

# CULLMAN HIGH SCHOOL

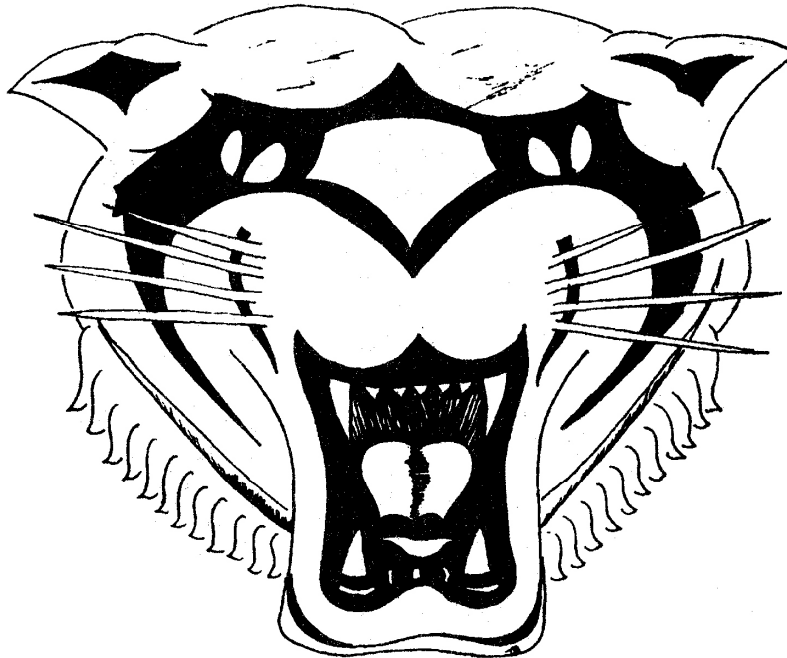
2010-2011

Student Handbook

Code of Conduct for Cullman City Schools

School Conduct Intervention Programs for Cullman City Schools

LEARNING TODAY



LEADING TOMORROW

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**\* Appendix B - All signature pages are to be completed, signed, and returned to the homeroom teacher during the first week of school.**

# Cullman High School Student Handbook

## GENERAL INFORMATION

<b>Student Request</b>	<b>Contact</b>	<b>Location</b>
Accident Forms	Secretary	Front Desk
Athletics	Athletic Director	Front Office
Attendance	Secretary	Front Desk
Audio/Visual	Librarian	Library
Check In/Check Out	Secretary	Front Desk
College Admission	College/Career Counselor	Guidance Office
Discipline	Assistant Principal	Front Office
Lost and Found	Secretary	Front Desk
Medication Forms	School Nurse	Front Office
Parent Conferences	Guidance Secretary	Guidance Office
Parking	Assistant Principal	Front Office
Registration	Guidance Secretary	Guidance Office
Textbooks	Assistant Principal	Front Office

## CLUB AND ORGANIZATION SPONSORS

Art Club	Ms. Arnold
Band	Mr. Smith
Chorus	Mr. Agnew
DNA, Science Club	Ms. Donaldson
Drama Club	Mr. D Lee
Future Business Leaders of America (FBLA)	
FCCLA	Ms. Rains
Future Farmers of America (FFA)	Mr. Benefield
French Club	Ms. Askea
German Club	Ms. Bressette
Hilight Staff	Ms. Calahan
Key Club	Mr. Wilhite
LEO Club	Ms. Chastain
Math Team	Ms. Howse
National Honor Society (NHS)	Ms. Perry
Scholar's Bowl	Ms. McCutcheon
Southerner	Ms. Burroughs
Spanish Club	Ms. McCutcheon
Student Government Association	Ms. Pylant

## **ATHLETIC TEAM HEAD COACHES**

Baseball	Coach Patterson
Boys Basketball	Coach Meyer
Girls Basketball	Coach Hayes
Cheerleaders	Ms. Smith
Cross Country	Coach Dye
Football	Coach Britton
Boys Golf	TBA
Girls Golf	TBA
Boys Soccer	Coach Pugh
Girls Soccer	Coach Powell/Yeager
Softball	Coach B Lee
Tennis	Coach Bates
Track and Field	Coach Dye
Volleyball	Coach Jochum
Wrestling	Coach Cortez/Coach Barnett
Swim	Coach Donaldson

## **STUDENT GOVERNMENT ASSOCIATION OFFICERS**

President	Siarra Swalve
Vice-President	Danielle Dean
Secretary	Natalie Johnson
Treasurer	Stephanie Donaldson

## **CLASS PRESIDENTS**

Seniors	Laura Evans
Juniors	Katie Boyd
Sophomores	Sadi Hulgán
Freshmen	Madison Johnson

## **EQUAL EDUCATIONAL OPPORTUNITIES**

It shall be the policy of the Board that the School District shall provide on a nondiscriminatory basis equal educational opportunities for students. No student shall be denied the benefits of any education program or activity on the basis of race, color, handicap, ability, creed, national origin, age, or sex. All programs offered by schools within the School District shall be open to all students consistent with statutory and judicial requirements. Admission of students to special and advanced programs of activities shall be based on the performance of students. Any student who feels that he or she has been subjected to discriminatory treatment may provide written notice of such alleged discrimination to Dr. Jan Harris, Superintendent, Cullman City Schools, 301 1<sup>st</sup> Street NE, Suite 100, Cullman AL 35055. Phone: (256) 734-2233.

Inquiries or complaints regarding ADA Services should be directed to Dr. Jan Harris, Superintendent, Cullman City Schools, 301 1<sup>st</sup> Street NE, Suite 100, Cullman AL 35055. Phone: (256) 734-2233.

Inquiries or complaints regarding 504 services should be directed to Mrs. Debbie Wright, Students Services Coordinator, Cullman City Schools, 301 1<sup>st</sup> Street NE, Suite 100, Cullman AL 35055. Phone: (256) 734-2233.

Inquiries or complaints regarding special education services should be directed to Mrs. Debbie Wright, Students Services Coordinator, Cullman City Schools, 301 1<sup>st</sup> Street NE, Suite 100, Cullman AL 35055. Phone: (256) 734-2233.

## **HARASSMENT POLICY**

According to Cullman City School Board policy, state, and federal codes, harassment is unlawful and is specifically prohibited. Harassment is a punishable offense by law and by school administration. Any student engaging in verbal or physical harassment will be disciplined. Students will be punished according to the severity of the incident, which may include prosecution by law enforcement officials. Any student or employee should report acts of harassment to the principal, assistant principals, guidance counselors, or designated school officials.

Sexual harassment of students by employees or other students is unlawful behavior and will not be permitted in the school setting. A student who feels he/she has been sexually harassed should report the incident to his/her parents or guardians and the school principal as soon as possible after the incident.

Hazing is defined as “the forcing of humiliating or ridiculous tasks for initiation or membership.” Hazing committed by students, clubs, organizations, or teams representing Cullman High School is not permitted, and violators will be punished.

## SCHOOL POLICIES

*All school policies are subject to amendment throughout the school year as CCBOE policies change.*

### **Attendance Guidelines**

Academic progress and success greatly depends on both regular and punctual attendance at school. In order to benefit fully from the course of study at Cullman High School, students are expected to be punctual and to attend all classes regularly throughout the school year. A student's parents/guardians will be informed if the student develops patterns of inconsistent attendance and punctuality according to the CCBOE Code of Conduct.

According to CCBOE policy, a class absence is defined as non-attendance for more than fifty percent (50%) of a regularly scheduled class. To be counted present, a student must be present more than fifty (50%) percent of the scheduled class time.

### *Excused Absences*

In accordance with state law, a parent or guardian must explain the cause of every absence of students under his or her control or charge. Every student, upon return to school, must bring a verifiable written excuse from home signed by the student's parent or guardian for each absence and present adequate written basis for excused absences. According to CCBOE policy, the parent or guardian will be required to provide medical or legal documentation for absences to continue to be excused after four occurrences (**i.e., whole or part periods/days including check-ins and check-outs**) where a parent or guardian uses written explanations to explain his/her child's absences in a semester. **THE WRITTEN EXCUSE SHOULD BE PRESENTED TO THE PRINCIPAL OR DESIGNEE ON THE DAY THE STUDENT RETURNS TO SCHOOL, BUT NO LATER THAN TWO (2) DAYS after his or her return or the absence(s) will be recorded as unexcused.** The office secretary will code the absence accordingly in the computer system.

### *Absences identified by Alabama law as excused:*

1. Personal illness of the student, or
2. Death in the immediate family, or
3. Inclement weather which would be dangerous to the life or health of the child as determined by the principal, or
4. Legal quarantine, subpoena to court, or
5. Emergency conditions as determined by the principal, or
6. Prior permission of the principal and consent of the parent or guardian, or
7. In School Suspension

### *Make-up Work*

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

students only when other students in general receive grades for homework, examinations, recitation, etc.

Students with excused absences may be allowed to make up all work missed within a reasonable period of time as determined by the teacher or school officials. The teacher will be expected to work out a reasonable make-up schedule, and students will be expected to follow that policy if they wish to make up any work. The teacher should remind students that they have make-up work, but it will be the responsibility of the student to make arrangements to make up all work. **Long-term assignments, such as research papers or special projects, are due on the day of or before the due date. If the student is absent on the date the assignment is due, prior approval must be obtained for the assignment to be turned in later than the due date.**

**Arrangements for all make-up work must be made within two (2) days after returning from an excused absence.**

### *Excessive Absences*

In accordance with CCBOE attendance policy, students with four (4) absences in any class will be given a verbal warning by the teacher that they are jeopardizing their credit. If a fifth (5<sup>th</sup>) absence occurs, the student will be given written notice, with a copy to the office and a copy to the student's parents/guardians along with a referral to the Early Warning Truancy Program. If six (6) or more absences occur in any one class he/she will automatically fail due to absences (FA). The student will be notified in writing of the FA, with a copy to the office and a copy to the student's parents/guardians. Due process procedures for FA are below.

1. The parent/guardian or student may request a hearing with the principal. The request must be written and received within five (5) school days from the date of the notification of the loss of credit or retention.
2. The failure of the parent/guardian or student to request a hearing shall be sufficient evidence to sustain the loss of credit or retention.
3. The decision of the principal at the local school to deny credit or to retain a student may be appealed to the superintendent in writing within five (5) school days after the hearing at the local school has taken place.
4. The rules governing students with disabilities will apply as per applicable federal and state laws.

### *Tardies*

Excessive tardiness is detrimental to both the individual and the entire class of which he/she is a member; therefore, tardiness will not be condoned or tolerated. A class tardy, for attendance and marking purposes, is defined as a student's arrival to class after the time set for the beginning of class or after the tardy bell. A school tardy, for attendance marking purposes, is defined as a student's arrival after the official time set for the beginning of the regular school day.

When a student is tardy to class, he/she will report to the office and receive a written warning. The following is a discipline ladder that will be followed per semester:

3 <sup>rd</sup> Tardy:	One (1) hour of Morning Detention
4 <sup>th</sup> Tardy:	Three (3) hours of Saturday School
5 <sup>th</sup> Tardy:	Three (3) hours of Saturday School
6 <sup>th</sup> Tardy:	One (1) day of In-School Suspension
7 <sup>th</sup> Tardy:	Three (3) days of In-School Suspension and Principal's Probation
8 <sup>th</sup> Tardy:	One (1) day of Out of School Suspension
9 <sup>th</sup> Tardy:	One (1) day of Out of School Suspension and referral to District Attendance Officer and the Early Warning Program
10 <sup>th</sup> Tardy:	Referral to Alternative School

**Tardies are cumulative including tardies to school and to each class. The tardy count will start over each semester.**

#### *Participation in School Activities*

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

Students who are absent from school for an excused reason may practice and/or compete in any school extracurricular or co curricular activity on the day of the absence provided prior approval for the absence is approved by the principal or designee.

#### *Exam Exemption*

Seniors only may be exempt from semester exams. The exemption is on a class-by-class basis. The option of exempting an exam will be given as follows:

- In any class that the student has an average of 75 or better and one (1) or fewer absences.
- In any class that the student has an average of 80 or better and two (2) or fewer absences.
- In any class that the student has an average of 90 or better and three (3) or fewer absences.

All classroom obligations must be met before a student is considered exempt (i.e. textbooks returned, fees paid, etc.)

**\*All attendance records are available online on STI Home. Please contact the school guidance department if assistance is needed for accessing information.**

## **STUDENT RULES AND REGULATIONS**

### **Student Conduct**

All students will be expected to conduct themselves in a manner appropriate to good citizenship with respect and consideration for the rights of others. It is expected that students come to school to learn; therefore, any conduct which interferes with or disrupts the educational process will not be tolerated.

### *Student Dress Code*

Cullman High School recognizes the fact that appropriate student dress and grooming are essential in maintaining a productive educational environment. In order to maintain a setting conducive to a positive educational environment, Cullman High School requires that all students exercise good judgment with regard to their personal appearance and health. Any attire or physical appearance of a student that is considered disruptive to the educational process or creates a health and/or a safety problem is not appropriate for Cullman High School.

The following rules and regulations are mandatory for all students attending Cullman High School. Students who fail to comply with these rules and regulations will be subject to disciplinary action.

1. Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process of Cullman City Schools.
2. Students must be neat and clean at all times. An unkempt or sloppy appearance is not appropriate in the learning environment of a school
3. Students are to wear clothing the in the manner it was designed to be worn. Ex. Clothing worn backward or inside-out and suspenders undone are not allowed. Specifically, pants worn too low or excessively large, baggy clothing will not be permitted.
4. **Revealing or suggestive clothing may not be worn. Undergarments should be worn in an appropriate manner and must not be visible. This includes tank tops and camisoles.**
5. **All shirts must have sleeves. NO SLEEVELESS SHIRTS ALLOWED.**
6. All shorts/skorts/skirts and dresses must be no more than four inches above the knee. Slits in skirts and dresses must not be extreme or revealing.
7. Athletic-type shorts are not permitted.
8. **All clothes should be in a state of good condition. No holes or cut-off clothes allowed.**
8. Students are not to wear jewelry, ornaments, or other accessories which distract from the educational process or present a health and/or safety hazard. With the exception of earrings, body piercing is not allowed.
9. Clothing that displays antisocial, immoral, illegal or gang-related slogans or names is not allowed. Any article of clothing, jewelry, or haircut depicting gangs, satanic, occult, violence, sex, drugs, alcohol, tobacco, mutilation, or language that could be considered obscene or vulgar will not be allowed.
10. **Except for religious, medical, or class-related activities, caps, hats, and coverings may not be worn in school buildings or on campus during the school day.**
11. **Sunglasses may not be worn on campus.**
12. Outerwear (dusters, trench coats, gloves, modified gloves) are not to be worn to school or at school functions.
13. All students are required to wear their hair in such a manner that is not considered unkempt, unclean, impairing vision, or disruptive to the educational environment.

- Students are not to wear hair dyed in unusual or unnatural colors, spiked hair, shaven head areas, or shaven head patterns.
14. Students are not to wear metal chains, metal spiked apparel, or other similar accessories.
  15. Students are required to wear appropriate shoes to school at all times. No bare feet, house slippers, boots with chains, steel toes, or other metal reinforcement or decorations are allowed.
  16. Cheerleader or dance team uniforms may be worn if they meet the dress code requirements as prescribed for all students.
  17. Gym style sweat pants are not to be worn except in physical education classes. Nylon warm-up suits that are loose fitting are acceptable.
  18. Pageant Dress Code  
Students should use good judgment when selecting pageant attire. Attire must adhere to school appropriate levels of decency. Participants are not allowed to wear dresses that reveal their midriff, clothing that is sheer or see-through, dresses with plunging necklines, or dresses with slits above mid-thigh. Strapless dresses and backless dresses that are not excessively low are acceptable. Everyone must wear dress shoes. Students who come to a pageant in unacceptable attire will not be allowed to participate.
  19. Prom Dress Code  
Students should use good judgment when selecting prom attire. Prom attire must adhere to school appropriate levels of decency. Males must wear a dress suite with tie, or formal tuxedo. Females are not allowed to wear dresses that reveal their midriff, clothing that is sheer or see-through, dresses with plunging necklines, or dresses with slits above mid-thigh. Strapless dresses and backless dresses that are not excessively low are acceptable. Everyone must wear dress shoes. Students who come to the prom in unacceptable attire will not be allowed to enter.
  20. Baccalaureate and Graduation Dress Code  
Males – Black pants, white collared shirt, dark dress tie, solid black shoes, and black socks.  
Females – Black dress that meets dress code, solid black shoes.  
Students who do not conform to the dress code will not be permitted to participate in the graduation and/or baccalaureate ceremony.

NOTE:

1. The privileges offered under the dress code may be withdrawn from any student or students who fail to meet the Code of Conduct or dress code in general.
2. Students who violate the rules of the dress code will be subject to punitive action as well as having privileges allowed under the dress code withdrawn.
3. If any aspect of the dress code becomes a consistent problem, appropriate adjustments will be made by the administration to address the situation. For example, if students consistently violate a certain aspect of the dress code such as wearing shorts too short, then that privilege may be revoked for all students.
4. **The final decision regarding dress will rest with the principal or his/her designee.**

### *Cheating*

Students shall not cheat on tests, cheat on assignments, plagiarize work, or fraudulently alter report cards. Students who cheat on tests or give the appearance of cheating on tests will be given a grade of zero for that test, and be subject to Class II disciplinary consequences. The same rule applies to assignments handed in to the teacher for credit. Cheating includes receiving or soliciting aid, or the attempt to receive or solicit aid, from another person or other source (i.e. books, notes, study aids, computer, etc.) or giving aid, or the attempt to give aid, to any person without the consent of the teacher. Plagiarism includes using someone else's words, ideas, works, computer program, output, or data derived through experimentation or investigation without giving that person credit.

### *Drugs and Alcohol*

**Any student found under the influence of or in the possession of alcohol, marijuana, or other drugs (stimulants, depressants, barbiturates, hallucinogens, and all other drugs to which the narcotic and drug abuse laws of the United States apply) on a school campus, at school-related events, or while being transported to or from school or school-related events shall be suspended immediately until a thorough investigation can be made by the principal.** Further, punishment will be determined by the administration and/or the Board of Education.

Any student found guilty by school officials or convicted by any court of selling drugs on school premises or at any school activity may be expelled by the Board of Education.

### *Prescription and Over-the-Counter (OTC) Drugs*

**Prescription and over-the-counter (OTC) drugs can be potentially dangerous if taken by another individual or in a manner not prescribed; therefore, it is the policy of Cullman High School and the responsibility of each parent/student to register and deposit any prescriptive or OTC medicine in the nurse's office.** The school nurse or designated office staff will both record and administer all medicine unless otherwise approved by the administration.

Any student in possession of prescriptive or OTC drugs on campus can be subject to severe penalties that may include expulsion.

### *Smoking/Use of Tobacco*

Students in the Cullman City Schools shall not be permitted to smoke, **use tobacco, or have tobacco in any form in their possession on a school campus, at school-related events, or while being transported to or from school or school-related events. Furthermore, students shall not be permitted to smoke or use tobacco in any form at school functions or activities. Parental permission to possess, smoke, or otherwise use tobacco does not exempt a student from this policy.**

Students caught smoking, using, or in possession of tobacco products will receive appropriate disciplinary measures as determined by the Student code of Conduct. Since using tobacco is prohibited, students have no reason to have tobacco in their possession; therefore, the possession of tobacco, matches, lighters, etc. are prohibited. These items will be confiscated and the violator disciplined.

### *Vandalism*

Vandalism of school or private property will not be tolerated. Any student who deliberately destroys, damages, or defaces school property will be required to pay the full price of repair or replacement and will be subject to disciplinary action. Any school property accidentally broken or damaged should be reported immediately to the teacher, principal, or assistant principal.

### *Unauthorized Purchases*

Cullman High School will not be responsible for any unauthorized purchase by students.

### *Fighting*

Fighting in the school buildings, on school grounds, at school-sponsored events, or any time the student is under the jurisdictions of the school will be considered a serious offense, and violators will be subject to out-of-school suspension, have disciplinary hearing to consider expulsion, and/or face charges of disorderly conduct.

### *Possession of Weapons and Firearms*

No student may have in his/her possession a weapon or firearms on a school campus, at school-related events, or while being transferred to or from school or school-related events.

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on school premises. Possession of a deadly weapon with the intent to do bodily harm on school premises or a school bus is a Class C Felony. (Note: Deadly weapons include but are NOT limited to hand grenades, explosive or incendiary device, pistol, rifle, shotgun, switch-blade knife, gravity knife, stiletto, sword, dagger, or any club, baton, billy-jack, bludgeon or metal knuckles.)

Possession of a gun in a school zone is a state and federal offense which will result in severe monetary and/or legal penalties. A student who is determined to have brought a weapon to school in violation of the Gun-Free Schools Act will be subject to immediate suspension and, if guilty, expulsion for a period of not less than one year and will be referred to the appropriate authorities. Any exceptions of these cases must be modified on a case-by-case basis by the superintendent.

### *Public Display of Affection*

**Public display of affection is considered inappropriate behavior on campus or at school sponsored activities. Hugging, kissing, or embracing is prohibited.**

## **Disciplinary Actions**

### *Removal from Class*

A student may be temporarily removed from a class for any behavior which disrupts the educational process. Any classroom teacher will have the authority to temporarily remove a student from class.

### *Detention*

Detention will be held from 7:00 – 7:55 AM each day as assigned by administration. Detention will begin promptly at 7:00 AM. Any student who is not in the detention room and seated at these times will not be allowed to serve on that day.

### *Saturday School*

The Saturday School Program will operate from 8:00 – 11:00 AM. Any student arriving after 8:10 AM on Saturday will not be admitted to the Saturday School Program. **If a student is absent unexcused (as determined by administration) on the day of the Saturday School assignment, the student will be suspended from school for one day the following week.**

### *In-School Suspension*

The In-School Suspension program is an alternative to out of school suspension. Students may be assigned In-School Suspension (ISS) from one to ten days based on the seriousness of the infraction. All school work will be the responsibility of the student. He/she will receive credit accordingly. No attendance or participation in extracurricular activities will be allowed until the assigned ISS time has been served. Students are counted present in daily attendance and are allowed to make up any missed classroom work upon their return to class.

### *Suspension*

The authority to suspend a student from school rests entirely with the Principal or assistant principal. Suspension will be for a specific number of days as specified by the Cullman City Board of Education (CCBOE) and statutory regulations. The number of days will be determined by the seriousness of the offense. Any student suspended from school will not be allowed to participate in any extracurricular activities, school functions, practices, enter school property, or attend any school activity on any school campus.

### *Principal's Probation*

When placing a student on school probation, Principal Level, which is not to exceed twelve school weeks at any one time, the principal or delegate shall adhere to the following practices:

1. Advise the student of the charge(s) and give the student the opportunity to tell what occurred.
2. Make a reasonable effort to hold a conference to inform the parent/guardian of the offense, the school probation status, and the conditions.
3. Document the probationary status with the time, date, cause(s), duration, and conditions. (School Probation – Principal Level Form)
4. Distribute a copy of the School Probation – Principal Level form to the following: student, parent/guardian, superintendent, principal, assistant principal, and place a copy in the student's cumulative folder. Forward the original School Probation – Principal Level form to the Student Services office.

### *Superintendent's Probation*

When a student is recommended for school probation status, Superintendent Level, which is not to exceed eighteen weeks at any one time, the Office of Superintendent shall require the Principal to:

1. Notify the student orally and in writing of charge(s) and give the student the opportunity to tell what occurred. (If student is suspended, the charge(s) in writing will be on the suspension notice form.)
2. Make a reasonable effort to hold an informal conference to inform the parent/guardian of the offense and the decision to recommend school probation, Superintendent Level, and to explain school probation.
3. Write a letter to the Superintendent's office within three (3) school days after the date of commission of the offense, recommending school probation, stating the charge(s) and date(s) of any principal's conference(s).
4. Attach a copy of the student's cumulative record to the letter as well as a copy of the current report card, attendance information, current demographic information, all necessary documentation of the charge(s) and a copy of the suspension notice (if suspended).

The Office of the Superintendent shall:

1. Receive and date the letter and accompanying information from the principal.
2. Set the hearing date, time, and place and notify the student, parent/guardian, and the principal. The hearing normally will be within ten school days after the date of the commission of the offense. The Office of Superintendent shall comply with Board Policy JDE – Expulsion. The parent may elect to accept school probation and to waive the hearing by executing a written waiver.
3. Document the probationary status with the time, duration, and conditions. (School Probation – Superintendent Level Form)

### *Turning Point Program*

The Turning Point Program is an alternative education program designed for students facing expulsion from a regular education program.

### *Expulsion*

A student may be expelled from school if an offense is serious enough to warrant such action. The authority to expel a student is retained solely by the CCBOE.

### **Other Public Agencies**

#### *Interrogations by Public Officials*

When law enforcement officers make it known that they wish to talk to a student while under supervision of the school, the following procedure will be used:

1. The student will be called to the office of the principal or designee.

2. The principal shall permit the law enforcement officer(s) to talk with the student. Such talk or interrogation shall be in the presence of the principal or designee and in a private setting.

In case an arrest warrant is presented by law enforcement officers, the school principal or designee shall make reasonable effort to notify the parent or guardian of the student in question prior to the student's removal from the school premises.

#### *Department of Human Resources*

The school principal or designee may request personnel from the Department of Human Resources (DHR) to come to the school to assist in providing related services for students provided at least one of the following criteria is met:

1. The student is an active client with DHR.
2. The student is in the legal custody of DHR.
3. The school principal or designee believes that DHR can provide services that will help the student.
4. There is evidence of child abuse/neglect or suspected child abuse or neglect.

#### *Unannounced Visits by Law Enforcement Agencies*

To provide and maintain a safe and secure environment for students, staff, and visitors, the CCBOE supports the requirement of the Alabama Administrative code, section 290-030-010-06, to permit law enforcement agencies to make periodic, unannounced visits to any school within Cullman City Schools. Such visits shall be for the purpose of detecting the presence of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).

## **PRIVACY AND PROPERTY RIGHTS**

### **Searches of Desks and Lockers**

The CCBOE recognizes the implications of constitutional law in the area of student privacy. The board is equally aware that such tangible property items such as student desks, student lockers, and related properties are and remain the property of the school board; therefore, desks, lockers, and other equipment owned by the school system may be searched by school officials at any time or for any reason. There is no expectation of privacy.

### **Student Records**

Students and parents/guardians shall be provided access to official records directly related to students and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. Students and/or parents/guardians who wish to review records shall contact the school for an appointment. **Parents are responsible for keeping demographic information up to date at all times.** Change of information forms are available in the main office.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Cullman City Schools, with certain exceptions, obtain written consent from a parent/guardian prior to the disclosure of personally identifiable information from a student's records. However, Cullman City Schools may disclose appropriately designated "directory information" without written consent, unless advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Cullman City Schools to include this type of information a student's education records for certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Educational Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless the parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Cullman City Schools to disclose directory information from your child's education records without prior written consent, you must notify the school in writing by August 31, 2010. Cullman City Schools has designated the following as directory information: (Note: an LEA may, but does not have to include all the information listed below.)

- Student's name
- Address
- Telephone mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended.

## **Personal Items at School**

### *Cell Phones*

**Cell phones are not allowed on the school campus from the time the student arrives until the bell rings to end the school day.** If the school staff is able to determine a student has a cell phone, either by sight or sound, the phone will be confiscated until a time when the parent can retrieve it from the office. Students may be removed from testing if it is learned they have a cell phone in possession during the test. If a student's phone is confiscated, the discipline ladder listed below will come be followed:

- 1<sup>st</sup> Offense: Three (3) hours of Saturday School
- 2<sup>nd</sup> Offense: One (1) day of In School Suspension
- 3<sup>rd</sup> Offense: Three (3) days of In School Suspension
- 4<sup>th</sup> Offense: One (1) day of Out of School Suspension
- 5<sup>th</sup> Offense: Three (3) days of Out of School Suspension and Principal's Probation
- 6<sup>th</sup> Offense: Referral to Alternative School

### *Electronic Devices*

**No electronic device usage, including cell phones and iPods, are permitted on the school campus prior to or during the school day.** These types of items are easily damaged or stolen and often create problems and disruptions. Students may use cell phones after 3:11 PM. Teachers may prohibit students from using cell phones after school hours in their classroom. Students may be removed from testing (i.e., PSAT, ACT, etc.) if they possess a cell phone that is turned on during testing. Listed is a discipline ladder that will be followed:

- 1<sup>st</sup> Offense: Three (3) hours of Saturday School
- 2<sup>nd</sup> Offense: One (1) day of In School Suspension
- 3<sup>rd</sup> Offense: Three (3) days of In School Suspension
- 4<sup>th</sup> Offense: One (1) day of Out of School Suspension
- 5<sup>th</sup> Offense: Three (3) days of Out of School Suspension and Principal's Probation
- 6<sup>th</sup> Offense: Referral to Alternative School

### *Animals and Pets*

The public health department and state law prohibits animals or pets from school campus for health and safety reasons. Any exception must first have the permission of the school administration. Experimentation or exhibits involving animals or pets must receive prior approval from the administration. Failure to do so will result in disciplinary action.

### *Book bags*

Only book bags and those items deemed as book carriers will be permitted on campus. Large sports bags will not be permitted on campus except to and from a designated site by a coach upon arrival at school and departure from school.

### **Automobile Registration and Parking**

All students who operate a motor vehicle on campus will be required to register their automobile and purchase a parking decal. Decals will be purchased from the Student Government Association (SGA) for twenty dollars (\$20). No student may have driving privileges on the Cullman High School campus without a valid driver's license and automobile insurance.

Students who drive to school will be expected to obey all traffic laws of the State of Alabama and the City of Cullman (concerning school zones). When the student arrives, he/she must park in their designated parking spot student parking lot. If students arrive at 7:30 AM or after, they should exit the vehicle and enter the campus. The

vehicle must remain parked until school is dismissed or he/she has permission to leave school. A student must have permission from the principal or assistant principal to return to his/her car for any reason. Students are not allowed to sit in cars, drive around on campus, pick up other students and leave campus, or congregate in the parking lot. Fines may be assessed for illegal parking. Vehicle doors should be locked at all times when the vehicle is not occupied. Damages to privately owned vehicles while on school system property shall be the responsibility of the owner or driver.

#### *Vehicle Searches*

When there is reasonable suspicion, school officials (principal or designee) have the authority to search the interior of student automobiles on school property for illegal items that are specifically prohibited by law, board policy, or school regulations. Reasonable suspicion of violation of law or policy may be based upon information from such sources as faculty members, students, a law enforcement officer, visual evidence, or any of these factors. Searches may be conducted, without notice, without student consent, and without a search warrant.

#### *Bicycles, Motorbikes, Motorcycles, and Skateboards*

All bicycles, motorbikes, or motorcycles are to be parked in designated areas. They are to be parked immediately upon arriving at school; they are not to be driven on sidewalks or athletic fields. **Skateboards are not allowed on campus.**

## **ACADEMIC POLICIES**

*Students and parents have access to student progress at all times on D2L. Contact the guidance department for further information regarding academic policies.*

### **Uniform Grading Plan**

Numerical grades are mandatory in grades 1-12 based on the following scale:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

### **Sequential English Requirement**

Students in grades 9-12 must take and pass English in sequence. Two (2) English courses cannot be taken for credit at the same time, except that a student may elect to retake an English course previously passed for the express purpose of enhancing the student's GPA. The course would be a non-credit course with no additional Carnegie units would be earned. However, the grade for the course would replace the previous grade.

### **Teacher Aides**

Students may be assigned to a specific teacher as a student aide. This program is designed to give the student practical experience in duties performed by classroom teachers. The teacher will serve as a mentor for the students in developing such skills as filing papers, doing reports, and other duties the teacher deems necessary. The student will receive one-half unit of credit per trimester for this class. The grade will not be averaged into the student's GPA.

### **National Honor Society**

National Honor Society is a student organization that serves the school and community through various projects. To be a member of NHS, a student must be a Junior or Senior, have completed one (1) year at Cullman High School, be on the advanced diploma curriculum with a GPA of ninety (90) or higher, and exhibit characteristics of service, knowledge, scholarship, and character.

## **GENERAL POLICIES**

### **Athletic Eligibility**

Students who participate in extracurricular activities that involve representing their school in competition, presentations, performances as athletes, marching band members, etc. must meet the Alabama High School Athletic Association eligibility requirements as stated in the AHSAA Handbook. Furthermore, students who have been suspended, in school or out of school, cannot practice or compete in any extracurricular activity during the suspension.

### **Check-Out Procedures**

All students must check out through the principal's office according to the following procedures:

1. All students must be checked out by their parent, guardian or designated responsible adult (verified on registration card).
2. By having a note signed by a parent or guardian that can be verified by phone by a school official BEFORE the time of the check out. All phone verifications must be approved by the principal or assistant principal. Students should bring all notes to the office before going to first (1<sup>st</sup>) period (prior to 7:55 AM).
3. **If a student drives to school and the parent cannot come to check him/her out, the parent must call the principal, assistant principal, or office secretary between 7:30 and 8:30 AM on the day that the student is to leave early.** After the student receives permission to leave school, he/she must properly check out through the school office. Office aides cannot give permission for students to check out.

Any student violating this policy shall be subject to disciplinary action by the administration. All students, regardless of age, must follow these policies.

### **School Opening and Closing Times**

The school day normally begins at 7:55 AM and ends at 3:11 PM. (Refer to the daily school for the variations on Wednesday and Thursday of each week.) School personnel will not assume responsibility for students more than fifteen minutes before the time set for opening classes and fifteen minutes after the time set for closing the normal school day's classes.

However, responsibility shall be accepted and supervision provided for students who arrive early or depart late to participate in programs sponsored by the school (i.e., supplemental curriculum related programs, athletic events) and those who are transported via school system buses.

### **Closed Campus**

**Cullman High School operates on a “closed campus” policy. Students must stay within the confines of the school facilities from the time they arrive until they are dismissed.** Students violating this policy will be subject to suspension from the regular school program. Students must have properly signed documents to leave.

Groups or organizations that are not school sponsored may not conduct activities at the school or through the school. This prohibits selling, soliciting money, posting announcements, conducting initiations, or meeting during school hours.

### **Visitors**

All visitors and parents should report immediately to the office upon arrival at school. They must obtain a visitor's pass before they can visit any class, teacher, or student. Students from other schools, friends, or relatives will not be permitted to attend classes with Cullman High School students.

### **Deliveries**

**The school will not accept personal deliveries for any student. Students are not to have deliveries of food, flowers, or gifts from outside businesses. Parents may only deliver items for students that are necessary for school such as special projects, medicines, or uniforms.**

### **Telephone and Messages**

**Students may be permitted to use the office telephone only in cases of illness or absolute necessity as determined by the principal. Students will not be called to the telephone nor will students be called out of class to talk with a parent or other person unless the situation is deemed as an emergency by an administrator.**

### **Library**

The library is for study, reading, and research.

1. Individual students must have a pass from their teacher to go to the library. The pass should be presented at the circulation desk upon entry.
2. Food and drinks will not be allowed.
3. Students are required to pay for lost books.

## **Lunchroom**

All students in a class will go to lunch as a group with their third period teacher. **Everyone must remain in the lunchroom during their lunch period and may leave only at the assigned dismissal time. No food or drinks will be carried from the lunchroom. Food and drinks from restaurants and fast food services may not be delivered to students or eaten in the cafeteria.**

## **Out-of-District Fees**

**Fees must be paid by all out-of-district students to the Cullman City Board of Education. If not paid by the start of each semester, student(s) will be automatically withdrawn from school.**

## **Yearbook Sales**

Yearbooks will go on sale when school begins in August. Taylor Publishing will mail each student information about buying a yearbook using a check, money order, or credit card. This method of ordering yearbooks will inform parents and students of purchase information. No yearbooks will be sold at school.

## **Textbooks**

Textbooks are furnished by the Alabama State Department of Education and the Cullman City Board of Education. Students are responsible for all books issued and will be required to pay for any books lost, damaged, or destroyed before they will receive additional textbooks.

## **Asbestos Management Statement**

The Cullman City Schools, in compliance with the Environmental Protection Agency (EPA) AHERA Program, have performed inspection of each school building for asbestos containing materials. The Asbestos Management Plans and/or updates are on file in each school's administrative offices for review during regular school hours. Inquiries or complaints may be directed to Dr. Jan Harris, Superintendent, Cullman City Schools, 301 1<sup>st</sup> Street NE, Suite 100, Cullman AL 35055. Phone: (256) 734-2233.

## **Meningococcal Disease**

In the 2006 Legislative Session Senate, Joint Resolution 26 (Act No. 2006-54) was passed urging the Alabama State Department of Education to inform parents and students in grades six, ten, and twelve of meningococcal disease. Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children two to eighteen (2-18) years old in the United States.

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, sharing drinking glasses, and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues

surrounding the brain and spinal cord. Symptoms of the disease include: fever, headache, stiff neck, red rash, drowsiness, nausea and vomiting.

MCV4, or the meningococcal vaccine, is recommended for all children eleven to twelve (11 to 12) years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. More information on this and other vaccine recommendations can be found at [www.adph.org/immunization](http://www.adph.org/immunization)

## **TECHNOLOGY USAGE**

### **Student Access to Networked Information Resources**

Students are responsible for good behavior when using school computer networks since communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others; however, access to network services, i.e. the Internet, will be provided to only those students who agree to act in a considerate and responsible manner. Independent student use of telecommunications and electronic information resources will be permitted upon submission of parental permission/agreement forms (See IFBGC-F1) signed by students and their parents/guardians. Parental permission is required. Access to the Internet via School System computers is a privilege, not a right, and entails responsibility. NOTE: See policy GARB for additional information on employee use of computers and Internet.

#### **Access:**

1. Students may use only accounts, files, software, and technology resources that are assigned to him/her.
2. Students may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
3. Students must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the School System.
4. Students identified as a security risk may be denied access.
5. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
6. Students must not attempt to disrupt any computer services or data by spreading viruses, spamming, or by any other means.
7. Students are not allowed to order any goods or services over the School System's network that will result in charges to the School System.
8. Students must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

9. The School System Technology Coordinators and/or school administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts. Their decision will be final.

**Privacy:**

1. To maintain network integrity and to insure that the network is being used responsibly, local school and School System Technology Coordinators reserve the right to review files and network communications.
2. Users should not expect files stored on the School System' network to always be private.
3. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
4. The School System cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
5. Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, user accounts, telephones, and telephone systems. During these procedures, it may be necessary to review e-mail and/or files stored on the network.
6. Users are encouraged to avoid storing personal and/or private information on the School System and/or schools technology resources.
7. The system-wide technology staff does perform routine backups. However, all users are responsible for storage of any critical files and/or data.
8. Student records, media center collections, and accounting information should be backed up to disk.

**Electronic Mail:**

1. The School System provides access to electronic mail for employees upon request and, on a limited basis, for secondary students.
2. Access to e-mail is for employee, class, and/or student use in any educational and instructional business that they may conduct.
3. Personal use of electronic mail is permitted as long as it does not violate School System policy and/or adversely affect others or the speed of the network.
4. Electronic mail should reflect acceptable standards at all time.
5. School System e-mail accounts may not be used for political or personal gain.
6. School System e-mail accounts may not be used for attempting or successfully sending anonymous messages.
7. School System e-mail accounts may not be used for sending mass e-mails.
7. School System e-mail accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

**Internet:**

1. The intent of the School System is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.

2. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
3. Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
4. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents/guardians.
5. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.
6. Permission is not transferable, and therefore, may not be shared.
7. Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

**Internet Filtering:**

1. Internet access for all users is filtered, through one central point, by URL and IP address.
2. Internet searches are filtered by keyword.
3. URLs and IP addresses may be added to or deleted from the filtered list by the School System office.
4. Staff members may request review of filtered sites.

**Web Publishing:**

1. The School System's web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
2. All home pages will be reviewed by the local school and/or School System Technology Coordinator before being added to the School System's School World Wide Web Server.
3. The Technology Staff reserves the right to reject all or part of a proposed Home page.
4. Home pages may only be placed on the Web server by a local school or School System Technology Coordinator.
5. All pages posted on the School System's web server must be written with an approved editor.
6. Each posted page must include the following: the school location, date of last update, and an e-mail address.
7. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
8. All web page authors are responsible for the maintenance of their own pages.
9. All links should be checked regularly to make sure they are current and working.
10. Pages that are not updated in a timely fashion; that contain inaccurate or inappropriate information; or contain links that do not work will be removed and the author will be notified.
11. Unfinished pages will not be posted until they are fully functional.
12. Teacher created web pages stored on a commercial or private server may be a link from a teacher created web page stored on the School System Internet server.

13. Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used-only first name, last initial. No written permission is required for in-school broadcasts (i.e. morning news, announcements, class profiles, etc.)
14. Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
15. No written permission is required to list faculty/staff and their school contact information (phone extension, e-mail address, etc.)
16. Written consent will be required for posting of any employee photographs.
17. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

**Parental Permissions:**

It is the responsibility of the staff posting information on the web, requesting videos, or designing publicity or public relations information to obtain written parental permission prior to student access to the Internet (See Form IFBGC-F1).

**Examples of Inappropriate Resources:**

The following activities are examples of inappropriate activities for any School System network, e-mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

1. Using another user's password or attempting to determine another user's password.
2. Sharing your own password.
3. Trespassing in another user's files, folders, home directory, or work.
4. Saving information on ANY network drive or directory other than your personal Home directory OR a teacher specified and approved location.
5. Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive
6. Harassing, insulting, or attacking others via technology resources.
7. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
8. Intentionally wasting limited resources such as disk space and printing capacity.
9. Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
10. Sending, displaying, or downloading offensive messages or pictures.
11. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language.
12. Participating in on-line chat rooms without the permission/supervision of an adult staff member.

13. Posting any false or damaging information about other people, the school system, or other organizations.
14. Posting of any personal information about another person without his/her written consent.
15. Broadcasting network messages and/or participating in sending/perpetuating chain letters.
16. Violating copyright laws.
17. Plagiarism of materials that are found on the Internet.
18. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.).
19. Use of any School System Technology resource for personal gain, commercial or political purposes.

Violations may result in a loss of access as well as other disciplinary or legal action. The School System cannot responsibly restrict, monitor, or control the communications of all students utilizing the networks. Use of the networks is based on each individual student's pledge to use School System networks responsibly. Parents/guardians play a key role in setting and conveying the standards that their children should follow when using media and information sources. To that end, the School System supports and respects each family's right to decide whether or not to apply for access.

### **Cullman City Schools Gifted Education Program**

#### **DEFINITION:**

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

#### **REFERRALS/ELIGIBILITY**

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

Cullman City Schools follows the Alabama State Code criteria for gifted eligibility. This includes but is not limited to data collection in the following areas:

<u>Aptitude:</u>	Aptitude is assessed through an individual or group test of intelligence or creativity.
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Characteristics: A behavior rating scale that is designed to assess gifted behaviors is completed by teachers or other persons with knowledge of the student.

Performance: At least three indicators of performance are required. These may include grades, achievement test scores, work samples, etc.

Scores from the above mentioned assessment items are entered on a matrix where points are assigned according to established criteria. Total number of points earned determines if a student qualifies for gifted services as per state criteria.

**CONTACT:**

To make a referral, contact the Guidance Counselor at your child's school or Deborah F. Wright at 256-734-2233.

# CODE OF CONDUCT FOR CULLMAN CITY SCHOOLS

## *Code of Conduct for Cullman City Schools*

In order for students to succeed to their fullest potential, it is critical that a high degree of self-discipline be developed. Employees of the Cullman City School Board are encouraged to help students strive toward this goal. The Cullman City School Board, recognizing the importance of discipline in the learning process, hereby accepts the following Code of Conduct for the Cullman City Schools.

## *Role of School Personnel*

School personnel have a responsibility to provide an environment conducive to learning; use accepted guidance procedures; maintain an atmosphere conducive to good behavior; exhibit an attitude of respect for students; demonstrate a positive, caring attitude toward students; plan a curricula to meet the needs of all students; maintain effective discipline; encourage parental participation in school affairs; promote the services of community agencies; schedule conferences as needed; and inform parents of problems.

## *Jurisdiction of the School Board*

Cullman City Schools students are subject to the rules and regulations of the Cullman City School Board. Student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events is subject to sanctions.

## *Role of Students*

The degree to which students assume responsibility for leaning relates directly to the learning which takes place. Students shall assume the following responsibilities; attend all classes daily and be punctual in attendance; attend class prepared with appropriate working materials; respect the rights of others; respect both school property and property of others; dress in an appropriate manner as outlined in each school's dress code; conduct themselves in a safe and responsible manner; demonstrate a positive, cooperative attitude; abide by classroom regulations; complete assignments on time; review materials covered in class; and ask for help when needed.

## *Role of Parents*

In order to build a successful learning environment for all students, it is very important that parents become involved in the learning process. Parents should assume the following supportive role: keep in regular communication with school authorities concerning their child's progress and conduct; make certain that the student is in regular attendance and limit the student's leaving school early; provide the student with the necessary resources needed to complete class work and student activities; discuss grades, work assignments and a desire to achieve academically with the student; provide the student with a quiet study environment at home; make certain that homework is completed each day; maintain up-to-date home, work, and emergency telephone numbers

at the school; attend scheduled parent-teacher organizations; and support school authorities when disciplinary action is taken.

#### *Knowledge and Observation of Rules and Conduct*

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

The board fully recognizes that students possess certain constitutional rights. On the other hand, the board is aware of its statutory responsibility to maintain proper atmosphere for learning in Cullman City Schools. Conduct by any student which materially interferes with the rights of others to receive a quality education will not be tolerated. Violators shall be subject to appropriate disciplinary measures.

**Student responsibilities are as follows:** abide by laws, school rules and local board of education policies regarding rules of conduct, and document receipt of Code of Conduct with his/her signature.

**Student rights are as follows:** be informed of laws, individual school rules and local board of education policies regarding conduct, and be informed as to the specific results of any violation(s) of the local board of education's code of student conduct. At the school level, the principal shall be the final authority in interpreting the Code of Conduct.

#### *Discipline*

The School Board authorizes the superintendent, principals, and teachers to fully enforce regulations in accordance with board policy. Application of disciplinary measures shall be fair and reasonable. Due process shall be afforded students.

#### *Disciplinary Measures Available to the Respective Schools*

The Cullman City School Board authorizes the superintendent, principals, and teachers to utilize any one or all of the following methods of discipline. The method chosen should be suited to the offense in accordance with Board Policy and appropriate due process.

- STUDENT CONFERENCE
- CORPORAL PUNISHMENT
- OUT-OF-SCHOOL SUSPENSION
- IN-SCHOOL SUSPENSION
- PRINCIPAL'S PROBATION
- SUPERINTENDENT'S PROBATION
- EXPULSION
- DETENTION
- RESTITUTION
- PROSECUTION
- PARENT CONSULTATION

### *Classification of Violations and Sanctions*

Violations of the Code of Conduct are grouped into three classes (Class I, Class II, and Class III) which range from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events are subject to sanctions. Below is a list of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases.

#### **Class I Violations:**

- 1.01 Distraction of other students
- 1.02 Intimidation of a student
- 1.03 Unauthorized organizations
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene manifestation (verbal, written, or gesture visible toward another person)
- 1.06 Non-conformity to dress code
- 1.07 Disruption on a school bus
- 1.08 Inappropriate public display of affection
- 1.09 Unauthorized absence from class or school for part of a day
- 1.10 Refusal to complete class assignment
- 1.11 Failure to follow appropriate directives from local board of education employee
- 1.12 Unauthorized use of school or personal property
- 1.13 Littering of school property
- 1.14 Any other violation that the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 1.15 Disrespect of authority

#### **Class I Sanctions:**

1. Student Conference
2. Verbal reprimand
3. Withdrawal of privilege(s)
4. Parent conference
5. Temporary removal from class
6. Detention
7. In-School suspension
8. Restitution of property and damages where appropriate
9. Other sanction(s) as approved by the local principal

## **Class II Violations:**

- 2.01 Refusal to follow appropriate directive from a local board of education employee
- 2.02 Vandalism/property damage
- 2.03 Theft of property
- 2.04 Gambling
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Threats/extortion
- 2.07 Trespassing
- 2.08 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person)
- 2.09 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.10 Unauthorized absence from school for a day or more
- 2.11 Written or verbal proposition to engage in sexual act
- 2.12 Inappropriate touching of another person
- 2.13 Possession of and/or use of matches or lighters
- 2.14 Possession, sale, and/or use of tobacco product
- 2.15 Unauthorized use of electronic pager or communication device
- 2.16 Dishonest and cheating
- 2.17 Providing false information to a local board of education employee
- 2.18 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 2.19 Disrespect of authority
- 2.20 Harassment

## **Class II Sanctions:**

- 1. Temporary removal from class
- 2. Detention
- 3. In-school suspension
- 4. Out-of-school suspension
- 5. Referral to outside agency
- 6. Expulsion
- 7. Restitution of property and damages where appropriate
- 8. Any sanction(s) included in Class I and other sanction(s) as approved by the local principal
- 9. Principal's Probation

## **Class III Violations:**

- 3.01 Arson
- 3.02 Robbery
- 3.03 Theft of property
- 3.04 Burglary of school property
- 3.05 Criminal mischief

- 3.06 Bomb threat
- 3.07 Sexual offense
- 3.08 Fighting
- 3.09 Inciting or participating in a major student disorder
- 3.10 Unjustified activation of fire alarm system or fire extinguisher
- 3.11 Assault of another person (student, teacher, staff member, visitor, etc.)
- 3.12 Possession of a weapon
- 3.13 Preparing, possessing, and/or igniting an explosive device
- 3.14 Possession, sale, and/or use of tobacco product
- 3.15 Unlawful sale, purchase, furnishing or giving, or possession of illegal drug or drug paraphernalia or alcoholic beverage
- 3.16 Accessing or changing information in school computers to endanger or cause harm to another individual
- 3.17 Crimes as defined under the laws of the city, state of Alabama, or United States
- 3.18 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.19 Hazing
- 3.20 Harassment
- 3.21 Violation of technology usages policies

**Class III Sanctions:**

- 1. Out-of-School Suspension
- 2. Referral to outside agency, including the criminal justice system
- 3. Expulsion
- 4. Restitution of property and damages where appropriate
- 5. Any sanction(s) included in Classes I and II and other sanction(s) as approved by the local principal
- 6. Superintendent's Probation

*Student Attendance Policy*

The Juvenile Probation Services works with the Cullman City Board of Education in discouraging tardies and absences. Both students and parents should be keenly aware of the importance of regular attendance at school. Tardies and absences hamper the education process and cost the school system money.

**Student responsibilities are as follows:** abide by laws, school rules and local board of education policies regarding attendance; be punctual and regular in attendance; and promptly request and complete make-up assignments for excused absences and tardies.

**Student rights are as follows:** be informed of individual school rules and local board of education policies regarding school attendance, including policies and rules regarding absences, tardies, truancies and related programs, checkouts, make-up work, and school-sponsored activities; and be provided with make-up assignments for excused absences or tardies.

### *Unexcused Absences*

Students with unexcused absences may not be allowed to make up work missed during that absence. If grades are assigned to other students during that particular day, the student with an unexcused absence will receive a grade of zero (0); however, no more than one zero (0) will be given to a student during any given class per day.

### *Excused Absences*

Students with excused absences may be allowed to make up work missed within a reasonable period of time as determined by the teacher or school officials. The teacher will be expected to work out a reasonable make-up schedule and students will be expected to follow that schedule if they wish to make up any work. The teacher should remind students that they have make up work, but it will be the responsibility of the student to make arrangements to make up all work.

### *Excessive Absences*

**Grades 9-12:** Students with four (4) absences in any class will be given a verbal warning by the teacher that they are jeopardizing their credit. The same procedure will be followed for the fifth (5<sup>th</sup>) absence. If a sixth (6<sup>th</sup>) absence occurs, the student will be given written notice, with a copy of the office and a copy to the student's parents or guardians. The same procedure will be followed with absences seven through ten (7-10).

Any student losing credit due to excessive absences will have the right to appeal to an appeals committee made up of the principal or assistant principal, guidance counselor, and three teachers. The appeals committee will have the authority to consider each student's case on its merit and make final written recommendation of the principal's concurrence.

### *Truancy Program*

The following procedures shall be followed:

#### **First Truancy**

The parent, guardian, or person having control or custody of the child shall be notified by the school attendance clerk of the student's truancy and of the date of the truancy.

The parent, guardian, or person having control or custody of the child shall be provided a copy of Alabama Compulsory School Attendance Laws and advised of the penalties which may be applied and the procedures which shall be followed in the event that other unexcused absences occur.

#### **Second Truancy**

The parent, guardian, or person having control of the child shall (1) participate in a conference with the attendance officer and principal; and/or (2) attend the Early Warning Truancy Prevention Program provided by the juvenile court.

Participation at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

Failure to appear at the school conference and/or to appear at the Early Warning Truancy Prevention Program shall result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.

### **Third Truancy**

A complaint/petition will be filed against the child and/or parent/guardian, if appropriate.

### *School Conduct Intervention Program*

#### **Out-of-School Suspension Procedures**

The following procedures shall be followed for out-of-school suspensions:

#### **First Out-of-School Suspension**

The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.

The superintendent of education shall be notified of the suspension.

Parents or guardians may be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

#### **Second Out-of-School Suspension**

The parent, guardian or person having control or custody of the child shall be notified in writing of the suspension.

The parent, guardian, or person having control or custody of the child shall attend a school conference.

Parents or guardians may be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

#### **Third Out-of-School Suspension**

The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.

The parent, guardian, or person having control or custody of the child shall attend a school Conduct Intervention Program provided by the juvenile court.

The superintendent shall be notified of the suspension.

The District Attorney shall be notified of the suspension.

#### **Fourth Out-of-School Suspension**

The parent, guardian, or person having control or custody of the child shall be notified in writing of the suspension.

The superintendent of education shall be notified of the suspension.

The District Attorney shall be notified of the suspension and provided information relative to this and previous suspensions.

If warranted, charges will be filed against the parent, guardian, or other person having control or custody of the child. (Generally the fourth suspension shall result in charges being brought against the parent, guardian, or other person having control or

custody of the child. Special situations may result in legal proceedings being instituted prior to the fourth suspension.)

### *Free Speech/Expression*

Citizens in a democracy are guaranteed self-expression under the U.S. Constitution. Education should prepare students for responsible expression.

**Students responsibilities are as follows:** respecting the rights of others and expressing disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process; acting in a manner which preserves the dignity of patriotic observances; and conducting, planning, and seeking approval of activities in a manner consistent with the educational objectives of the school.

**Student rights are as follows:** forming and expressing viewpoints through speaking and writing in a manner which is not obscene, slanderous or libelous, and refraining from any activities which violate the precepts of his/her religion.

### *Privacy and Property Rights*

The Board fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as students' desks, students' lockers and related properties are and remain the property of the Board.

**Student responsibilities are as follows:** attending school-related activities without bringing materials or objects which detract from the educational process or which are prohibited by law, school board policy, or school regulations, and respecting the property rights of the public-at-large, as well as those of individuals, and refraining from destruction of, or damage to, such property.

**Student rights are as follows:** maintaining in privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possess any object or material which is prohibited by law, school board policy, or school regulations, and attending school in an educational environment in which personal property is respected.

Desks, lockers, and other equipment remain the property of the school system and therefore may be searched by school officials at anytime or for any reason. There is no expectation of privacy.

### *Student Records*

Student records will be maintained by the schools and will be used in making appropriate educational decisions for the students. Information regarding students and their families will be collected, maintained, and distributed under safeguards of privacy and according to board policy.

**Student, parent, and guardian responsibilities are as follows:** informing school officials of any information that may be useful in making appropriate educational decisions, and authorizing release of pertinent information to those individuals or agencies who are working and constructively for the benefit of the student.

**Student, parent, and guardian rights are as follows:** inspecting, reviewing, and challenging in the information contained in records directly relating to students under

the age of eighteen. (Students who are eighteen (18) years of age or older have a right to inspect their own records.)

### *Grades*

Grades should primarily represent student achievement, not merely a composite of qualities such as effort, preparation, application, or attitude. However, because these factors do influence the learning process, the judgment and decision of teachers in this regard shall be respected. Teachers are free to determine the comparative value of individual grades based on tests, papers, projects, and other learning/evaluating exercises within acceptable standards. The grading system, inclusive of grade reports and parent conferences, used to measure student progress toward achieving objectives shall be applied consistently. School grades should not be used as punishment for misbehavior.

**Student responsibilities are as follows:** becoming informed of the grading criteria in each class maintaining standards of academic performance equal to ability, and making every effort to improve performance upon receipt of notification of unsatisfactory progress.

**Student rights are as follows:** receiving a teacher's grading criteria at the beginning of each trimester or upon their entrance into the school or class, attending school in an atmosphere which is conducive to learning and free of constant interruptions, and receiving periodic progress reports.

### *Homework*

Students are expected to take the initiative to study outside the classroom without being expressly told to do so by the teacher and to complete homework assignments. The time involved in study and homework assignments will vary from student to student as this would be set by the student's rate of work.

Teachers should recommend to students the amount of time they should spend outside their classrooms in study. The amount of homework is expected to increase as the student progresses.

**Role of Parent:** to give strong support to school officials and make certain their child completes all work, and to provide their child with a quiet study environment at home and expect regular study even if no written homework assignment is made.

### *Student Government*

An effective student government is a forum for the training and involvement of students in the democratic process. Members of the school community share the responsibility for shaping the student government into a positive instrument for student involvement.

**Student responsibilities are as follows:** becoming knowledgeable of school board and individual school policies governing the actions of students; conducting elections campaigns in a positive, mature manner that shows respect to all candidates; voting for student government officers and representatives of their choice; and attending regularly scheduled meetings, if elected as a student representative, and exhibiting appropriate conduct at all times.

**Student rights are as follows:** forming and operating a student government within the respective schools under the direction of a faculty advisor; having access to

policies of the school board and school regulations; seeking office in student government, or any school organization, regardless of race, sex, color, creed, handicapping condition, national origin, political beliefs or religion; attending official student government meetings upon approval of such meetings by the school principal and/or the organization's sponsor.

#### *Student Publications*

Local school may permit student publications, provided they are approved by the local school principal. A certified staff member shall serve as advisor and consultant to students in the preparation of all student publications. In accordance with current Supreme Court precedent, student publication staff members and other appropriate school staff members may work with the student publication leaders to insure that the school does not receive undue direct and negative impact as a result of student publications.

**Student responsibilities are as follows:** refraining from publishing libelous and obscene materials, seeking full information on the topic about which they write, and observing the accepted rules for responsible journalism under the guidance of the faculty advisor.

**Student rights are as follows:** participating, as part of educational process, in the development and distribution of publications.

#### *Non-Discrimination Policy*

It is the official policy of the Cullman City Board of Education that no person, on the grounds of race, color, disability, sex, religion, national origin, or age, be excluded from the participation in, denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

# SCHOOL CONDUCT INTERVENTION PROGRAMS FOR CULLMAN CITY SCHOOLS

## *School Conduct Intervention Programs for Cullman City Schools*

The Cullman City Schools' Conduct Intervention Programs clarifies roles and responsibilities of parents, teachers, administrators, and the court, as well as identifying procedures addressing school conduct requiring out-of-school suspension and truancy. The local school superintendent of education, principals, and other school officials have worked cooperatively with local juvenile court judge, district attorney, and juvenile probation officers to develop the programs. These intervention programs will open new avenues of opportunities for students and parents to address improper school conduct and will provide means by which applicable State Board of Education resolutions may be successfully addressed.

### *Roles and Responsibilities*

**Parent, guardian, or other person having control or custody of a student shall:** require the child to properly conduct himself or herself as a pupil; read, sign, and return to the school an acknowledgement of receiving written policies and procedures relative to school conduct; cooperate with appropriate authorities or agencies to address improper school conduct; and file an "incurable petition" (beyond control) with the court when appropriate.

**The local superintendent of education shall:** report compliance with this law to the State Superintendent of Education, and report to the district attorney within ten (10) days all violations of school conduct which result in out-of-school suspension.

**The local school administrator shall:** identify staff responsibilities and provide training to implement Alabama Code Section 16-28-12 (1975), which should include safe responsibilities and training for implementing procedural safeguards for identified special education and 504 students or students in the process of eligibility determination; distribute copies of the Initial Parent Notification Letter and *It's the Law!* – a model parental notification of potential civil liabilities and criminal penalties to the parent, guardian, or other person having control or custody of the enrolled child; file and store parents' and students' acknowledgement of receiving the school discipline code and programs adopted to address school conduct; document correspondence and/or communication with the parent which may include, but is not limited to, suspension notification, future procedures, and possible sanctions to be invoked for additional violations; document each intervention implemented to prevent additional school conduct violations; schedule and conduct conferences and/or other prevention/intervention strategies; and report violations of conduct which result in out-of-school suspension to the local superintendent of education or his/her designee in a timely manner.

**The Juvenile Court should:** assist local boards of education, the district attorney, and other appropriate agencies and organizations to develop the School Conduct Intervention Program; and be cognizant of the efforts of local school systems to establish

standards of behavior for all students and to require parents to be responsible for their child's behavior in school.

### *Reporting Procedures for Out-of-School Suspension*

#### **First Out-of-School Suspension**

**Responsibility of Principal:** Notify the parents in writing of the suspension, the parents' responsibilities for the proper conduct of the child enrolled, and procedures and/or sanctions for future suspensions. Included in this correspondence should be instructions for securing a duplicate copy of the following: (a) the Code of Student Conduct, (b) Procedures for the School Conduct Intervention Program, and (c) *It's the Law!*

**Responsibility of Principal:** Notify the local superintendent of education of the suspension. (Special colored form)

**Responsibility of Superintendent or designee:** Parents or guardians may be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their warrants such action.

#### **Second Out-of-School Suspension**

**Responsibility of Principal:** Notify the parents in writing of the suspension and the necessity of attending a school conference.

**Responsibility of Principal or designee:** Schedule and conduct a school conference.

**Responsibility of Principal:** Notify the local superintendent of education of the suspension. (Special colored form)

**Responsibility of Superintendent or designee:** Parents or guardians may be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their warrants such action.

#### **Third Out-of-School Suspension**

**Responsibility of Principal:** Notify the parents in writing of the suspension including the requirement to attend the School Conduct Intervention Program.

**Responsibility of Juvenile Court:** Send to parents a "Notice to Attend" School Conduct Intervention Program. The School Conduct Intervention Program is designed to assist parents by informing them of the provisions of the law and identifying resources. Those who should attend the program include students, parents, attendance officers, and/or other designated representatives from the school system, the juvenile court, probation officers or other appropriate personnel, and representatives from various agencies such as the Department of Human Resources, the Department of Public Health, and the Department of Mental Health. Parents are informed that they should sign an "incurable petition" if they are unable to control the child and if other attempts to correct the pupil's behavior have been unsuccessful.

**Responsibility of Principal:** Notify the local superintendent of education of the suspension. (Special colored form)

**Responsibility of Superintendent or designee:** Notify the district attorney of the suspension.

**Responsibility of Principal:** File a Complaint. The Principal or other appropriate person shall file a complaint against the child with the juvenile court intake officer located at the Cullman County Court House. The telephone number is 734-3540.

#### **Fourth Out-of-School Suspension**

**Responsibility of Principal:** Notify the parents in writing of the suspension and future procedures or possible sanctions.

**Responsibility of Principal:** Notify the local superintendent of education of the suspension and include documentation of all previous intervention strategies and parental contacts.

**Responsibility of Superintendent or designee:** Notify the district attorney of the suspensions and send documentations of all previous intervention strategies and parental contacts.

**Responsibility of Principal:** File a complaint in the circuit clerk's office. The principal or other appropriate person shall file a complaint against the parent with the juvenile court intake officer.

**Responsibility of Circuit Clerk:** Issue a summons or warrant. It is recommended that a summons be issued.

**Responsibility of Circuit Clerk:** Notify the district attorney of the issuance of a summons or warrant. The circuit clerk shall notify the district attorney of the issuance of the summons or warrant.

#### *Exceptions*

Special situations may warrant immediate referral to the court. These situations may include, but are not limited to, the following: serious violations which warrant the immediate attention of the courts; violations which established a pattern of behavior evidenced by conduct during previous school years.

Failure of the parents to cooperate (attempts to assist the parents) should be documented to establish the fact that the parents are not amenable to such assistance.

#### *Early Warning Truancy Prevention Program*

##### **First Truancy:**

The parent, guardian, or person having control or custody of the child shall be notified by the school attendance clerk of the student's truancy and of the date of the truancy.

The Parent, guardian, or person having control or custody of the child shall be provided a copy of Alabama's compulsory school attendance laws and advised of the penalties, which may be applied and the procedures which shall be followed in the event other unexcused absences occur.

##### **Second Truancy:**

The parent, guardian, or person having control of said child shall (1) participate in a conference with the attendance officer and principal and/or (2) attend the Early Warning Truancy Prevention Program provided by the juvenile court.

Participate at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

Failure to appear at the school conference and/or to appear at the Early Warning Truancy Prevention Program shall result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.

**Third Truancy:**

A complaint/petition will be filed against the child and/or parent/guardian, if appropriate.

**Parental Notification Letter**

Dear Parents/Guardians:

During the special legislative session of 1994, the Alabama Legislature passed Ala. Code Section 16-28-12 (1975) and the procedures to be followed.

**Parental responsibilities in Ala. Code Section 16-28-12 (1975) are as follows:** to enroll children between the ages of 7 and 16 in school (public school, private school, church school, or be instructed by a private tutor); to require any child enrolled to regularly attend school or to be regularly instructed by a tutor; and to compel the child to properly conduct himself or herself as a pupil.

**Parents should be aware of the following:** inappropriate student conduct or behavior may result in suspension from school; out-of-school suspensions shall be reported to the superintendent of education and the district attorney; parents, guardians, or other persons having control or custody of the student are subject to prosecution for violations of this law; and the Early Warning Truancy Prevention Program and the School Conduct Intervention Program shall be followed to implement this legislation (Read these procedures carefully).

In an effort to assure that parents are informed of their school-related responsibilities, the State Board of Education has mandated that you receive notification which addresses civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school-employees. *It's the Law* - is provided to advise you of these school-related civil liabilities and criminal penalties. You are encouraged to read this document carefully and retain it for future reference.

Although most students are regular in attendance and conduct themselves properly, it is necessary to notify all parents of the requirements of this and related legislation and the procedures, which will be followed in the event violations occur. You are encouraged to read the enclosed documents carefully. Sign the acknowledgement statement (copy attached), which documents the receipt of this information and return it to the school.

*It's the Law!*

*Parental Notification of Civil Liabilities and Criminal Penalties*

The following laws related to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

**Attendance and Conduct (Act 94-792):** Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior

adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

**Teacher Assault (Act 94-794):** A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

**Drug Dealing (Act 94-783):** A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

**Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784):** The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be re-admitted to the public schools until the person has satisfied all requirements imposed by the local board of education as a condition for re-admission.

**Weapons in Schools (Act 94-817):** No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club baton, billy, black jack, bludgeon, or metal knuckles.)

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

**Pistol Possession / Driver’s License (Act 94-820):** Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver’s license on the date of conviction the driver’s license will be suspended for 180 days.

**Drop-Out / Driver’s License (Act 94-820 which amended Act 93-368 as codified in 16-28-40, Ala Code, 1975):** The Department of Public Safety shall deny a driver’s license or learner’s permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled

in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

*Non-Discrimination Policy*

It is the official policy of the Cullman City Board of Education that no person shall, on grounds of race, color, disability, sex, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

## APPENDIX A

### 2010-2011 Daily Schedule

Period	Monday	Tuesday	Wednesday	Thursday	Friday
<b>1<sup>st</sup></b>	7:55 - 8:51	7:55 - 8:51		7:55 - 9:20	7:55 - 8:51
<b>Break</b>	8:51 - 9:01	8:51 - 9:01			8:51 - 9:01
<b>2<sup>nd</sup></b>	9:06 - 9:57	9:06 - 9:57	7:55 - 9:30		9:06 - 9:57
<b>Break</b>			9:30 - 9:40	9:20 - 9:30	
<b>3<sup>rd</sup></b>	10:02 -10:53	10:02 -10:53		9:35 - 11:05	10:02 - 10:53
			9:45 – 10:30 Bearcat Period		
<b>4<sup>th</sup></b>	10:58 - 12:23 1A. 11:01-11:25 1B. 11:11-11:35 2A. 11:25-11:49 2B. 11:35-11:59 3A. 11:49-12:13 3B. 11:59-12:23	10:58 - 12:23 1A. 11:01-11:25 1B. 11:11-11:35 2A. 11:25-11:49 2B. 11:35-11:59 3A. 11:49-12:13 3B. 11:59-12:23	10:35 - 12:23 1A. 11:01-11:25 1B. 11:11-11:35 2A. 11:25-11:49 2B. 11:35-11:59 3A. 11:49-12:13 3B. 11:59-12:23		10:58 - 12:23 1A. 11:01-11:25 1B. 11:11-11:35 2A. 11:25-11:49 2B. 11:35-11:59 3A. 11:49-12:13 3B. 11:59-12:23
<b>5<sup>th</sup></b>	12:28 - 1:19	12:28 - 1:19		11:10 - 1:00 1A. 11:10-11:35 1B. 11:21-11:45 2A. 11:35-11:59 2B. 11:45-12:09 3A. 11:59-12:23 3B. 12:09-12:33	12:28 - 1:19
<b>6<sup>th</sup></b>	1:24 - 2:15	1:24 - 2:15	12:28 - 1:58		1:24 - 2:15
<b>7<sup>th</sup></b>	2:20 - 3:11	2:20 - 3:11		1:05 - 2:35	2:20 - 3:11
			1:58 – 3:15 (Teachers/Student Programs)	2:35 – 3:15 (Teachers/Student Programs)	

**APPENDIX B**

Return this form to school

**2010-2011 Cullman High School Student Handbook,  
Code of Conduct for Cullman City Schools, and  
School Conduct Intervention Programs for Cullman City Schools  
Acknowledgement**

We acknowledge that, \_\_\_\_\_, enrolled in  
Print Student Name

Cullman High School and his/her parents or guardians have received and read the 2010-2011 Cullman High School Student Handbook, Code of Conduct for Cullman City Schools, and School Conduct Intervention Programs for Cullman City Schools. We understand this form will be filed in the student's permanent record.

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

Parent Signature: \_\_\_\_\_

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

**CULLMAN CITY SCHOOLS  
TECHNOLOGY USAGE POLICY  
PERMISSION FORM**

STUDENT NAME (please print): \_\_\_\_\_

GRADE: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

I acknowledge that I have read, understand, and agree to all the terms outlined in the Cullman City Schools' Technology Usage Policy. I further understand that, as a user on the Cullman City Schools' network, I am responsible for my actions and will act considerately and appropriately when using any Cullman City Schools Technology Resource.

I understand that any or all of the following sanctions could be imposed if I violate any policy and/or procedure regarding the use of any Cullman City Schools Technology Resource:

- . Loss of access
- . Additional disciplinary action determined as appropriate at a specific school
- . Legal action, when applicable

I acknowledge that I have read, understand, and agree to all terms as outlined in the Cullman City Schools' Technology Usage Policy. I also understand that this agreement will be binding during my child's attendance in the Cullman City Schools or until I resubmit this contract.

STUDENT SIGNATURE: \_\_\_\_\_

Please choose one:

**My child MAY use the Internet while at school according to the rules outlined.**

My child MAY NOT use the Internet while at school.

**Please choose one:**

My child's name (first name, last initial only), picture, or class work MAY be published on the Internet for awards, sporting events, clubs, etc.

My child's name (first name, last initial only), picture, or class work MAY NOT be published on the Internet for sporting events, awards, clubs, etc.

PARENT NAME (please print): \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_ Cullman City Schools 2000

**Cullman High School  
Photography\Video Release Form**

I, \_\_\_\_\_ (parent/guardian's name) hereby grant to Cullman High School permission to display and share electronically via the Internet and/or other displays and/or in the news media, photographs and/or video footage of my child, \_\_\_\_\_ (child's name).

By signing this release, I understand and consent that photographs and/or video images of my child may be electronically displayed by Cullman High School or by the news media. I also understand that Cullman High School's display of photographs and/or images of my child on the Internet and/or other displays and/or in the news media will allow the videos or photographs to be viewed by the general public.

By signing the form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby.

Student's Full Name: \_\_\_\_\_

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

**CLASSROOM FIELD TRIP PARENTAL PERMISSION FORM**  
**CULLMAN CITY BOARD OF EDUCATION**  
**Cullman, Alabama**

.....  
**THIS SECTION TO BE COMPLETED BY THE FIELD TRIP SPONSOR.**

School/Department: \_\_\_\_\_ Date: \_\_\_\_\_

Trip Destination(s): \_\_\_\_\_ Date(s) of Trip: \_\_\_\_\_

Field-Trip Sponsor(s): \_\_\_\_\_

Departure Time: \_\_\_\_\_ Expected Time of Return: \_\_\_\_\_

Cost to Your Child: \$ \_\_\_\_\_ (Make checks payable to the school)

Transportation: School Bus \_\_\_\_; Commercial Carrier \_\_\_\_; Private Vehicle \_\_\_\_;  
Walking \_\_\_\_

(If private vehicle, name of person driving vehicle: \_\_\_\_\_)

Special Clothing/Materials,  
etc.: \_\_\_\_\_

Educational Objectives of the Trip: \_\_\_\_\_

.....  
**THIS FORM MUST BE RETURNED TO THE FIELD-TRIP SPONSOR BY**

.....  
**THIS SECTION TO BE COMPLETED BY THE PARENT OR GUARDIAN**

My child, \_\_\_\_\_, may \_\_\_\_ may not \_\_\_\_ participate in the above  
named activity.

(Please print child's name)

If you approve of your child making the trip, please fill in the necessary information  
requested below, sign your name in the space provided, and return this form by your  
child to the person(s) in charge.

In case of an emergency, my child may \_\_\_\_ may not \_\_\_\_ receive medical treatment at  
the nearest emergency medical treatment facility (Any emergency medical treatment shall  
be at the expense of the parent/guardian.). My child is covered by medical insurance.

\_\_\_\_ Yes \_\_\_\_ No

If yes, please list the name of insurance carrier and policy number: Carrier  
\_\_\_\_; policy no. \_\_\_\_\_

**APPENDIX B Continued**

My child has the following special medical needs/conditions: \_\_\_\_\_

Emergency Contact Number (Where you can be reached at the time of the field trip):  
\_\_\_\_\_

Second Contact Name and phone number, if possible: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Note: Children will not be permitted to go on field trips without a signed Field Trip Parental Permission Form on file.

2002

## **ALMA MATER**

By old Cullman's northern border  
Reared against the sky  
Proudly stands our Alma Mater  
As the years go by.

Forward ever be our watchword  
Conquer and prevail,  
Hail to thee our Alma Mater  
Cullman High, All Hail!

