -It is suggested that students carry with them at all times some form of identification. All persons must on request identify themselves to school authorities in school buildings, on school grounds or on school buses. A person who refuses to identify self upon request of school officials will be considered trespassing.
- h. Firearms and weapons –It shall be a clear violation of rules for any student, at any time and at any place on a school bus to have in his/her possession or display any firearms. It is also a violation to use or threaten to use any item which has been designed or devised for use or possible use as a weapon of any form. Items forbidden shall include, but will not be limited to the following: knives of any kind and any length, razors or razor blades, box openers, firearms, explosive devices including fireworks of any description, chains, and items which may be used as clubs made of any material and any length designed for use as weapons. Students who are found in violation of the above rule may be placed on immediate suspension from the bus. In addition, police authorities may be notified for legal action.

## **Clarke County High School Cafeteria Rules**

- 1) All students will go to and from the cafeteria at their appointed time.
- 2) Students are not allowed to cut line for any reason.
- 3) Students are not allowed in the kitchen area.
- 4) All students are expected to eat in the cafeteria.
- 5) No food will be taken outside the cafeteria.
- 6) Students are expected to conduct themselves in an orderly manner while in the cafeteria.
- 7) All students are expected to stay in the cafeteria for their entire lunch time. Students may use the restrooms on the way to and coming from the cafeteria.
- 8) All students are expected to keep the cafeteria area clean. All disposable items should be placed in the trash cans provided. There should be no food left on the tables or on the floor.
- 9) There will be **NO CREDIT** for meals items without administrative approval.

## **Clarke County High School Lunch Program**

Clarke County High School participates in the National Child Nutrition Program. All students qualify for free lunch. Extra servings or Smart Snacks may be purchased by students.

## **Maintaining the Building**

Our community, your parents, and the school district have worked together to provide the students with a qualified staff and building equipment to help prepare students for future success. We are committed to giving you the best education possible with the expectation that you help us maintain our school as a first-rate facility. Keep the hallways, classrooms, and restrooms neat and clean.

Do not deliberately deface or destroy walls or furniture by writing, carving, breaking, etc. Students will pay for replacement and repairs of all school property damaged by their actions and be subject to disciplinary action. All food and drinks are restricted to the cafeteria.

## **Cafeteria Rules and Expectations**

The school cafeteria is maintained as a vital part of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and fellow students appreciate cooperation in the following guidelines:

1. Depositing all left over lunch items in appropriate area.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around one's place in good condition for others.
4. All students are expected to go to and from the cafeteria with their teacher.
5. No food or drink will be taken outside the cafeteria.
6. Failure to observe these rules could result in loss of privileged and being assigned seats.

## **Off-Campus Events**

Student participation in and travel to off-campus events, concerts, functions, and activities, and the use of school buses or other transportation for such purposes may be authorized under and subject to the following terms and conditions:

- a. The destination is an activity, event, or function that services a bona fide educational or related extracurricular purpose, or is an athletic event or function sponsored or sanctioned by the school or the school system and the state athletic association;
- b. Adequate information regarding the trip (e.g., destination, duration, purpose, educational purpose, mode of transportation, nature and extent of student participation) has been provided to the principal, program director, and superintendent.
- c. Adequate arrangements are made for supervision and other risk management considerations (e.g., parental permission, medical treatment authorization, special insurance requirements);
- d. Properly certified and qualified drivers have been selected and arrangements for the costs of the trip (e.g., salary, fuels, maintenance, lodging) have been made; and
- e. Board approval of the trip is required for overnight or out of state travel.

The Superintendent is authorized to develop additional specific requirements for participation in and travel to and from official events and activities that are consistent with the terms of this policy.

## **Absences/Excuses/Tardiness**

Clarke County School System's policies on absences, excuses, and tardiness comply with the Code of Alabama, Chapter 28. Every child between the ages of 7 and 17 shall be required to enroll and attend for the entire length of the school year or the length which complies or meets system/state requirements.

### **A. ABSENCE FROM SCHOOL**

- All student absences shall be designated as either excused or unexcused.

### **B. MAKE-UP WORK**

- Students absent for any excused reason shall be allowed to make up work and exams missed.

### **C. EXCESSIVE EXCUSED ABSENCES**

- A student in Grades K-8 who accumulates more than 20 absences during the school year may be denied promotion.
- A student in Grades 9-12 on a block schedule who accumulates more than 5 absences in any class in any one term will be denied credit for the course.

**EXCEPTION** - OFFICIAL VERIFICATION (doctor's statement, etc.). SUBJECT TO THE APPROVAL OF THE PRINCIPAL. Official verification must be in writing.

### **Excused absences are defined as:**

- Student too ill to attend school.
- Inclement weather which would be dangerous to the life and health of the student if he attended school.
- Legal quarantine.
- Death in the immediate family.
- Emergency conditions as determined by the principal.
- Absences from school with the permission of principal and consent of parent/guardian.

# **CLARKE COUNTY SCHOOLS**

## **ELECTRONIC COMMUNICATION DEVICE POLICY**

Personal, wireless communication devices include, but are not limited to cellular telephones, smart phones, e-mail devices, tablets, or any other electronic communication device. Students may possess a cell phone or other personal, wireless communication device on school property, but use of such devices during the school day is limited to uses expressly permitted by the supervising teacher or administrator. The Board assumes no responsibility for theft, loss, or damage to any personal, wireless communication device. Principals or designees have the authority to restrict and deny the use of personal, wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of law, Board policy, the Code of Student Conduct, or other rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

[Reference: ALA. Code §§16-1-27 (1975)]

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

Any cellphone videos or pictures posted to any social media outlets or distributed through any means of mass communications will be cause for immediate student suspension.

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

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

Student use of cellular telephones/electronic communication devices for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach.

The school/school system will not be responsible for the loss, damage or theft of any electronic device brought to school or a school event.

Any variation from this policy must have the prior approval of the building administrator. Violation of this policy will include but not be limited to the following: Text message sending and/or receiving, Cellular Telephone ringing and/or making of telephone calls, sending and/or receiving pages and taking of photos during the school day. Violation of this policy will also include the following: the use of any electronic communication device at any time while being transported to and from school on the school bus.



# **CONSEQUENCES FOR UNAUTHORIZED USE OF ELECTRONIC COMMUNICATION DEVICES**

Any student found in violation of this policy will be subject to the following consequences:

## **CONSEQUENCES FOR UNAUTHORIZED USE OF POCKET PAGERS OR ELECTRONIC COMMUNICATION DEVICES**

### **1<sup>st</sup> Offense:**

- ❖ Electronic Communication Device returned only to parent/guardian.

### **2<sup>nd</sup> Offense:**

- ❖ Electronic Communication Device confiscated and returned to parent/guardian **on the last day of the term.**
- ❖ Student assigned to In-School Suspension for three days.

### **3<sup>rd</sup> Offense:**

- ❖ Electronic Communication Device confiscated and returned to parent/guardian **on the last day of the term.**
- ❖ Student suspended from school for one day.

### **Subsequent Offenses:**

- ❖ Electronic Communication Device confiscated and returned to parent/guardian **on the last day of the term.**
- ❖ Three days out of school suspension.

**It is the responsibility of the parent/guardian to schedule a time with the school administration to retrieve  
confiscated Electronic Communication Devices.**

**Laws of Alabama Relating to Education -Issued by the Alabama State Department of Education**

**[Reference: ALA. CODE §16-1-27 (1975)]**

# **Jackson High School and Clarke County High School**

## **Credit Recovery Plan**

In accordance with the guidelines of the Alabama Department of Education (ALSDE), Clarke County School System will offer students in grades 9-12 who have failing grades in one or more core courses the opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply, and the Credit Recovery Program must be operated under the guidelines established by the ALSDE and Clarke County School System.

### **Student Eligibility, Admission, and Removal**

Students are eligible to apply for Credit Recovery if the final grade earned in a course required for graduation was 40 or above. Alternatively, such a student can choose to repeat a course in its entirety during the next regular school term.

Students must complete a Credit Recovery application (ATTACHMENT A) to request placement in Credit Recovery. The student and parent/guardian must sign the application to consent to placement in the program and to acknowledge agreement with the terms of admission and program requirements.

Students may be removed from a Credit Recovery Program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements.

### **Credit Recovery Authorization and Operation**

The operating hours of the program will be from 7:30 a.m. until 3:00 p.m. on Mondays through Fridays.

An administrator must supervise Credit Recovery programs operating during the summer term or outside the normal school hours.

Teachers working with students in Credit Recovery programs must be certified in the content area they are teaching or in one content area if they are facilitating a software-based program. In situations where online courses are being utilized, an approved adult employee of the school system may be used as a facilitator.

Credit Recovery Program offerings may be limited by the availability of space, teachers, or appropriate computer based content for specific courses.

### **Instructional Content and Curriculum**

Instruction may be delivered through a combination of computer based instructional software and targeted small group instruction supervised and managed by a certified and highly qualified teacher in the subject area of the course being recovered. Credit Recovery teachers will receive training pertaining to effective course organization and operational management of the applicable computer based instructional software. ACCESS will also be used for credit recovery in Clarke County. All ACCESS courses are aligned to Alabama College and Career Readiness Standards and are taught by certified and highly qualified teachers.

An individual student prescription will be developed by the Credit Recovery teacher based on the failure reports completed by the student's teacher of record and skill-specific diagnostic tools which are offered by the computer based instructional software or other approved assessments. The Credit Recovery teacher will use his or her professional

judgment of this data along with any further diagnostic device deemed necessary to develop a prescriptive plan for specific standards for remediation targeted to individual students.

The student must complete his or her individual remediation plan within the published operating dates and hours of the Credit Recovery Program. Students may attempt to recover multiple credits, but one credit must be completed before attempting the next.

Instructional assignments, whether computer based or teacher based, will be aligned with the approved Alabama content standards.

Students will be released from the Credit Recovery Program upon successful completion of individual remediation plans regardless of the number of hours of instruction.

## **Grades and Credit**

A maximum grade of 70 may be awarded in a Credit Recovery course. Grade forgiveness will be used, whereby the original failing grade is replaced by the Credit Recovery grade for computing grade point averages. The original failing grade must remain on the transcript.

The National Collegiate Athletic Association (NCAA) does not recognize Credit Recovery for course credit. The counselor and administrators will advise athletes accordingly.

# **CORRESPONDENCE/INDEPENDENT STUDY**

Students in grades 9-12 may be approved to take correspondence or independent study courses for credit(s) offered through institutions recognized by the State Department of Education or from institutions by a national accredited agency recognized by the U.S. Office of Education. Prior to enrolling a correspondence/independent study course, the student must obtain written permission from his or her principal for each class.

## **General**

The Clarke County Board of Education approves the use of appropriate correspondence study courses in the schools of the School System provided the following guidelines are met:

- 1) Such courses are arranged on an individual basis.
- 2) Such courses are offered through institutions recognized by the State Department of Education or from institutions accredited by the National Home Study Council.
- 3) The school principal gives prior written approval for each correspondence study course on an individual basis after consultation with appropriate faculty members.
- 4) The school principal identifies and approves a qualified local school faculty member to serve as the cooperating teacher.

## **Student Eligibility**

The above and following guidelines are applicable for a student to be approved to take and apply earned credit (Carnegie Unit) toward meeting School System requirements for promotion or graduation:

- 1) A course required for graduation may not be taken by correspondence study unless
  - a) The student has previously attempted and failed the course(s), or
  - b) *The student's unique circumstance warrants the need to enroll in a correspondence course for credit advancement. Such circumstances must be approved by the parent, principal, and superintendent.*
  - c) It is necessary that the course(s) which is part of the student's approved program of study be taken by correspondence in order for the student to take another course during the regular scholastic year, or
  - d) If the student's age is projected to be at least twenty-one (21) years at the time he/she would graduate, then special permission may be granted by the principal.
- 2) Enrichment/elective courses for credit must have the prior written approval of the school principal.
- 3) All requirements and guidelines imposed by the institution(s) offering the course must be met.
- 4) Not more than one-fourth of the total units required for graduation may be taken by correspondence.

## **Costs**

All costs associated with the correspondence course must be accepted by the student.

## **Credit Deadlines**

To apply credit earned through correspondence study, the following guidelines must be met:

- 1) A student and his/her parent(s) or guardian(s) must assume the responsibility for having the correspondence institution send an official grade report to the school. Grades/Carnegie Units earned through correspondence study cannot be applied to a student's records until the official grade report is received.
- 2) A candidate for graduation must have any applicable correspondence study grade reports on file with the school on or before the date set for the beginning of candidate's final examination period in order to participate in graduation exercises.

# Dual Enrollment

The Clarke County Board of Education has agreements with Alabama Southern Community College and the University of Alabama to provide dual enrollment. Dual enrollment allows you to take college courses while still enrolled in high school. Credits received at either institution will count toward high school units. Information about dual enrollment may be obtained from the guidance department.

## Alabama Career Planning System

The Alabama Career Planning System provides education and career resources to help you build a successful future. Whether you're searching for higher education or training, exploring career options, or creating a professional portfolio of materials for the job search, the system can provide you with tools you need. Review the sources at [www.alcareerinfo.org](http://www.alcareerinfo.org).

## Criteria for Valedictorian/Salutatorian

**A. The criteria in determining who may be eligible for Valedictorian and Salutatorian are as follows:**

### ALL COURSES ARE WEIGHTED - ALL GRADES ARE WEIGHTED

ALL COLLEGE ADVANCED PLACEMENT (AP) COURSES	Weight 1.2
SPECIFIC AND/OR HONORS COURSES	Weight 1.1

#### Specific Courses:

Algebra I Honors	Calculus	Geometry Honors
Algebra II with Trig	Chemistry Honors	Physics Honors
Computer Programming	Anatomy & Physiology Honors	Biology Honors
English 9 – 12 Honors	All other Advanced/Honor Courses	

REQUIRED COURSES - Basic and/or Elective Weight 1.0

This category includes all General Academic classes and Career and Technical Education classes

EXCLUDED - Grades received for participation in non-academic extracurricular activities such as athletics, band, cheerleading, yearbook, and student aides. The following exclusions will become effective for the ninth grade class beginning with school year 2011-2012. No credit will be given for teacher aide beginning within the 2014-15 school year.

### **B. Procedure for Determination of Candidates**

Multiply the numerical term grade earned from the first term 9th grade through the third nine weeks of 12th grade by the weight assigned to the course and calculate the average.

\*A computer program comparable to the numerical system stated above may be used to determine averages.

### **C. Grade Conversion**

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

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

Issues or uncertainties regarding eligibility or grade calculation will be resolved by the school principal in consultation with the Superintendent

# **COUNSELOR'S INFORMATION**

## **THE COUNSELOR PROVIDES SERVICES THROUGH FOUR COMPONENTS:**

**GUIDANCE CURRICULUM, INDIVIDUAL PLANNING, RESPONSIVE SERVICES, AND SYSTEM SUPPORT.**



### **Guidance Curriculum**

Provides guidance content in a systematic way to all students.



### **Individual Planning**

Assists students in planning, monitoring, and managing their personal and career goals.



### **Responsive Services**

Addresses the immediate concerns of students.



### **System Support**

Includes program, staff, and school support activities and services.

## **High School Counselors**

- Provide direct counseling services to students individually and in support groups
- Provide education and support services to parents
- Provide consultation services to teachers
- Provide staff in-service
- Facilitate referrals to community support services
- Advise students on academic planning
- Provide career guidance to students
- Provide career information to parents
- Maintain an up-to-date library of career and post-secondary school information
- Network with post-secondary schools
- Provide assessment by helping students identify their skills, abilities, achievements and interests

# **CLARKE COUNTY BOARD OF EDUCATION**

## **POLICY STUDENT CODE OF CONDUCT**

### **Classification of Violations**

Violations of the Code of Conduct are grouped into the three classifications of minor, intermediate, and major offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

### **Procedures for the Administration of Formal Disciplinary Action**

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action by making a personal call to the parent(s) or guardian(s) when feasible and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe should the student be referred to the principal or designee. Failure to bring notebooks, pencils, books, or required materials, and equipment to class; refusal to do homework; or refusal to work in class is not cause for disciplinary referrals. Parents or guardians of students who consistently exhibit poor work habits should be notified by school personnel.

## MINOR OFFENSES - CLASS I

### 1.01 Excessive distraction of other students

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction. Examples: talking excessively, interrupting class functions, provoking other students.

### 1.02 Illegal Organizations

Any participation in fraternities, sororities, and secret societies.

### 1.03 Threat, Harassment, or Intimidation of a Student

The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such harm is likely.

### 1.04 Gambling

Any participation in games of chance for money and/or other things of a value.

*\*Card Playing is not to occur anywhere on campus.*

### 1.05 Tardiness

Reporting late to school or class.

### 1.06 Use of Profane or Obscene Language

### 1.07 Non-conformity to Dress Code

### 1.08 Minor Disruption on a School Bus

### 1.09 Inappropriate Public Display of Affection

Is interpreted as **any** physical contact such as hand holding, arms around waists, etc.

### 1.10 Unauthorized Absence from Class or School

Defined as a student being on campus in an unassigned area, including but not limited to attending unassigned classes.

\*5 or more days in in-school suspension as deemed necessary by administration.

### 1.11 Intentionally Providing False Information to a Board Employee

Including, but not limited to, forgery of parent's (s') name(s); intentionally providing false information to parents, such as changing grades.

### 1.12 Repeated refusal to complete class assignments and failure to bring required instructional materials to class.

### 1.13 Vehicular Violations

### 1.14 Any other violation which the principal may deem reasonable to fall within this category.



## **ADMINISTRATIVE RESPONSES - CLASS I**

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

- Student Conference
- Parent Contact(s)/Conference(s)
- Suspension from School/School Bus
- Out-of-school Suspension not to exceed three (3) days (not to exceed a cumulative total of 10 days per semester for non-special education students and 10 days per academic year for special education students)
- Corporal Punishment
- Assignment to ISS

## **INTERMEDIATE OFFENSES - CLASS II**

### **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.

### **2.02 Possession, Control, or Use of Tobacco Products**

The use of any tobacco products while under school jurisdiction.

### **2.03 Battery Upon Students**

The actual and intentional pushing or striking another student against the will of the other or the intentional causing of bodily harm to an individual.

### **2.04 Fighting or On-Campus Disturbances**

Any physical conflict between two or more individuals or other offenses reasonably likely to cause great harm to person or property or seriously disrupt the educational process including, but not limited to the following:

A. Aggravated fighting involving two (2) or more participants under any of the following circumstances: (All parties involved in a fight are subject to disciplinary action).

1. when fight has reasonable potential to cause injury to those other than the participants;
2. which is premeditated by one or more of the participants;
3. which occurs in congested areas, during class changes, or where other students, employees, parents or the public are subjected to potential harm as a result of the fight;
4. which occurs in a classroom or during instructional time;
5. which continues despite specific contemporaneous instructions to cease by a teacher or other adult acting in an official capacity; or
6. which occurs on a school bus while the school bus is in motion.

B. Participating in an incident that is gang related, gang motivated, or that gang activity participation or motivation is a contributing factor to the incident that puts student learning or participation in school activities at risk.

C. Any act on a school bus that has the potential to cause great harm to the passengers, driver or property surrounding the bus.

D. Students trespassing on another school campus.

E. Any other violation which the principal may reasonably deem falls in this category

### **2.05 Vandalism**

Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.

### **2.06 Stealing - Larceny - Petty Theft**

The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.

### **2.07 Possession of Stolen Property with the Knowledge that it is Stolen**

### **2.08 Threats - Extortion**

The verbal or by a written or printed communication, malicious threatening of injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will. NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes as a Class III offense.

### **2.09 Trespassing**

The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.

### **2.10 Possession of Fireworks or Firecrackers**

- 2.11 Offensive Touching of another Person
- 2.12 Written or Verbal Propositions to Promote Sexual Acts
- 2.13 Use of Obscene Manifestations (verbal, written, physical) Toward another Person
- 2.14 Directing Obscene or Profane Language to a Board Employee or Visitor  
Verbal assault upon a Board employee or visitor.
- 2.15 Leaving Premises without Permission
- 2.16 Cheating - Serious or Repeated Violations
- 2.17 Any other offense which the principal may reasonably deem to fall within this category

## **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-school Suspension
- Assignment to ISS

## **MAJOR OFFENSES - CLASS III**

### **3.01 Drugs and Alcohol**

Unauthorized possession, transfer, use, being under the influence, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.

### **3.02 Arson**

The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their children.

### **3.03 Battery upon Board Employee**

The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee.

In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.

### **3.04 Robbery**

The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.

### **3.05 Stealing - Larceny - Grand Theft**

The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.

### **3.06 Burglary of School Property**

The breaking in to, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.

### **3.07 Criminal Mischief**

Willful and malicious injury or damages at or in excess of \$200 to public property, or real property belonging to another.

### **3.08 Possession of Firearms**

Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a class C felony.

### **3.09 Discharging of any pistol, rifle, shotgun, air gun, pellet gun, or BB gun, or any other device on school property**

### **3.10 Possession of Weapons**

Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

### **3.11 Bomb Threats**

Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.

### **3.12 Explosives**

Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.

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

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 III**

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

- Notification of Law Enforcement
- Out-of-school Suspension
- Expulsion
- Legal Action
- Assignment to ISS

# Clarke County High School Uniform Dress Code 2022 – 2023

The Clarke County Board of Education and Clarke County High School Administration recognizes the importance of personal rights and privileges of each individual in the school system.

## SHIRTS

- Long or short sleeved polo style (with collar).
- Only the top button on the shirt may be undone.
- Solid colors: white, navy blue, or royal only (no writing except for school name).
- Tails must be tucked in at all times when on campus.
- If a shirt tail is too short to be tucked in, it will not be allowed.
- If a tee shirt is worn under the uniform shirt, it must be **solid white with no writing showing through the polo.**
- School spirit shirts for the current school year can be worn any day of the week.

## PANTS

- Khaki **ONLY**; must be properly fitted and worn at waist with no underwear or shorts showing.
- Must have proper hem and not be banded at the ankles with rubber bands.
- No corduroys, baggies, cargo pants, joggers, or any type of pants with drawstrings.
- No leggings or jeggings-even if they are khaki-they are still not allowed!
- No shorts and capris of any kind.

## SKIRTS/DRESSES/JUMPERS

- Khaki
- Must fit properly
- Mid-calf length/No mini-length skirts or dresses
- No splits
- Must wear polo under jumper
- No wrap skirts

## JACKETS/COATS

- **SOLID BLACK, NAVY, GREY, OR ROYAL BLUE** with no writing unless it is representative of a school organization.
- Any outerwear that is representative of a school club, sport or organization.
- **NO HOODED JACKETS, SWEATSHIRTS, ETC. INCLUDES OUT OF UNIFORM DAYS.**

## SHOES

- **Any color athletic shoes/sneakers**
- **NO CROCS, TOMS, BOBS, HOUSE SLIPPERS, UGGS, OR BOOTS**
  - Boots are only to be worn when required for Mr. Paul's career technical classes. Correct uniform shoes must be worn while in other classes.
- No open toes/No mules
- Laces and/or buckles must be tied or fastened

## BELTS

- Required for all students (if clothing has belt loops)
- Black or brown
- Must be proper length/size
- No oversized belt buckles
- No studded belts

## JEWELRY

- Necklaces must be worn inside shirt
- No visible body piercing and no band-aids used as coverings for the body piercings

- No earrings for males
- Only stud earrings for females

➤

### **BOOKBAGS**

- Book bags must remain in your locker. They cannot be carried in the building throughout the school day.
- Clear or mesh material.
- No drawstring backpacks, man bags, or child backpacks.
- All athletic bags should be taken to the coach/sponsor by 7:45.

### **PURSES**

- No larger than eight inches by ten inches.

### **OTHER**

- No overalls or vests of any kind.
- No hats, caps, scarves, bonnets, durags, or any other head coverings unless due to religious exemptions.
- No sweatbands or headbands.
- No towels used as scarves or as mouth/head coverings.
- No sunglasses.
- Young ladies who are pregnant will be required to wear maternity clothing correlated to the dress code.
- Inappropriate jackets will be taken and will be returned at the end of the year.
- On out of uniform days students should refrain from wearing high heel shoes, house shoes, and pajama tops/pants.

### **OUT OF UNIFORM DAYS**

- The attire for out of uniform days will be left to the discretion of Clarke County High School administration.

### **ELECTRONIC DEVICES**

- Ear buds are not allowed at school. They will be taken up and placed in a drop box and returned to a parent/guardian at the end of the school year. The school is not responsible for any stolen or damaged ear buds.
- No smartwatches.

## **Clarke County High School Electronic Communication Device Policy**

Students may possess a cell phone or other personal wireless communication device on school property, but use of such devices during the school day is limited to uses expressly permitted by the supervising teacher or administration.

- Cell phones should be silenced or turned off and put away in a locker or pocket.
- Earbuds, headphones, AirPods, Beats, etc. should be put away in a locker or pocket.
- **ALL ELECTRONIC DEVICES SHOULD NOT BE HANGING OUT OF YOUR POCKETS – THEY SHOULD BE OUT OF SIGHT COMPLETELY.**
- Any cell phone videos or pictures posted to any social media outlets or distributed through any means of mass media communications will be cause for immediate student suspension.

# **DRESS CODE VIOLATIONS**

The Clarke County Board of Education has adopted the following disciplinary action concerning dress code violations:

## **1<sup>st</sup> Violation**

The student receives a verbal warning, and parent is notified of infraction.

## **2<sup>nd</sup> Violation**

The parent must come to school for meeting with principal/assistant principal.

## **3<sup>rd</sup> Violation**

The student is placed in ISS for three days.

## **4<sup>th</sup> Violation**

The student will be suspended for three days, and a parent must come to school for a conference when the student returns to school.

## **5<sup>th</sup> Violation**

The case is referred to Clarke County High School's Leadership Team.



## **Clarke County High School**

### **Prom Rules**

- The prom committee will consist of 8-10 (males and females) juniors who have had no disciplinary referrals and are approved by the administration. The fee is \$20 and is non-refundable.
- All deadlines will be strictly adhered to. Listen to announcements and watch for signs posted around the school starting in December.
- Prom fees are paid to cover the costs of the prom for two years (junior year and senior year). If a student does not pay his/her junior year, the full price must still be paid his/her senior year. (Students who transfer in during their senior year will be allowed to pay half price.) The fee is \$125 if paid by the predetermined deadline, and \$150 if paid after that date. The final deadline will be determined in January.
- Each junior will be required to pay the prom cost; even if you are attending as a date; you will still have to pay.
- **THE PROM FEE IS NON-REFUNDABLE.**
- Prom date's name and school association must be turned in by a date to be determined. The date's name cannot be changed (in an unforeseen circumstance, date changes may be authorized by the Prom Committee Chairperson). Prom dates must present ID upon entering the prom.
- Prom pictures can only be taken with students who attend prom.
- You must attend the prom to participate in prom pictures.
- Students in grades 9 – 12 and no older than 20 years of age will be allowed to attend the CCHS prom.
- Missing school on the day of the prom is an unexcused absence.
- No one will be admitted after 8:30 pm.
- No alcohol, tobacco, or firearms are to be at the prom's location or on an individual attending the prom.
- Prom King & Queen must be seniors who are eligible for graduation and have had no disciplinary referrals.

## **Clarke County High School**

### **Prom Dress Code**

- No plunging necklines.
- No high slits – slit(s) may not be any higher than the length of the arm/fingertips while hanging at your side.
- Dresses should be no shorter than three (3) inches above the knee.
- No midriffs showing.
- Backs may be out, however, no lower than your waist.
- Gentlemen are to wear formal attire.
- **Failure to comply will result in not being admitted to the prom.**

**IT IS YOUR RESPONSIBILITY TO INFORM YOUR DATE OF ALL THESE RULES.**

## **Statement of Compliance**

"It is the official policy of the Clarke County Board of Education, that no person shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment." (Clarke County Board of Education Policy Manual)

Coordinators for these programs are as follows:

Section 504:	Ms. Angie Jordan
Title IX:	Ms. Shannon Odom

These coordinators may be reached at 250-2155 or P.O. Box 936, Grove Hill, AL 36451.

## **Statement of Liability**

The administration and faculty at Clarke County High School are concerned with your health and safety at school and will take steps to provide a safe learning environment. The administration and faculty are not responsible for accidents or injuries incurred on campus or at any school function.

## **Family Education Rights and Privacy Act**

*The Family Educational Rights and Privacy Act (FERPA)* (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. You and your parents have a right to inspect/review official records relating directly to you. You also have an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

Confidential information shall not be released from student records without the written consent of the parent or legal guardian and student when over eighteen years of age. Students and parents/guardians are hereby notified of the above policy through this presentation. Access to the student records shall be handled in accordance with Title 45, Code of Federal Regulations (1974).

## **SPECIAL PROGRAMS**

Clarke County High School has policies and procedures in place for section 504. An eligible student is a student who has a record of having or is regarded as having a mental or physical impairment which substantially limits a major life activity, such as learning, seeing, hearing, walking, speaking, performing manual tasks, etc. Eligible disabled students are covered by these procedures. Parents and/or students seeking services under section 504 should make request to the 504 Chairperson, Counselor, Classroom Teacher, or the Administrator.

Special education services are provided under the Individual with Disabilities Act (IDEA) for students meeting eligibility as disabled.

A designated school-based committee designed to meet the needs of general education students that are at risk of academic failure and/or chronic behavior challenges (RTI) is also provided.

English as a second language – ESL shall be taught to enable limited English proficient (LEP) students to overcome competent in the comprehension, speaking, and writing for the English language skills, and content area concepts and skills so students are able to participate effectively in the regular academic program.

## **SPECIAL EDUCATION**

Clarke County Schools provide a comprehensive array of services to meet the needs of students, ages three through twenty-one, who have been identified as disabled.

Disabilities recognized by the State of Alabama include: Autism, Deaf-Blindness, Developmental delay, Emotional Disturbance, Hearing Impaired, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury, Visual Impairment and all other health impairments.

Services provided to any given child are based upon that child's individual needs. Our mandate is to assure that each child receives a free, appropriate, public education. Special Education services are designed to provide the support necessary to allow a child to derive meaningful benefits from his or her educational experience.

For additional information, please call the Clarke County Board of Education (251) 250-2155.

## **HOMELESS EDUCATION PROGRAM**

### Enrollment:

The Local Education Agency (LEA) has no policies or practices that act as barriers to enrollment, attendance, or success of homeless children and youth. The schools will immediately enroll the students even if the child or youth is unable to produce records normally needed for enrollment and will provide equal access to the same free and appropriate education as other children and youth.

Students arriving without a social security number will be assigned a student number from the LEA according to the Alabama State Department of Education directive.

## **CLARKE COUNTY GIFTED EDUCATION PROGRAM**

**290-8-9-.12 Gifted.** (1) Definition. Intellectually gifted children and youth are those who perform 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 children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. --- Alabama Administrative Code

Teachers, counselors, administrators, parents or guardians, peers, the student, or any other individuals with knowledge of the student's abilities may refer a student. All second grade students will be observed as potential gifted referrals. A checklist of gifted *Traits, Attributes, and Behaviors*, provided by the *Alabama State Department of Education*, is completed by second grade classroom teachers. The gifted specialist works with students to generate work samples created by the second grade students. This information is then used to determine which second grade students will be referred for the gifted program.

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

Discrimination on the basis of sex, race, age, religious belief, disability, national origin, or ethnic group shall be prohibited in all educational programs and activities of the Clarke County Schools.

The Clarke County School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

If you have any questions or would like to make a referral, you may contact your child's teacher. You may also contact the Gifted Education Specialist, Mrs. Keller Monet L. Davis, by calling your child's school, or the Special Education Coordinator, Mrs. Angie Jordan, at (251) 250-2155.

# **CHILD FIND**

## **What is Child Find?**

Child Find is a statewide effort by the Alabama State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21.

## **How Does Child Find Work?**

Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities.

## **Why Child Is Find Important?**

It helps the child, the family, and the provider to plan appropriate services and link families to services for students meeting eligibility requirements in the following disability areas:

- Hearing Impaired
- Deaf-Blindness
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Emotional Disability
- Speech and Language Impairment
- Visual Impairment
- Specific Learning Disabilities
- Autism
- Traumatic Brain Injury
- Developmental Delay

If you know of any children with disabilities or suspected disabilities, you may contact any special education teacher or Angie Jordan at 155 West Cobb Street, Grove Hill, AL 36451 or 251-250-2155.

## **Academic Ineligibility**

### **NO PASS/NO PLAY POLICY**

The Clarke County Board of Education prescribes the following regulations for eligibility in this school system to participate in all extracurricular activities.

Students entering Grades 10 through 12 must, for the immediate preceding school year, have passing grades of at least a 70 composite numerical average and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.

- a) Physical education may count as only one (1) unit per year.
- b) No more than one (1) Carnegie unit may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
- c) Eligibility will be determined on the first day of the local school year and will remain in effect for one (1) complete school year. Students ineligible at the beginning of an academic year may become eligible at the end of the first semester if they meet all academic requirements at that time. *Bona fide* transfers may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
- d) Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
- e) Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
- f) Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

Students entering Grades 8 and 9 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 10 – 12.

Students promoted to the seventh grade for the first time are eligible.

For the purposes of this subsection, extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school that are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, Superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity will be granted if the principal, Superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral, music, and other courses at events such as athletic events (pre-game, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performance at various meetings, etc. are extracurricular, and students academically ineligible under this policy will not be allowed to participate.

[Reference: Ala. Admin. Code 290-3-1-.02(19)]

# **DIVISION I ACADEMIC REQUIREMENTS**

College-bound student-athletes will need to meet the following academic requirements to practice, receive athletics scholarships, and/or compete during their first year.

<b>Core-Course Requirement</b>
<p>Complete 16 core courses in the following areas:</p> <ul style="list-style-type: none"> <li>• 4 years of English</li> <li>• 3 years of math (Algebra I or higher)</li> <li>• 2 years of natural/physical science (1 year of lab if offered)</li> <li>• 1 year of additional English, math or natural/physical science</li> <li>• 2 years of social science</li> <li>• 4 years of additional courses (any area above, foreign language or comparative religion/philosophy)</li> </ul>

<b>Full Qualifier</b>	<b>Academic Redshirt</b>
<ul style="list-style-type: none"> <li>• Complete 16 core courses: <ul style="list-style-type: none"> <li>■ Ten of the 16 core courses must be completed before the seventh semester (senior year) of high school.</li> <li>■ Seven of the 10 core courses must be in English, math, or science.</li> </ul> </li> <li>• Earn a core-course GPA of at least 2.300</li> <li>• Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale (corresponding test-score requirements are listed on Sliding Scale).</li> <li>• Graduate high school</li> </ul>	<ul style="list-style-type: none"> <li>• Complete 16 core courses</li> <li>• Earn a core-course GPA of at least 2.000</li> <li>• Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale (corresponding test-score requirements are listed on Sliding Scale).</li> <li>• Graduate high school</li> </ul>

**Full Qualifier:** College bound student-athletes may practice, compete and receive athletics scholarship during their first year of enrollment at an NCAA Division I school.

**Academic Redshirt:** College-bound student-athletes may receive athletic scholarships during their first year of enrollment and may practice during their first regular academic term but may NOT compete during their first year of enrollment.

**Nonqualifier:** College-bound

**Nonqualifier:** College-bound student-athletes cannot practice, receive athletics scholarships or compete during their first year of enrollment at an NCAA Division I school.

## **DIVISION II ACADEMIC REQUIREMENTS**

College-bound student-athletes enrolling at NCAA Division II school need to meet the following academic rules to practice, compete and receive athletics scholarships during their first year.

<b>Core-Course Requirement</b>
<p>Complete 16 core courses in the following areas:</p> <ul style="list-style-type: none"> <li>• 3 years of English</li> <li>• 2 years of math (Algebra I or higher)</li> <li>• 2 years of natural or physical science (including one year of lab science if offered)</li> <li>• 2 years of social science</li> <li>• 3 additional years of English, math or natural or physical science</li> <li>• 4 additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy</li> </ul>

<b>Full Qualifier</b>	<b>Partial Qualifier</b>
<ul style="list-style-type: none"> <li>• Complete 16 core courses</li> <li>• Earn a core-course GPA of at least 2.000</li> <li>• Earn an SAT combined score of at least 820 or an ACT sum score of at least 68</li> <li>• Graduate high school</li> </ul>	<ul style="list-style-type: none"> <li>• Complete 16 core courses</li> <li>• Earn a core-course GPA of at least 2.000 OR</li> <li>• Earn an SAT combined score of at least 820 or an ACT sum score of at least 68</li> <li>• Graduate high school</li> </ul>

**Full Qualifier:** College-bound student-athletes may practice, compete and receive athletics scholarship during their first year of enrollment at an NCAA Division II school.

**Partial Qualifier:** College-bound student-athletes may receive athletics scholarships during their first year of enrollment and may practice during their first regular academic term but may NOT compete during their first year of enrollment.

**Nonqualifier:** College-bound student-athletes may not practice, compete or receive athletics scholarships during their first year of enrollment at an NCAA Division II school.

### **Test Scores**

If you take the current SAT before March 2016 and then take the redesigned SAT at a later date, the NCAA Eligibility Center will not combine section scores from the current and redesigned SAT when determining your initial eligibility. The NCAA Eligibility Center will only combine section scores from the same version of the test. Because the redesigned SAT varies in design and measures different academic concepts than the current SAT, a numerical score on the current test may not be equivalent to the same numerical score on the redesigned test.



# **2018 DIVISION II NEW ACADEMIC REQUIREMENTS**

Initial-eligibility standards for NCAA Division II college-bound student-athletes are changing.

College-bound student-athletes first enrolling at an NCAA Division II school on or after August 1, 2018, need to meet new academic rules to practice, compete and receive athletics scholarships during their first year.

<b>Core-Course Requirement</b>
<ul style="list-style-type: none"> <li>• 3 years of English</li> <li>• 2 years of math (Algebra I or higher)</li> <li>• 2 years of natural/physical science (including one year of lab science if offered)</li> <li>• 2 years of social science</li> <li>• 3 additional years of English, math or natural or physical science</li> <li>• 4 additional years of English, math, natural or physical science, social science, foreign language, comparative religion philosophy</li> </ul>

<b>Full Qualifier</b>	<b>Partial Qualifier</b>
<ul style="list-style-type: none"> <li>• Complete 16 core courses</li> <li>• Earn a core-course GPA of at least 2.200</li> <li>• Earn the ACT/SAT score matching your core-course GPA on the Division II sliding scale (corresponding test-score requirements are listed on Sliding Scale).</li> <li>• Graduate high school</li> </ul>	<ul style="list-style-type: none"> <li>• Complete 16 core courses</li> <li>• Earn a core-course GPA of at least 2.000</li> <li>• Earn the ACT/SAT score matching your core-course GPA on the Division II sliding scale (corresponding test-score requirements are listed on Sliding Scale).</li> <li>• Graduate high school</li> </ul>

**Full Qualifier:** College-bound student-athletes may practice, compete and receive athletics scholarship during their first year of enrollment at an NCAA Division II school.

**Partial Qualifier:** College-bound student-athletes may receive athletic scholarships during their first year of enrollment and may practice during their first regular academic term but may NOT compete during their first year of enrollment.

**Nonqualifier:** College-bound student-athletes may not practice, compete or receive athletics scholarships during their first year of enrollment at an NCAA Division II school.

## **Test Scores**

If you take the current SAT before March 2016 and then take the redesigned SAT at a later date, the NCAA Eligibility Center will not combine section scores from the current and redesigned SAT when determining your initial eligibility. The NCAA Eligibility Center will only combine section scores from the same version of the test. Because the redesigned SAT varies in design and measures different academic concepts than the current SAT, a numerical score on the current test may not be equivalent to the same numerical score on the redesigned test.

## If you need help...

ACT/SAT/PSAT  
Athletic Department  
Band  
Cafeteria/Lunch Forms  
Cheerleaders  
Color Guard Line  
Clubs:  
    DECA  
    FCA  
    FCCLA  
    BETA  
Dance Line  
Fees  
Graduation Requirements  
Internet  
  
Lockers  
Lost and Found  
Media Center  
On-the-Job Training  
Parking Permits  
Prom  
Report Cards  
Scholars Bowl  
Scholarship Information  
Senior Activities/Information  
Student Council  
Transcripts  
  
Work Permits  
Yearbook

Dr. Love  
Coach Luker

Mrs. Davis  
Mrs. Baugh  
Ms. Coates

Ms. Bradford/Mrs. Lowe  
Mrs. Hicks/Mr. Slayton  
Ms. Roberts  
Mrs. Hinson  
Ms. Roberts  
Mrs. Turner  
Dr. Love  
Ms. Roberts  
Mrs. Lowe  
Mrs. Jordan

Ms. Coates  
Mrs. Jordan  
Mrs. Baugh  
Ms. Bradford  
Mrs. Jordan  
Mrs. Douglas  
Dr. Love  
Mrs. Hinson  
Dr. Love  
Mrs. Baugh  
Ms. Robinson  
Dr. Love  
Mrs. Jordan  
Ms. Bradford  
Mrs. Hicks

When nothing else works....

Coach Young

# **Clarke County High School**

## **Internet Acceptable Use and Safety Policy**

Clarke County High School offers access to the Internet through the Alabama Supercomputer Authority. All content is filtered according to Child Internet Protection Act (CIPA) guidelines. To gain access, each student must obtain parental permission as verified by the signatures on the attached form. Your child must have this form on file to continue to use resources such as Alabama Virtual Library and InfoCentre (the library circulation program).

### **What is the Internet?**

The Internet is a global network made up of many smaller contributing networks connecting thousands of computers throughout the world and millions of individual subscribers. Internet access is coordinated through a complex association of government agencies and regional and state networks. While there is an abundance of valuable information, with this access comes the availability of material that may not be considered to be of educational value in the context of the school setting.

### **How should it be used?**

The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and administrators. Use of the Internet must be in support of this and consistent with the educational objectives of the school.

## **Clarke County School System Technology Policy**

Clarke County provides education to minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.



## **PARENT’S AGREEMENT**

My child may use the Internet while at school according to the rules outlined unless I send a written notification otherwise.

I give permission for my child’s picture and/or name to be used in school publications (electronic, web or print) unless I send written notification otherwise.

This form will remain on file in your child’s permanent folder during his/her tenure at CCHS.

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Student’s Name

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

1<sup>st</sup> Block Teacher: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

*A full copy of the Clarke County High School Acceptable Use Policy will be made available at your request.*

**PLEASE DETACH THIS PAGE AFTER SIGNING AND HAVE THE STUDENT RETURN IT TO THE SCHOOL.**

# STUDENT'S AGREEMENT

Students may not be allowed computer access until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact the Technology Coordinator at your school.

From time to time, your child's school may wish to publish examples of student projects, group photographs, or student recognitions on the Clarke County Schools' Internet server. A student's personal information will NOT be published on the Clarke County web sites. Pictures used on the Clarke County Schools' web sites may include but are not limited to students when they are involved in projects, when they are in large groups, or when they receive recognition. Selected school materials to be published on the web could include: art work, written papers, videos, class projects and/or computer projects.

## **Students:**

I acknowledge that I have read, understand, and agree to all terms in the Clarke County Schools' Technology Usage Policy as outlined in the Clarke County Schools' Policy Manual. I further understand that, as a user on the Clarke County Schools' network, I am responsible for appropriate behavior when using any Clarke County Schools' technology resource.

I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:

- loss of access to any technology resources such as but not limited to computers, printers, the Internet, and/or video equipment;
- additional disciplinary action determined as appropriate at a specific school by school staff, and/or legal action, when applicable.

I also understand that this agreement will be binding during my entire career at my current school.

Student's Name (Please Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian: (please check appropriate statement)

\_\_\_\_\_ My child may use the Internet while at school according to the rules outlined in the Clarke County Schools Technology Usage Policy

\_\_\_\_\_ My child's picture may be published on the Internet.

\_\_\_\_\_ My child's first name and last initial may be published on the Internet.

\_\_\_\_\_ My child's selected school materials may be published on the Internet.

Parent/Guardian's Name (please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE DETACH THIS PAGE AFTER SIGNING AND HAVE THE STUDENT RETURN IT TO THE SCHOOL.**

# **ACKNOWLEDGEMENT**

## **2022 – 2023**

I, \_\_\_\_\_, a student at Clarke County High School, and my parent/guardian acknowledge by signing below that we have received a copy of the Student Handbook and the Clarke County Code of Conduct and have thereby been advised to what acceptable and unacceptable conduct at Clarke County High School is. We have also been advised to the services available to us, requirements concerning graduation, and other helpful information to make for a successful school year.

\_\_\_\_\_  
Student's Signature

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

\_\_\_\_\_  
Parent/Guardian's Signature

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

**PLEASE DETACH THIS PAGE AFTER SIGNING AND HAVE THE STUDENT RETURN IT TO THE SCHOOL.**





**Clarke County High School**  
**Credit Recovery Application**

I, \_\_\_\_\_, request consideration for Credit  
(student name)

Recovery in \_\_\_\_\_. I have read the requirements  
(name of course)

for admission to the Credit Recovery program and understand my responsibilities if admitted. I am aware that a maximum grade of 70 is available through Credit Recovery and that should I desire a higher grade, I will be required to take the entire course through traditional methods.

My signature and that of my parent/guardian convey our understanding of this grading procedure and all other requirements associated with Credit Recovery program.

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Student Signature

Date

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Parent Signature

Date

---

Counselor Signature

Date

---

Principal Signature

Date



# Clarke County High School

## SCHOOL-PARENT COMPACT

**Dear Parent/Guardian:**

*Clarke County High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.*

This school-parent compact is in effect during school year **2022-2023**.

### School Responsibilities

**Clarke County High School will:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
  - Provide high quality curriculum and instruction as required by the Alabama Course of Study and College and Career Readiness Standards.
  - Provide differentiated instruction based on student need. This will include whole-group, small group, and individualized instruction.
  - Provide an environment that allows for positive communication between the teacher, parent, and student.
  - Work with students to set forth classroom rules and encourage them to discuss these rules with their parents.
  - Enforce classroom rules impartially and consistently.
  - Evaluate student performance in a variety of formal and informal ways.
  - Provide parents with frequent reports on their children's progress through report cards, progress reports, and daily access to INOW Parent Portal.
  - Maintain open communication with parents (phone calls, conferences, parent meetings, parent visitations, and conferences).
  - Provide a safe and orderly school environment conducive to learning.
- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**
  - An Open House is held in October which allows parents to pick up report cards and meet with their child's teachers.
  - Parents are encouraged to call, email, and schedule parent-teacher conferences as needed throughout the school year to determine their students' progress.
- 3. Provide parents with frequent reports on their children's progress.**
  - Progress reports are sent home after the 4<sup>th</sup> week of each nine-week grading period.
  - Report cards are sent home at the end of each nine weeks grading period.
- 4. Provide parents reasonable access to staff.**
  - Parents may call the school to be informed of the time of a teacher's planning period. An appointment can be scheduled by the secretary or parents may leave a message asking the teacher for a return call.

5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,**
  - Parents are always welcome at Clarke County High School
  - Parents are asked to serve as volunteers at the following venues: Open House, College Signing Day, Career Technical Organization conferences, etc. as appropriate
6. **Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.**
  - When Clarke County High School sends written information home, it is in the English language and for EL students it is written in their home language.

### **Parent Responsibilities**

#### **As a parent, I will support my child's learning in the following ways:**

- Set up home rules and expectations that support the school's efforts
- See that my child is punctual and attends school every day
- Monitor attendance and late check-ins/early check-outs
- Support the school in its efforts to maintain proper discipline in a safe, orderly learning environment
- Request a conference with my child's teacher(s) and find out what is expected of my child
- Attend meetings and conferences when the school request them and follow up with his/her teacher
- Develop a partnership with the school to help my child achieve the State's high standards
- Talk with my child about his/her school activities every day
- Tell my child that I expect him/her to attend school every day, complete school work, cooperate with school staff, follow school rules, and achieve in every class
- Encourage my child to have a positive attitude towards school

### **Student Responsibilities**

#### **As a student, I will share the responsibility to improve my academic achievement and achieve the State's high standards in the following ways:**

- Attend school every day unless I am ill or otherwise excused
- Attend all classes on time
- Bring books, paper, and other supplies to class
- Complete assignments and turn them in on time
- Complete assignments during excused absences
- Participate fully in class discussions and activities
- Ask for help from the teachers when I do not understand something
- Participate in after-school activities according to the guidelines and requirements of these activities
- Work to the best of my ability
- Follow class and school rules
- Show respect for myself, my school, and other people
- Comply with the rules of student conduct, including bus and uniform policy
- Take pride in my school

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School Representative Signature

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Parent Signature(s)

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Student Signature

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Date

---

Date

---

Date

## Alabama State Department of Education Digital Device Policy for ACAP Testing

### Student Policy

Students shall not possess or use any digital device when they are participating in ACAP testing. The possession or use of a digital device by a student participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE. If a student is observed in possession of a digital device during the administration of an ACAP test, the device may be confiscated. If a student is observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), testing for the student shall cease, the device may be confiscated and searched for any information related to the ACAP. Additionally, the student shall be dismissed from testing, and the student's test shall be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.

By signing I am affirming that I understand, accept, and will comply with this policy.

\_\_\_\_\_  
Student Name  
(Typed or Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent/Guardian Name  
(Typed or Printed)

\_\_\_\_\_  
Signature





