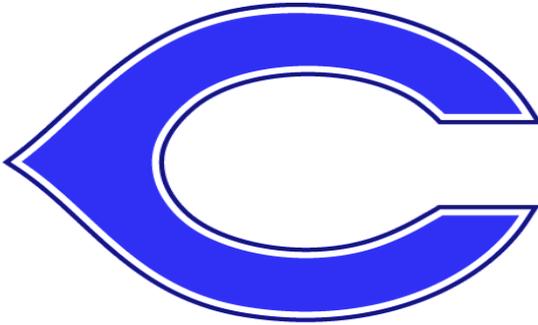


**CHILDERSBURG HIGH SCHOOL  
TIGERS**



**STUDENT HANDBOOK  
2019-2020**

**Visit us on the web at <http://chs.tcboe.org/>**

## **Talladega County Board of Education**

Dr. Suzanne Lacey	Superintendent
Dr. Vicky Ozment	Deputy Superintendent
Mrs. Kathy Landers	Board Member
Mr. Johnny Ponder	Board Member
Mrs. Sandra Tuck	Board Member
Mrs. Joan Doyle	Board Member
Mr. Mike Turner	Board Member

## **Talladega County Schools**

**Vision:** We will provide an engaging, rigorous curriculum empowering all students to be college and career ready.

**Core Purpose:** To ensure high student performance and exemplary citizenship.

## **Guiding Principles**

### **Talladega County Educators believe:**

- Every student should perform at or above grade level, engage in his or her learning, and contribute positively to the community.
- Every student should be educated in a clean, comfortable, safe, and risk-free environment conducive to learning.
- Student, parental, community, and business partnerships contribute to the success of every student.
- Faculty and staff implement researched-based practices and are recognized and valued for their results.

**TALLADEGA COUNTY BOARD OF EDUCATION  
STATEMENT OF PURPOSE**

It is the purpose of the Talladega County Board of Education to offer the best possible educational opportunities to all students in the Talladega County school district without regard to sex, race, religion, belief, national origin, ethnic group, handicap, marital or parental status, or other classification. No person shall be denied benefits of any program or activity on the basis of such classifications. All school activities are open to any student desiring to participate including female students who are parents.

**ALMA MATER**

On the city's eastern border,  
reared against the sky,  
proudly stands our Alma Mater  
as the years roll by.

Forward, ever be our watchword,  
honor and prevail,  
hail to thee our Alma Mater;  
CHS, all hail.

## ***CHILDERSBURG HIGH SCHOOL***

### **Administration**

Dr. Quentin Lee  
Brittanni Brown

### **Guidance**

Lori Reed

### **English**

Nathan Barrett  
Emily Owens  
Tiffany Gill

### **History**

Al Barnett  
Will Donahoo  
Dr. Carol Edwards  
Joshua Podoris

### **Career Tech**

Hillary Rogers  
Amanda Lovelady  
Ashley Mcrae  
Tammy McWilliams  
Evelyn Reeves  
Brandon Milam

### **Electives**

Johnny Johnson  
Jonathan Beverly  
Nathan Prather  
Gaving King

### **Instruction**

Paige Brown

### **Math**

Imani Hollingsworth  
Dr. Carol Edwards  
Emily Reynolds

### **Science**

Kaila Melton  
David Nash  
Misty Mitchell

### **Special Ed**

Matthew Teague  
Emily Owens  
Mary Ella Pearson

### **Support**

Jan Rousseau  
Brenda Bulger  
Fran McClain  
Angel Hill  
Shauna Bryant

# **Childersburg High School Student Statements**

## **The Tiger Creed *Who We Are and What We Believe***

As a member of the CHS Family, we will demonstrate enthusiasm and maturity in promoting leadership, work ethic, commitment, and hospitality in our school and community. Through our educational journey, we will strive to maintain a unified culture. As Tigers we will continuously be a positive impact on our school, community, and world.  
#committed

## **Tiger Testimony (T<sup>2</sup>) *What We Expect from Ourselves***

As a proud CHS student, I will work diligently to accomplish my goals, to encourage and motivate my peers, and to be an example for others to follow. My school is an innovative, collaborative and supportive environment that values me as a person, is #committed to my success, and is dedicated to my community.

# **Childersburg High School**

## *Instructional Initiatives*

### **College and Career Readiness**

College and career readiness is the acquisition of the knowledge and skills a student needs to enroll and succeed in credit-bearing first-year courses at a postsecondary institution (such as a two- or four- year college, trade school, or technical school) without the need for remediation.

### **One-to-One Technology Integration**

One-to-One technology integration means placing a computer into the hands of every student every day. Research indicates the following student benefits in a 1:1 school:

- Increased quality and quantity in writing
- Greater student collaboration
- Greater teacher awareness of student progress
- Improvement in student organizational skills

### **Blended Learning**

Blended learning is a method in which digital instruction is integrated into our state course of study content standards in efforts to bring relevance, rigor, and engagement into the daily instruction at Childersburg High School. The Talladega County School District utilizes Google Apps for Education, GAFE, to support schools with blended learning practices. By using GAFE on a daily basis, students at Childersburg will be provided with valuable experiences.

## **Project Based Learning**

In Project Based Learning (PBL), students go through an extended process of inquiry in response to a complex question, problem, or challenge. While allowing for student “voice and choice,” rigorous projects are carefully planned, managed, and assessed to help students learn key academic content, practice 21<sup>st</sup> Century Skills (such as collaboration, communication, creativity, and critical thinking), and create high-quality, authentic products and presentations.

## **Dynamic Learning Project**

While technology on its own won't fix or improve education, it can be a powerful tool in the hands of educators who know how to use it. But educators today - especially those at low-income schools - do not always have access to the training they need to help them learn how to use that technology in effective and meaningful ways. This program, which is sponsored through Google for Education and Digital Promise, strives to help underserved communities deliver on the promise of technology, both in the classroom and after school. As tech continues to play an important and inevitable role in education, we want to help more teachers and students benefit from it.

### **Childersburg High School Students:**

- Will apply themselves to all assignments and projects in every class.
- Will respect all visitors, teachers, and fellow students.
- Will actively help to make Childersburg High School the best it can be.
- Will be where they are supposed to be, when they are supposed to be there, and acting like ladies and gentlemen.
- Will be orderly during change of classes. Do not run, push, or be excessively noisy.
- Will not congregate. When the bell rings, students will go directly to their next class.
- Will go to the cafeteria during the lunch period. Students will not leave the cafeteria for any reason without permission from the teacher.
- Will respect those ahead of them in line in the lunchroom and will not use another pupil's lunch number.
- Will practice good conduct during assemblies. This includes an orderly, quiet entrance and exit. All talking will cease when the program begins.
- Will keep the campus free of trash, graffiti, and debris.
- Will remain in class except in cases of emergency.
- Will follow all rules established in the Responsibilities and Privileges brochure provided by the Talladega County Board of Education.

## Academic Integrity Code

Childersburg High School believes all students should abide by strong academic integrity standards. Academic dishonesty is strictly prohibited, including: plagiarism, copying or cheating from the work of another, using technology for illicit purposes, and unauthorized communication between students for the purpose of gaining an academic advantage. This code covers all tests, quizzes, assignments, and projects, including those worked on inside and outside of class. The purpose of the Academic Integrity Code is to prepare our students for the world beyond Childersburg High School, where academic dishonesty can have severe and dire consequences.

In the environment of Project-Based Learning and Technology Integration of Childersburg High School, collaboration is encouraged and expected at appropriate times and on appropriate assignments. Teachers determine which assignments are to be completed collaboratively. To assist with understanding, we offer the following definitions:

- **Collaboration-** *working together in a common intellectual effort.*
- **Plagiarism-** *passing off someone's ideas or words as your own without proper citing. Even if the words are revised or paraphrased credit must be given.*
- **Cheating-** *copying or allowing someone to copy your assignments. Communicating, using, or supplying answers from various sources during a test or quiz.*
- **Stealing/Forgery-** *gaining unauthorized access to exams or exam keys, or providing these documents electronically to others via text, IPAD, Chromebook, camera, etc., changing grades or grade books, submitting others work as your own, presenting forged signatures to gain an academic advantage, etc.*

The classroom teacher shall make determination that a student has participated in academic dishonesty based on specific evidence and should present that evidence to the Administration. The teacher will also contact the parents of the student suspected of academic dishonesty. Students found to have engaged in academic dishonesty will be subject to disciplinary as well as academic penalties as outlined below.

	<u>Plagiarism/Cheating</u>	<u>Stealing/Forgery</u>
1 <sup>st</sup> Offense	Zero on assignment ( <b>or</b> ) Alternate assignment	Zero on assignment Two days OSCAR
2 <sup>nd</sup> Offense	Same as first offense + Two days OSCAR	Zero on assignment 3 days OSS Lose leadership/club roles
3 <sup>rd</sup> Offense	Same as first offense + Two days OSS Lose leadership/club roles	Zero on assignment 3 days OSS, 2 days OSCAR Lose parking privileges

## **ARRIVAL AT SCHOOL**

Students are not allowed access until 7:25 a.m. They are to remain outside all entrances until the doors are opened. Students will wait inside the Arena until 7:43, at which time they should visit their lockers as necessary, and report to their first class and be seated. Students who stand around in hallways without moving to class will be warned and repeated violations will result in disciplinary action.

## ATTENDANCE

### Class Attendance, Tardies, and Absences

School attendance is required of all children. Students are expected to report to school on time and attend the full school day. All students are subject to the same attendance policies. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences and tardies are either excused or unexcused. **Note: It is the parent's responsibility to provide school and court officials the correct mailing address and telephone number. Any changes made during the school year need to be sent in writing to school and juvenile court officials.**

**“Excused Absences and Tardies” are defined as the following:**

1. Student illness – Students who are sick and whose illness would endanger their health and the health of others. A doctor's excuse may be required.
2. Serious Family Illness – Students in whose immediate family there is a serious illness that would reasonably necessitate the absence of a student.
3. Death in the Immediate Family – Students in whose immediate family there has occurred a recent death may be temporarily excused from school for a reasonable length of time.
4. Recognized Religious Holidays – Students will be temporarily excused from attendance on special and recognized religious holidays.
5. Professional Appointments – Will be excused with a note from the doctor.
6. School Sponsored Activities – Students shall be marked present when participating in a school sponsored activity away from the school building. However, any work missed must be made up.

7. Family Emergency/Crisis – Students will be excused when their absence is beyond their control and due to a family emergency/crisis as determined by a school administrator.
8. School Closing – Weather or emergency.
9. Permission from the Principal.

**“Unexcused Absences and tardies” are defined as the following:**

An absence or tardy for a reason not covered in the provision described under “Excused Absences and Tardies” will be unexcused (example: Overslept, traffic, missed bus, etc.)

It is the parent's responsibility to see that their children attend school regularly and to provide evidence for an excused absence when an absence is necessary. **A phone call to the school about an absence is not sufficient documentation.** The State of Alabama requires a written note on file within 3 days upon a student’s initial return to school. Each note must contain the following:

Child’s full name	Phone number to contact parent(s)
Date to be excused	Signature of parent/doctor
Reason for absence	

All notes will be kept on file and marked valid or invalid upon date and time of receiving the note. When school officials do not know the reason for an absence, they must assume that it is unexcused. Students must attend 51% of the day to be counted present for the day. Parents or their designee must present a written explanation and sign their children in or out of school at the office when checking in or out.

**Three unexcused check-ins or check-outs will be considered one (1) day of unexcused absence counted toward the truancy program. Students with fifteen unexcused tardies or any combination of unexcused tardies/unexcused absences that accumulate will be referred as appropriate to the Truancy Program.**

### **Truancy Program**

Parents will be notified of unexcused absences by letter, per the following:

1. First unexcused absence – a letter will be mailed to the student’s home. Letter will be sent to the address on record at school. **If a student’s address changes during the school year, parents must inform school officials immediately.**

2. Third unexcused absence – a letter will be mailed to the student’s home requesting a parent conference to clarify any unexcused absences and inform parents of consequences of future unexcused absences. Every effort will be made by parents and school officials to address issues in this conference.

3. Fifth unexcused absence – School officials will file a truancy complaint with juvenile court officials. Juvenile court officials will send a letter to the student’s home informing them that a truancy complaint has been filed in juvenile court. Court officials will notify parents of the date and time of the School/Court Early Warning Meeting.

4. Seventh unexcused absence – School officials will sign a warrant on parents of students in elementary school through grade 6. School officials will file a petition in juvenile court on students in grades 7-12.

5. Ten or more unexcused absences will result in contributing to the delinquency charge being filed against the parent(s) or guardian(s) of all students.

**Important:** School officials will follow procedures for School/Court Early Warning meeting before filing a complaint or a warrant. Students and parents will have the opportunity to attend the School/Court Early Warning Meeting only one time during the student's school career.

For example, if a student and parent attended the School/Court Early Warning Meeting when the student was in the seventh grade, and then the student has accumulated five unexcused absences in the ninth grade, the student and parent will not attend the School/Court Early Warning Meeting at that time. However, if that student reaches seven unexcused absences during that same school year, a petition will be filed on the student and/or a warrant will be signed on the parent/guardian.

**Tardiness Program (Tardy to School):**

3<sup>rd</sup> Unexcused Tardy equals 1 Unexcused Absence and 1 day in OSCAR

6<sup>th</sup> Unexcused Tardy equals 2<sup>nd</sup> Unexcused Absence, 2 Days OSCAR and loss of driving privileges for 1 week

9<sup>th</sup> Unexcused Tardy equals 3<sup>rd</sup> Unexcused Absence, 3 Days OSCAR, loss of driving privilege for 2 weeks

10<sup>th</sup> unexcused Tardy equals 1 Day OSS (Out-Of-School Suspension), 2 days OSCAR, loss of driving privilege for grading period (full 9 weeks to be served)

**Tardiness Program (Tardy to Class):**

1st Tardy	Warning
2 <sup>nd</sup> Tardy	1 period OSCAR
3 <sup>rd</sup> Tardy	2 periods OSCAR
4 <sup>th</sup> Tardy	1 day OSCAR
5 <sup>th</sup> Tardy	1 day OSCAR
6 <sup>th</sup> Tardy	2 days OSCAR
7 <sup>th</sup> Tardy	3 days OSCAR
8 <sup>th</sup> Tardy +	1 day OSS + 2 days OSCAR

Students have 5 minutes to change classes. A warning bell will ring with one minute remaining. Annex teachers can release their students 2 minutes early. If students reach the building before the dismissal bell, they should wait in the hall beside the water fountains and restrooms. When the tardy bell rings teachers should mark students tardy on the tardy form that is submitted directly to Mrs. Brown instantaneously. Students should be allowed to remain in class.

At the end of the semester, the classroom tardy count will reset.

## **AUTOMOBILES**

Students with a valid State of Alabama driver's license and automobile insurance may park in the student parking area. An application for a parking permit may be obtained from the school's clerical assistant. Parking permits are \$10.00, and the application must show insurance company name and policy number, as well as other automobile information and parent or guardian signature.

- 1. Student drivers are subject to random drug testing. Please see the Drug Testing Procedures beginning on page 24 of this handbook.**
- 2. Upon arrival on campus, students must park in the south parking lot and leave the car immediately.**
- 3. To help protect cars, the parking lot is designated as off limits to all students during school hours without prior permission.**
- 4. The school cannot be responsible for theft or damage to automobiles during school hours or at school functions.**
- 5. Students must have a pass from an administrator in order to go to their car for any reason during the school day.**
- 6. Speeding, reckless operation or making excessive noise on school property or in the vicinity of the school will not be tolerated. The speed limit on campus is 5 miles per hour.**
- 7. Parking is a privilege and not a right. Privileges may be revoked at any time when students are not in good academic standing.**

## BELL SCHEDULE

Students may enter the school building at 7:30 a.m.

7:50 - 8:43	1st Period
8:48 - 9:41	2nd Period
9:46 - 10:39	3rd Period
10:44 - 11:37	4th Period
<b>11:42 - 1:04</b>	<b>5th Period (11:50-1:00 Lunch)</b>
1:09 - 2:02	6th Period
2:07 - 3:00	7th Period

### Tiger Tuesday Schedule

7:50 - 8:37	1st Period
8:41 - 9:28	House
9:32 - 10:19	2nd Period
10:23 - 11:10	3rd Period
11:14 - 12:01	4th Period
<b>12:05 - 1:19</b>	<b>5th Period (12:08-1:05 Lunch)</b>
1:24 - 2:09	6th Period
2:13 - 3:00	7th Period

### Afternoon Activity Schedule

7:50 - 8:37	1st Period
8:41 - 9:28	2nd Period
9:32 - 10:19	3rd Period
10:23 - 11:10	4th Period
11:14 - 12:01	5th Period
<b>12:05 - 1:19</b>	<b>6th Period (12:08-1:05 Lunch)</b>
1:24 - 2:09	7th Period
<b>2:13 - 3:00</b>	<b><i>Afternoon Activity</i></b>

## **BUS REGULATIONS**

Below are some general rules for those students who ride buses.

1. No bus driver shall be required to wait for a student after scheduled departure time.
2. No bus driver shall allow any student to load or unload except on the school grounds and at his/her designated stop.
3. Students are considered in school when they arrive at the designated bus stop and/or enter the bus and must observe all school rules and the bus driver's regulations.
4. No one will be permitted to ride buses except students assigned to that bus unless he/she has written permission from a parent with approval from the administrators.
5. Students are expected to help keep the bus clean and should never write on or deface the bus in any way.
6. Students should never use the rear door to load or unload except in case of an emergency.
7. Drivers have the right to assign seats and make other reasonable rules for their buses as they feel are necessary.
8. Students whose poor conduct results in a report to the Principal will be subject to disciplinary action. Repeated violations can result in temporary or permanent removal from the bus.
9. Students are subject to disciplinary action, which could result in removal from classes or school for violation of the rules.

## **CAR RIDERS**

Students will not be allowed access to the building until 7:25 a.m. Students should enter through the common's area of the gym. Students not participating in the breakfast program will proceed to and remain in the Arena until 7:43, at which time students may use lockers, restroom, or proceed to their designated area. Students must be picked-up in front

of school at the main entrance when school is dismissed or during the day in the event of a check out.

## **CARE OF SCHOOL PROPERTY**

A student should be proud of school facilities and should practice a policy of taking care of them. It is the responsibility of each of us to help keep the school as clean and attractive as possible. Writing on school property such as restrooms, lockers, walls, tables, desks, etc. will be dealt with accordingly. Students **will be required** to pay for replacement costs.

## **CHANGE OF SCHEDULE**

Class load, teacher load, and accreditation requirements must be considered when requests are received for a change in a student's schedule.

Students must request a change of schedule form from the Counselor. Students are notified if action is taken on the schedule change request. Students should follow their original schedule until a schedule change has been completed.

Whenever possible, schedules that must be changed will be changed during the first week of a course. Schedule changes after the first week of school will be at the discretion of the Principal and Counselor.

## **CHECKING-IN PROCEDURES**

When a student is tardy to school, the student must report to the office to obtain a tardy pass. The student must have either a written excuse from his/her parent explaining the tardy or bring a form from the doctor or dentist if he/she had an early appointment. Most medical facilities have these forms especially for students to verify their appointments. Excuses will be verified by a school official.

## CHECKING-OUT PROCEDURES

1. Students who leave school for any reason **MUST** obtain permission to do so in the office.
2. In order to leave school during the school day, students must be signed out in the school office by a custodial parent, \*guardian, or other adult who has been properly designated in writing by the parent/guardian. **The parent/guardian or designated adult must come in person to the school office. Students will not be permitted to sign out on the basis of a note or phone call from parent(s) or others. Written documentation (parent excuse, medical excuse, etc.) must be left at the time of the check-out or returned to the attendance secretary. Failure to do so will result in unexcused absences from the courses missed.**
3. The School Registration/Information Form should be used by the parent/guardian to designate adult(s) who may sign the student out of school. Any adult who is identified by the parent/guardian as an emergency contact person on the School Registration/Information Form is deemed authorized to sign the student out of school. By designating such person(s) the parent/guardian is authorizing the school to release the student at any time a designated person comes to the school office to sign the student out. Nevertheless, administrators may exercise discretion to contact the parent/guardian as deemed appropriate or necessary. Except for periodic updates which may be requested by the school, a parent/guardian desiring to update or change the listing of persons designated to sign the student out of school should visit the school office. Such updates or changes shall be the responsibility of the parent/guardian.
4. If a high school student is to be allowed to leave campus for an appointment without a parent/guardian or designated adult present, the parent/guardian must come by the school office in advance of the check-out time (i.e. before school or on the day before the desired check-out time) to sign the check-out sheet or other pre-release form in the presence of school personnel.

5. The attendance policy shall be applied to determine whether absences from individual classes are excused or unexcused and whether the student is eligible to make-up work.
6. Students who check out must report to the office immediately if they return to campus during the school day.
  - *A custodial parent in a divorce situation is the one designated by prevailing court order as having sole or joint custody of the child. A non-custodial parent must be designated or authorized by the custodial parent in order to sign a child out of school.*

## **CHILD NUTRITION**

The Child Nutrition program is an integral component of Childersburg High School because it influences a student's development, health, and potential for learning. The goal is to protect the health and well being of the student while assisting him/her to succeed in the classroom by providing balanced, nutritious, appetizing, and affordable meals served courteously in a sanitary and pleasant dining environment.

The cafeteria uses a point-of-sale program with a personal identification number that allows the student to prepay for meals, tracks the balance and purchases of the student, and protects personal confidential information. Students cannot purchase any items on credit.

### ***Cafeteria***

Students and teachers deserve an orderly and pleasant place to eat and socialize. Certain rules of etiquette are necessary to maintain a desirable dining environment. Students must be aware of their social obligations and understand that their behavior and actions have an impact on the enjoyment of others.

Basic expectations for cafeteria behavior include:

- Go to the cafeteria at your assigned time.
- Enter and exit the cafeteria through the designated doors.
- Have money ready for cashier to prevent holding up the line.
- Students are not allowed to leave the cafeteria without permission.

- Nothing should be left on or around tables when dismissed from breakfast or lunch.
- Students are to remain seated until their class is dismissed.
- Food and drinks cannot be taken from the cafeteria.
- Food from off-campus establishments (in competitor containers) is not allowed in the cafeteria, nor is delivery of such foods permitted.
- Be courteous and respectful of others at all times.
- Students are to follow all instructions and directions of school personnel.

The lunch and breakfast programs are a privilege awarded to students and participation may be limited at any time.

A breakfast program is available each school day from 7:25 a.m. to 7:45 a.m. **Only students eating breakfast are allowed into the cafeteria at this time.** All school rules apply while in the cafeteria.

## COMMUNICATION WITH THE SCHOOL

It is essential that students and parents make every effort to communicate openly and frequently with the teachers, counselors, and administrators of Childersburg High School in order for us to meet the needs of the student. Childersburg High School will communicate through our reporting procedures and formal parent-teacher communication. It is important that parents and students inform teachers of any developments that may influence the student's performance at school.

Parents should not hesitate to contact Childersburg High School if they are uncertain about anything. If parents visit the school they must check in at the Main Office. Your involvement with your child's education along with any information you share will enable us to successfully serve the educational needs of your child.

The Childersburg High School staff desires to work with parents to achieve academic success while providing a safe and disciplined learning environment. Please understand that unless your concern involves a threat to the safety of your child and/or other students, the educational well-being of all students is best served by calling Childersburg High School at 256-315-5475 to make an appointment with a teacher or

administrator. By making an appointment in advance, you ensure that the person you want to see will have the appropriate information readily available for you and will be able to address your concerns in a timely manner without interruption to the instructional program.

## **CLOSED CAMPUS PARKING LOT POLICY**

Childersburg High School operates under a closed campus policy relative to the student parking lot and any off campus area that is within immediate view of where pupils come and go to this school. Anyone standing or loitering outside of cars before or after school is considered in violation of this policy. This includes meeting students in any area close enough to be within immediate view of Childersburg High School. Persons picking up or dropping off students are allowed, provided any occupant of the automobile does not exit the vehicle. Outsiders violating this policy will be prosecuted to the fullest extent of the law. This policy is designed to protect the health and safety of all students attending Childersburg High School.

Students are not allowed to have visitors at school. During school hours visitors to the gym, fieldhouse or any other school area must request a pass from the administrative office before entering these areas. A visitor is defined as anyone not enrolled in the school or is not employed by the school. After school hours only parents and special guests invited by the coaches, band director or activities sponsors are authorized to be on campus near activity practices. Gym and fieldhouse areas after school should be free of all persons not authorized to be on campus as well as pupils not participating in after school activities.

Students that do not participate in after school activities such as sports, band, or cheerleading must leave campus immediately after 3:00 p.m.

## **DELAYING/CLOSING OF SCHOOL**

Adverse weather conditions or other circumstances may warrant the delaying or closing of school. Announcements will be made concerning

instructions in such situations on local radio and television stations and through an automated calling system.

## **DEMOGRAPHIC INFORMATION**

Parents and students must immediately inform Childersburg High School of any changes of demographic information such as changes of address and home, cell, and work telephone numbers. Also, parents must update the student's Medical Information history whenever necessary. This information is critical because the school may need to communicate with parents for academic or emergency reasons.

## **DELIVERIES TO SCHOOL**

Florists are **NOT** allowed to make deliveries to pupils while students are in school. Flowers in glass containers or balloons delivered to pupils at school by parents or friends will **NOT** be allowed on buses because of visibility and distraction issues. All flowers and balloons will remain in the office until the end of the school day.

## **DISMISSAL FROM SCHOOL**

Those students who ride buses should move quickly to lockers and then to the buses as quickly as possible. Once at the bus landing, students should board buses as soon as possible so that buses may leave campus safely. Those students who are repeatedly negligent about this matter will be warned and repeated violations will result in minor offense disciplinary action.

## DRESS AND APPEARANCE

**For a complete explanation of the Dress Code refer to Talladega County Board of Education Responsibilities and Privileges pamphlet.**

All students shall dress and groom themselves sensibly and reasonably at all times. Students are also expected to be clean and neat in appearance and dress. The school administration has the authority to determine what is acceptable dress and grooming.

### DRESS CODE POLICY

1st Violation	1 period OSCAR
2 <sup>nd</sup> Violation	2 periods OSCAR
3 <sup>rd</sup> Violation	1 day OSCAR
4 <sup>th</sup> Violation	2 days OSCAR (Defiance)
5 <sup>th</sup> Violation	3 days OSCAR (Defiance)
6 <sup>th</sup> Violation +	1 day OSS (Defiance) + 2 days OSCAR

\*Periods are considered 53 minute block periods.

(Students who cannot get into dress code, will have to report to OSCAR until they can; example would be if they don't have a collared shirt they have to stay in OSCAR until they have one.)

Students should be in dress code when they enter the building at 7:25. All teachers will enforce dress code in the hallways and classrooms. Hats including jackets with hoods will be confiscated and turned in to the administration. Clear/mesh book bags should remain in the locker at all times. If a student brings a book bag to class it should be a referral for a dress code violation. Student jackets must be in dress code (solid color with insignia no larger than a quarter or an approved CHS sponsored jacket/pullover). Students should place jackets that are out of dress code

in their lockers before the beginning of school. A STUDENT INSTRUCTED TO GET IN DRESS CODE AND REFUSES OR IGNORES WILL BE WRITTEN UP FOR DEFIANCE.

## **DRUG TEST POLICY**

### **I. POLICY STATEMENT**

Childersburg High School values students and their participation in athletics. CHS also recognizes the importance of monitoring safety in the operation of automobiles while on campus. To achieve these goals and to maximize the skills and talents of our students, it is important that every athlete and driver of our school understands the dangers of tobacco use and drug and alcohol abuse.

This statement clarifies our position on student tobacco, drug, and alcohol use as it pertains to athletic participation and driving privileges. This policy will apply to students participating in athletics or cheerleading (defined as any student, male or female, in grades 7 - 12, who is a member of any school sponsored sports team, cheerleading squad, or student drivers). Participation in athletics, as well as campus parking, are privileges that can be taken away for failure to comply with this policy. The Talladega County Board of Education and Childersburg High School reserve the right to change the guidelines contained within this policy at any time. Students subject to this policy will be informed of any changes.

### **II. POLICY OBJECTIVES**

1. To create and maintain a safe, drug-free environment for all students participating in athletics.
2. To deter drug, tobacco, and alcohol use among students operating a motor vehicle on school campus.
3. To deter drug, tobacco, and alcohol use among students participating in athletic activities.

4. To encourage any athlete or driver with a dependence on, or addiction to, tobacco, alcohol, or other drug, to seek help in overcoming the problem.
5. To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
6. To minimize the likelihood that school property will be used for illicit drug activities.
7. To protect the reputation of the school system and its students.
8. To educate parents and students to the warning signs and dangers of alcohol and illegal drugs.

The Board of Education and Childersburg High School earnestly solicits the understanding and cooperation of all school staff, students, and parents in implementing this policy.

The Board of Education expects all athletic students and drivers to remain tobacco, alcohol, and drug free, and it reserves the right to require all students who participate in athletic activities or drive on campus to submit to drug and/or alcohol tests in order to assure these expectations are met.

The Board of Education acknowledges and understands that there are students who have legitimate medical prescriptions for identified medical conditions. Should a student test positive for a prescription drug for which he/she possesses a valid prescription in his/her name, the parent or guardian of that student will have an opportunity to give the Medical Review Officer (MRO) a copy of that prescription. The opportunity to provide the prescription will come after the positive urine test result has been released to the school's Medical Review Officer (MRO), but before that information is released to the Board's Drug Testing Coordinator (DTC) who will be a representative of the Talladega County Board of Education. A laboratory test that yields a presumptive positive result will be reported as a negative to the school by the MRO if the student is able to produce a valid prescription in the student's name that could have legitimately accounted for the test result upon request by the MRO.

### III. ENFORCEMENT

Pursuant to school policy and regulations, students who participate in athletic activities, with appropriate student and/or parental consent, may be tested prior to the beginning of a season or activity, during the season of the activity, or on any random schedule without advance notice. Student drivers who drive on campus, with appropriate parental consent, may be tested randomly throughout the school year. Once a student is placed in the random testing pool, the student is subject to testing for the remainder of the year.

When a school employee has reasonable suspicion to believe a student participating in athletic activities has violated the school's drug policy, the student may be required to undergo drug and/or alcohol testing. Failure to comply with the drug policy will render the student ineligible for the activity or activities in which he/she is currently participating and from other activities for the duration of the school year.

A student who has tested positive for tobacco, alcohol, and/or other drugs and who has had the positive test result confirmed by the Medical Review Officer (MRO) will be governed by the consequences outlined in this policy. The student's, parent's, or guardian's refusal to cooperate with the Talladega County Board of Education, the board representatives, and/or with medical personnel during the course of collecting the clean and unadulterated sample, reporting information about the sample, or enforcing the penalties and required counseling associated with a positive sample shall result in immediate suspension from the sport or activity for the duration of the school year.

No student or athlete testing positive, refusing to test, refusing to cooperate with testing, or being in violation of this policy will be penalized academically. Information, including testing positive, will not be released to criminal or juvenile authorities unless under compulsion by valid state or federal laws.

### IV. TESTING PROCEDURES

## 1. Random Testing

The school will conduct random drug testing of student athletes and drivers. Students who participate in athletics and all student drivers in grades 7-12 will be submitted to the testing pool. The school will conduct testing at an annual rate of approximately 50% of the number of participating students per year. The student information in the pool will be updated periodically. The school also reserves the right to do baseline testing, which is defined as testing all student-athletes and drivers. Students who transfer into Childersburg High School and are participants in these activities will be entered into the random testing pool upon admission to the school. These students are subject to baseline testing.

## 2. Test Day Check-outs, Check-ins, or Absences

A student who is subject to random testing and is absent on the day of the random drug screening will not be penalized in any way should his/her name be on the random list for testing that day.

A student who is subject to testing and is absent when the random drug screening process begins but checks in before the process is completed will be subject to a drug test at the time of check-in should his/her name be on the randomly generated list of names for that day.

A student who possesses a check-out note that was generated by the office in conjunction with a note from a parent or guardian prior to the testing day and that specifies a time and date when the student should check out will be permitted to check out at the predetermined time. Should his/her name be on the randomly generated list for testing on that day, he/she will not be penalized.

A student whose name is on the randomly generated list of students to be tested and who wishes to call his/her parent to come and check him/her out after the drug testing agency has come on campus may do so, but only after completing the required drug screen. Leaving campus without

submitting to or completing testing will be seen as a refusal to test, and the penalties will be the same as those penalties for a student who refuses to test.

### 3. Reasonable Suspicion

When there are observable circumstances that provide reasonable suspicion to believe a student athlete or driver has used nicotine, alcohol, and/or other drugs, that student may be required to take a drug and/or alcohol test. Determination that reasonable suspicion exists must be based on observations.

### 4. General Guidelines

The school and its lab shall rely, when practical, on the guidance of the federal Department of Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392, 395.

### 5. Substances Tested For

The school will maintain a list of substances for which students may be screened. That list is subject to review and change without advance notice. This list may include, but is not limited to the following: nicotine, alcohol, ecstasy (MDMA), marijuana, amphetamines, cannabinoids (marijuana and its derivatives), cocaine, opiates, anabolic steroids, barbiturates, benzodiazepines, LSA methadone, methaqualone, phenylcyclidine, inhalants, ketamine, GHB, GBL, and rohypnol.

Any illegal or prescription drug may be included on the list, and any student who is included in the testing pool is subject to being tested for all or any combination of drugs on the screening profile without advance notice.

### 6. Collection Site

The Talladega County Board of Education will designate collection sites where individuals may provide specimens. Such designation will be determined by the Drug Testing Coordinator (DTC) and will be subject to the review and approval of the Superintendent and the Board of Education.

7. Collection Procedure

The school and the approved laboratory are responsible for developing and maintaining a documented procedure for collecting, shipping, and accessing specimens. A tamper-proof sealing system, identifying numbers, labels, and sealed containers will be used for specimen transportation.

The school and its laboratory will utilize a standard Urine Custody and Control Form for all drug testing. Any student governed by this policy will be required to complete a student consent form.

8. Evaluations and Return of Results to the School

The testing laboratory will transmit by fax, mail, or computer, but not orally, the results of all tests to the Board of Education's and the school's Medical Review Officer (MRO) who will be responsible for reviewing test results. Prior to making a final decision and prior to contacting the school's Drug Testing Coordinator (DTC), the MRO will notify the parent or guardian of a positive result and give the parent or guardian the opportunity to discuss the result.

Depending on the substances found in the urine, the parent or guardian will be given the opportunity to submit a valid prescription that may have produced a positive result. After final review, the MRO will, promptly and in a confidential manner, transmit to the DTC the name of any student who has tested positive. The report shall be opened by a committee of not less than three people designated by the Board of Education, who will verify its contents.

After being informed of a positive test result, the DTC will schedule a conference between the student and his/her

parents or guardians to discuss the test result and the consequences.

9. Request for a Re-Test

A student may, together with his/her parents, request a re-test of the split specimen collected on the original testing date. (This request must be made to the Medical Review Officer within 72 hours of notification of the final test results. Written requests must be submitted to the DTC.) The parent or guardian will be required to pay the cost associated with the re-test in advance, but he/she will be reimbursed by the school if the result of the test is negative.

10. Release of Test Results

All information, interviews, reports, statements, and test results, whether written or otherwise, received by the board or school through its drug, alcohol, and tobacco testing program are confidential communications and will remain strictly confidential.

Any athletic students or drivers will be required to execute a Policy Consent/Release form permitting the school or its designee to release test results and related information to school officials who need to know such as the Board of Education, Superintendent, school Principal, coach or sponsor of the activity from which the student is suspended, and the counseling agency or counselor responsible for mandated counseling.

V. NOTICE REQUIREMENTS

The basic provisions of this policy and/or any modifications of this policy shall be made available to students by school officials in a timely manner. In addition, certified employees shall, at the beginning of the school year, create scheduled discussions of the policy. The discussions shall include, but are not limited to the following topics: purpose of the policy, random sampling, and collection and reporting procedures.

## VI. CONSEQUENCES OF POSITIVE DRUG TEST

Once a student has tested positive, his/her name will be removed from the random pool of names and placed on a list of students who will be subject to testing every time drug testing is conducted for one calendar year.

### NICOTINE ONLY

#### ***First Violation:***

- Parental/Custodial/Guardian notification (If desired, a retest must be requested within 72 hours of notification. This will be paid for by the parent/guardian.)
- Enrollment in a nicotine education program (student expense)
- Student must re-test negative before he/she can resume any sport. (student expense)
- Complete a suspension of 10% of contests (not from practice)

#### ***Second Violation:***

- Complete a suspension of 30% of contests (not from practice)
- Student must re-test negative before he/she can resume any privileged activity. (student expense)

#### ***Third Violation:***

- Suspension for 1 calendar year from participation in any sport at Childersburg High School.
- Student must re-test negative before he/she can resume any privileged activity. (student expense)

### ALCOHOL

#### ***First Violation:***

- Parental/Custodial/Guardian notification (If desired, a retest must be requested within 72 hours of notification. This will be paid for by the parent/guardian.)
- Enrollment in an alcohol education program (student expense)

- Student must re-test negative before he/she can resume any privileged activity. (student expense)
- Complete a suspension of 15% of contests (not from practice)

***Second Violation:***

- Complete a suspension of 40% of contests (not from practice)
- Student must re-test negative before he/she can resume any privileged activity. (student expense)

***Third Violation:***

- Suspension for 1 calendar year from participation in any sport at Childersburg High School.
- Student must re-test negative before he/she can resume any privileged activity. (student expense)

**ILLCIT OR BANNED SUBSTANCES OTHER THAN NICOTINE & ALCOHOL**

***First Violation:***

- Parental/Custodial/Guardian notification (If desired, a retest must be requested within 72 hours of notification. This will be paid for by the parent/guardian.)
- Enrollment in a drug education program (student expense)
- Student must re-test negative before he/she can resume any privileged activity. (student expense)
- Complete a suspension of 30% of regular season contests per year (student will not practice during this suspension)

***Second Violation:***

- Suspension for 1 calendar year from participation in any sport at Childersburg High School.
- Student must re-test negative before he/she can resume any privileged activity. (student expense)

***Third Violation:***

- Permanent suspension from participation in any privileged activity at Childersburg High School.

DRUG POLICY APPENDIX OF PENALTIES

School and Activity	Approx. Season Dates	# of contests in season	10 %	15%	30%	40%

CHS Football/Band	Aug – Dec	10	1	2	3	4
CHS Volleyball	Aug – Nov	15	2	2	5	6
CHS Wrestling	Nov – Feb	8	1	1	2	3
CHS Boys Basketball	Oct – Mar	28	3	4	8	11
CHS Girls Basketball	Oct – Mar	28	3	4	8	11
CHS Cheerleading	Aug – Mar	38	1wk	2wks	3wks	4wks
CHS Golf	Mar – May	14	1	2	4	6
CHS Track	Mar – May	5	1	1	2	2
CHS Softball	Feb – May	28	3	4	8	11
CHS Baseball	Feb – May	28	3	4	8	11
CMS Boys Basketball	Oct – Jan	12	1	2	4	5
CMS Girls Basketball	Oct – Jan	12	1	2	4	5
CMS Football	Aug – Oct	7	1	1	2	3
CMS Baseball	Feb – Apr	14	1	2	4	6
B-Team Softball/Baseball	Feb – Apr	15	2	2	5	6
CMS Cheerleading	Aug – Mar	13	1wk	2wks	3wks	4wks
*CHS Parking Privilege	Aug – May	180 days	18	27	54	72

**Notes:**

- In sports where there is all-day tournament play or double-headers or all-day meets (any situation where more than one game or event occurs on a calendar day) that day will count as one play date using the penalties prescribed in the drug policy appendix of penalties.
- A student's suspension will affect whatever activities he/she belongs to that are currently in season AS LONG AS that student DOES BELONG to one or more activities.
- If the student does not belong to ANY activities that are in season at the time of the positive test, that student's penalty will be delayed until the beginning of an extracurricular season, possibly into the next school year. Counseling and re-testing however will begin immediately.
- If a student belongs to more than one activity at the time of his/her positive test result, the student will be suspended from all of those activities as the drug policy appendix of penalties requires.
- If a student belongs to an activity and is serving a suspension from that activity and the season ends before he/she has served his/her entire suspension, the remainder of the suspension will roll over into the next sport or activity in which the student participates in the school year.
- If a student belongs to a sport or activity and is serving a suspension from that sport or activity and the season ends before he/she has served his/her entire suspension and the student does not belong to any other sports or activities through which the penalty can roll over, that student will serve the remaining percentage of his/her penalty in the first in-season activity in the next school year to which he/she belongs.
- A cheerleading week is defined as a week where there is at least one contest at which the cheerleaders are required to cheer.

## **ELECTRONIC COMMUNICATION DEVICES**

Talladega County Schools Policy allows for the use of personal devices at designated times at the discretion of the Principal. These devices will be used for educational purposes. Inappropriate use of communication devices, or unauthorized use of such devices, will result in disciplinary action. Childersburg High School students will not be allowed to use any digital device inside of the classroom except those approved by administration.

## **EMERGENCIES/DRILLS**

Emergencies/drills will be signaled by activation of the appropriate warning signal and may be preceded by an announcement and/or instructions. Each situation must be considered real and could occur at any time. Teachers and staff have been trained in emergency procedures and students must listen carefully and strictly follow all orders. Remaining calm, orderly, and closely following all instructions will help ensure the safety of everyone.

### ***Fire***

A fire emergency/drill will be indicated by activation of the building fire alarm system and strobe lights and could be preceded by an announcement with additional instructions. Students will follow the designated exit instructions for each location. Students will walk, refrain from talking, and proceed at least 100 feet from the point of exit. Students must always be aware of their surroundings and exit options.

### ***Inclement Weather***

A tornado emergency/drill will be a series of “siren” signals that could be preceded by an announcement with additional instructions. Students will go to the designated safe areas for each location. Safe areas are generally hallways, interior rooms, and interior walls away from windows. Students should kneel or sit cross-legged facing a wall with head down and arms and hands covering their face and neck. Students must be aware of safe areas in every location.

### ***Lockdown***

The purpose of a lockdown is to provide for the safety and welfare of students and staff. When a lockdown is declared all movement and activity will stop immediately on campus. Teachers and staff will lock classroom doors. Within the locked classroom students will move to the areas that most shield their visibility from the outside. If safety permits, teachers may remove students from the hallway nearest their classrooms. Students and staff not in a classroom must not attempt to return to their assigned classrooms. If possible, they may enter the nearest classroom. If classroom entry is not possible, students and staff must take immediate action to find the closest safe, isolated place to hide, preferably in a locked room. Students and staff must remain on alert and in a lock down until an “all clear” signal is given. The signal for initiating lockdown procedures will be announced over the school intercom system.

## **EXTRACURRICULAR ELIGIBILITY REQUIREMENTS**

Students participating in band, cheerleading, or athletics must meet the following state requirements to be eligible. A student must have passed at least 6 Carnegie units or subjects, four of which must be the core classes, including not more than one unit of P.E., with a minimum composite numerical average of 70 in those six units during the preceding year in attendance to be eligible. The four core classes must be passed. State and county guidelines may supersede this policy.

## **ENROLLMENT/WITHDRAWAL**

The accreditation status of the school a student is transferring from as well as course content and course of study will be considered in the determination of student placement and/or credits accepted as meeting Childersburg High School, Talladega County Schools, and State of Alabama graduation requirements. This policy is in alignment with the requirements of the Southern Association of Colleges and Schools.

Students and parents are advised to make informed decisions when enrolling and withdrawing students.

Childersburg High School will honor the discipline and punishment sanctions issued to students who are enrolling from other schools and reserves the right to determine appropriate placement for students who had behavior, discipline, and/or academic difficulties.

A parent must accompany the student when enrolling in or withdrawing from Childersburg High School. The parent may contact the Guidance Counselor, at 315-5480, for specific information regarding enrollment and withdrawal.

## **FIGHTS**

Fighting will result in unexcused suspension from school. Appropriate legal action will be taken if needed. If a student is involved in a fight and had the opportunity to walk away and did not, he/she will be held responsible. **See Talladega County Board of Education Responsibilities and Privileges pamphlet** for information regarding the no fighting policy. Anything such as arguments, disagreements, etc. that in the opinion of the administration could lead to a fight, may result in OSCAR or suspension from school.

## **EQUAL EDUCATION OPPORTUNITY/ NON-DISCRIMINATION/ANTI-HARASSMENT STATEMENT**

It is the policy of the Talladega County Board of Education and Childersburg High School that no student will be discriminated against, harassed, denied a benefit, or excluded from participation in any of the school system's education programs or activities on the basis of sex, race, color, creed, religion, belief, national origin, ethnic group, or disability.

## **GAMES**

Students are not allowed to bring or use cards, games, or gambling devices at school.

## †STATE REQUIREMENTS FOR DIPLOMAS

### **\*\*Requirements for Standard Diploma:**

English/Language Arts.....	4
English 9	
English 10	
English 11	
English 12	
Mathematics* .....	4
Four credits to include the equivalent of:	
Algebra I	
Geometry	
Algebra II	
Science.....	4
Four credits to include the equivalent of:	
Biology	
A Physical Science	
Social Studies.....	4
Four credits that must include:	
World History	
US History I	
US History II	
Government/Economics	
LIFE PE.....	1
Health Education.....	½
Career Preparedness.....	1
Electives.....	2½
Foreign Language/CareerTech/Fine Art.....	3
(Any combination of the above courses)	

\*Students must culminate their Mathematics track in Algebra II or higher.

Total.....**24**

**In order to be promoted to the next grade, students must pass the following number of units:**

9 <sup>th</sup> to 10 <sup>th</sup>	<b>6 units (*)</b>
10 <sup>th</sup> to 11 <sup>th</sup>	<b>12 units</b>
11 <sup>th</sup> to 12 <sup>th</sup>	<b>must be registered for every class necessary to graduate-Senior Classification</b>

### **GRADUATION CEREMONIES**

Participation in graduation and senior ceremonies is a **PRIVILEGE**. Students are subject to the rules and policies of Childersburg High School, the Talladega County Schools Board of Education, and the State of Alabama. A student must meet all Childersburg High School, Talladega County Schools, and State of Alabama requirements to participate in graduation and senior ceremonies. Participation in graduation activities is optional and is **NOT REQUIRED** to receive a diploma. Students may be excluded from participation in any event as the result of behavior, dress, or any other reasons deemed necessary by Childersburg High School. Due to limited seating, all candidates will receive admission tickets. Graduation will be held at the Childersburg High School Performing Arts Center and Arena.

### **FORGERY**

Any student who forges a parent or teacher's name or initials is subject to disciplinary procedures.

## **HAZING**

Under no circumstances will hazing in any form be tolerated within the scope of the programs (including extra-curricular and co-curricular) sponsored by Childersburg High School. Student leaders (team captains and members, club officers and members, etc.) are obligated to discourage and report hazing to their coach, teacher, and/or administrator. Hazing is any individual or group act of harassment that willfully or recklessly endangers the physical or mental health of another individual or group such as, but not limited to: banter, ridicule, criticism, bullying, humiliation, intimidation, physical activity or brutality, or by extracting unnecessary work or participation in a disagreeable, unpleasant, or illegal activity for the purpose of initiation or maintaining membership. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in any of the described acts and is prohibited on and away from school property.

Childersburg High School reserves the right to limit participation in any extra-curricular or co-curricular activity because of inappropriate behavior at any time. Any student participating in hazing activity will be subject to criminal prosecution and/or suspension and/or expulsion by Childersburg High School and/or the Talladega County Schools Board of Education.

## **IDENTIFICATION**

Students or visitors are required to identify themselves when asked by any staff member or person in authority. A student who refuses to identify himself/herself will be suspended. Visitors failing to identify themselves will be issued a trespass warning and will be subject to questioning by law enforcement officials.

## **INJURIES**

Any injury sustained on the school campus must be immediately reported to a teacher or school official.

## **INVESTIGATIONS/SEARCHES**

Childersburg High School retains the right to inspect lockers, desks, storage areas, vehicles, purses, book bags, athletic bags, or other belongings of a student, with or without the student or owner present, if reasonable suspicion exists. Students will be held responsible for any prohibited items found and will be subject to criminal prosecution and/or disciplinary action by Childersburg High School.

Investigations and searches will be reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety, health, and welfare of students, employees, and visitors of the school. Consideration will be given to care for a student's privacy.

## **LEAVING SCHOOL GROUNDS/SKIPPING CLASS**

Students are never to leave the school grounds without the permission of the Principal. Once a student arrives on campus, he/she is **AT** school. This means a student cannot go across the street after he/she gets off a bus or leave school even if the bell has not rung. Students who are "absent" cannot come on campus to see someone or get something without checking in at the office. Violations of these regulations will lead to disciplinary action. Students that leave school grounds without proper permission or that skip a class are subject to suspension and/or OSCAR immediately upon their return to school.

## LOCKERS

A general fee of \$10.00 will be assessed to each student. This fee covers the locker rental and other incidental and instructional costs. **Lockers are not to be shared.** Sharing of lockers without permission will result in minor offense disciplinary action. To insure proper care and to investigate for illegal material, school officials may periodically inspect lockers. Proper due process will be followed when school officials inspect student lockers.

## LOITERING

Students should leave the school and school grounds promptly after classes or activities are dismissed. Students congregating across the street or anywhere within view of the campus before or after school are considered loitering. Loitering is also defined as standing in a teacher's doorway while pupils are entering the room or standing next to a wall in the cafeteria serving line. All students should be in their assigned area.

## MARRIED STUDENTS

Married students should make known to the Principal their legal status at the time of their initial enrollment. Students already enrolled must notify the Principal of their legal status within two weeks following the marriage. Their new legal status affects enrollment exceptions. A conference may be held between the student, parent, guardian and Principal to determine legal guardianship and compliance with school regulations.

## MEDICATIONS

**This section applies to prescription medication as well as over the counter medication.** Parents must submit to the office a medication permission form before medication will be dispensed to the student. The

medicine container must be labeled properly with the name of the student, doctor, and dosage to be taken. The Principal or his designee will administer medication. All medication should be left in an administrator's office. **Parent must bring prescription medication to school for the student.**

Students who have any medication in their possession could be subject to disciplinary action. This includes prescription and over-the counter medication.

## **METAL DETECTOR POLICY**

To provide and maintain a safe and secure environment for students, staff, and visitors, the school may employ the use of stationary and/or mobile metal detectors. School officials are authorized to search for weapons, illegal drugs, alcohol, stolen goods, and other materials or objects, the possession of which is a violation of school board policy, either by a detection device or other methods, when there is a reasonable suspicion that the items may be found by a search.

## **OSCAR**

### **“Other School Classroom for Additional Resources”**

A disciplinary referral to OSCAR can only be made by the Principal or Assistant Principal with the exception of minor dress code violations and tardies. Disciplinary referrals to OSCAR are considered In-School-Suspension. While assigned to OSCAR, students are given credit for being in school and assignments completed for class work. Students in OSCAR are counted present for attendance and are eligible for perfect attendance recognition. Students are not counted present while in OSCAR for classroom attendance purposes. Students assigned to OSCAR may not be able to participate in extracurricular activities if the event that is scheduled occurs on the day(s) they are assigned. Also, assignment to OSCAR may jeopardize membership in some school organizations.

OSCAR may also be used as an area for students to quietly complete a test, project or other work assigned by a teacher. Referrals of this nature are considered academic and are not documented as disciplinary actions.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences can be a valuable means of communication for both the parent and teacher. Conferences must be scheduled before or after school or only during the teacher's preparation time if necessary. Teachers cannot meet with anyone during class time. Conferences can be scheduled with the teacher by note, telephone, e-mail, or by contacting the student's Guidance Counselor. Parents and guardians are encouraged to visit the school; however, visits during school must be approved by the Principal. Parents must check in at the Main Office before attending a conference.

Teachers and administrators encourage parents to arrange conferences early in a grading period and before the student experiences major difficulties. Your involvement with your child's education along with any information you share will enable us to serve the educational needs of your child.

## **PEP RALLY**

Visitors are limited to parents, grandparents, and Childersburg High School graduates. Anyone else must contact the Principal in advance to obtain permission. **All visitors must check-in through the main office.**

## **POSSESSION OF KNIVES AND OTHER DANGEROUS INSTRUMENTS**

No student shall bring to school or have in his/her possession a knife, or other object that can be used as a weapon including pepper spray or similar products. This applies not only to the school buildings or

grounds, but also to the school bus and any function sponsored by Childersburg High School. **Periodic searches for such items may be made by the principal.**

Any student found guilty of violating the above policy or who intimidates, threatens, or interferes with the welfare of any other student shall be subject to expulsion by the Talladega County Board of Education.

### **POSSESSION OF A FIREARM ON SCHOOL PREMISES**

A Student who is found to be in possession (i.e. on the person, in a locker, automobile, or other location) of a firearm in a school zone (a school zone is defined as the grounds of a public, private, or parochial school, or within 1000 feet of a school), on school property, or at any school sponsored event, will be at minimum, recommended for expulsion from school for the remainder of the present academic year, or a period of time to be determined by the school system. Additionally, local law enforcement will be immediately contacted and the student will be prosecuted to the fullest extent of the law. A committee appointed by the Superintendent may determine any exception to this policy.

**See Talladega County Board of Education Responsibilities and Privileges pamphlet.**

At the end of the suspension period, the student may apply for reinstatement. Application procedures may be obtained from the local school administrator. Legal Reference: The Code of Alabama 16-8-10

### **POSTING WRITTEN MATERIALS**

No student can pass out or post material, or ask other students to sign any materials in the school that have **NOT** been pre-approved by the Principal or his/her designee. This includes campaign posters, meeting schedules, pep information, etc.

## **INTERNET POSTINGS, BLOGS, EMAILS, TEXT MESSAGES, PUBLIC FORUMS VIA INTERNET ACCESS AND OTHER FORMS OF ELECTRONIC COMMUNICATION**

No student should post, forward or send comments, photos or other information that would be considered offensive, slanderous or illegal through internet postings, blogs, emails, text messaging, public forums (i.e. Twitter, Facebook, etc.), or any other means of electronic communication. While school authority is more limited regarding these activities when conducted off campus and during non-school hours, **any of these activities that result in harassment of other students or that in any way cause a disruption to the normal school day will be dealt with through appropriate disciplinary action and will be reported to the appropriate authorities for any necessary legal action.**

## **REPORT CARDS**

Report cards will be issued to students the first three nine-weeks grading periods. It is expected that students will share their report cards with parents. If parents do not see a report card every nine weeks (see dates below), they should contact the school.

## **REPORT CARD AND PROGRESS REPORTS DATES FOR THE 2019-2020 SCHOOL YEAR**

Progress reports and report cards will be disseminated on the dates listed below for the 2019-2020 school year.

### **Mid-Term Progress Reports Go Out**

First Term	September 11, 2019 November 6, 2019
Second Term	February 5, 2020 April 16, 2020

### **Grading Periods**

First Term	August 8 - October 11	45 Days
	October 14 - December 19	44 Days
Second Term	January 6 - March 6	43 Days
	March 9 - May 21	48 Days

### **Report Cards Go Out**

First Term	October 17, 2019 January 9, 2020
Second Term	March 12, 2020 May 22, 2020

First, second, and third report cards will be given to students. The last report card will be mailed pending that the student is not on the school's debt list.

## GRADING POLICY

		
<b>Gold Measures</b> 3-4 per grading period	<b>Silver Measures</b> 4-5 per grading period	<b>Bronze Measures</b> 5-6 per grading period
<b>60% of grade</b>	<b>30% of grade</b>	<b>10% of grade</b>
<ul style="list-style-type: none"><li>• Major Tests/Exams (Mastery of Standards)</li><li>• Major Projects/Work Products (Application of Standards)</li><li>• Represents Mastery of Standards or Application of Standards</li></ul>	<ul style="list-style-type: none"><li>• Quizzes/Checkpoints</li><li>• Small Projects</li><li>• Represents Growth toward Mastery of Standards and/or Mastery of Prerequisite Skills)</li></ul>	<ul style="list-style-type: none"><li>• Homework</li><li>• Daily Grades</li><li>• Minor Classwork/ Projects</li><li>• Programs</li><li>• Represents Practice of Skills</li></ul>

## TEST CORRECTION PROCEDURE

The goal for providing test corrections for students is content mastery. A student's overall grade will be a reflection of the student's mastery of standards.

- Test corrections are offered for all Gold tests. Silver measures are for formative quizzes which will be reviewed/retaught. Silver quiz results will lead to small group instruction before Gold level assessments. Test corrections at the Silver Measure should be at the discretion of the teacher for the following situations: low-class average, poor performance due to illness or disruption, etc.
- Half credit (.5) is the only amount that can be received for test corrections. (All or none)
- Students are required to complete test corrections if the score on an assessment is a 'C' (70) or below.
- If the score is 'A' or 'B', test corrections are optional.

- Notification of Gold, Silver and Bronze Grading will go home with all students' first progress report.
  - Include notice about test corrections. (For example) It is our goal that students work toward mastery of standards; therefore, correction of test items will be offered.

## **NINE-WEEK EXAMS**

Every student will attend and take a 9-weeks exam unless an exam exemption is specifically earned for a class. No student is to take a 9-weeks exam before the scheduled time period. The under-classmen cannot take early exams with the seniors. Students must be at the assigned 9-weeks exam period unless they have received an exam exemption. A student not attending a 9-weeks exam period will be considered truant and receive a failing grade unless approved by the Principal. All financial obligations of the student or parent need to be taken care of before the 9-weeks exams are taken (fees, lost/destroyed textbooks, etc.). The 9-weeks exam will not be interrupted and students will not be allowed to leave or check-out once the 9-weeks exam period begins. The dress code will be enforced during 9-weeks exam periods.

## **TEST EXEMPTION POLICY**

Students may be exempt from one or more semester exams by class (in December and/or May) if they meet the following conditions:

### **Proficiency Exemption – Reading or English/Math ONLY**

- Students scoring proficient and/or having significant growth toward grade level standards on a district approved standards-based adaptive assessment will be exempt in Reading/English and/or Math.

- Also, students must have a C average or above in Reading/English or Math to be exempt from the semester exam for that class.

Attendance Exemption – Science, Social Studies/History, Electives ONLY

- 3 Tardies = 1 Absence

Overall Grade Average	Number of Absences from Class
A	3
B	2
C	1

**Test Exemption Information**

Nine weeks exams will be given at the conclusion of all nine weeks.

**1st and 3rd Nine Weeks** - All students will be required to complete a teacher/school created standards-based nine weeks exam.

**2nd and 4th Nine Weeks** - Students who do not meet the requirements of the exemption policy will complete a teacher/school created standards-based nine weeks exam.

All nine weeks exams will be considered a **GOLD** Category Grade in the gradebook.

Taking an AP Exam automatically exempts a student from the 2nd semester exam.

Exempt students may elect to take an exam to improve their final grades without risk.

**Exams Used to Determine Proficiency Exemption**

GRADE	FALL	SPRING
9	Global Scholar Express	ACT Sprint
10	Global Scholar Express	ACT Sprint
11	Global Scholar	ACT
12	Work Keys	Work Keys Makeup

**SPORTSMANSHIP**

Childersburg High School values and expects sportsmanship among its many participants, players, coaches, officials, parents, and spectators. Everyone is expected to support and cheer for their team in a responsible and courteous manner that demonstrates fairness, civility, and grace. **Disrespect, abusive language, and disorderly conduct are unwelcome and unacceptable.** Winning and losing last only a moment—integrity and dignity are characteristics worthy of a lifetime. Any student ejected from a game will receive a \$300.00 fine issued from the AHSAA. A second ejection will result in a \$500.00 fine and a suspension from play will occur.

**SEXUAL HARASSMENT**

Sexual harassment **will not** be tolerated at Childersburg High School. Any student who believes that he/she has been harassed should report the situation to a teacher, counselor, or administrator promptly. School officials will investigate all complaints. **Students who are found to be guilty of sexual harassment will be subject to school and county level disciplinary actions. Likewise, students who make false claims will also be subject to disciplinary measures.**

## STUDENT PREGNANCY

Students who become pregnant must report such conditions to the school Principal and Counselor for health and safety reasons. A doctor's statement must be submitted to the Principal verifying the health status of the pregnant student. The doctor's statement should stipulate what activities in Physical Education the pregnant student can participate. If there are any complications, the Principal and Counselor should be notified as soon as possible.

Because of the number of days involved after the birth of a child, every effort should be made by the pregnant student to make prenatal doctor appointments after school hours. All post-natal and check up appointments for baby and mother should also be scheduled for after school hours.

## SUBSTITUTE TEACHERS

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are **expected** to be **extra** courteous to substitute teachers. Any misconduct in the substitute's classroom will be dealt with immediately.

## SUSPENSION

Suspension means temporary forfeiture of attendance in school and participation in its activities for a given period of time or until the legal guardian obtains from the Principal approval for the student's reinstatement. A student who fails to obey the rules, regulations and policies of the Board of Education or commits any act that is detrimental to the maintenance of good order of the school is subject to suspension

by the Principal or Assistant Principal. While the student is suspended, he/she will not be permitted on the premises of this school or any other school within the school system without prior written approval from the Principal. A student who is suspended will have the absences treated as unexcused and will not be allowed to make up any missed assignments or tests. Students who are suspended on 9-weeks exam dates will be allowed to take their tests, however, they will report to an administrator upon their arrival to school.

### **TELEPHONE**

The telephone in the office is a business phone and is not to be used by students. In case of sickness or emergency, the office personnel will allow students to use the student phone. No student will be called to answer a phone. Urgent messages from parents will be delivered to students.

### **TEMPORARY HEALTH DISABILITIES**

Students with temporary health disabilities **shall not** be subject to discriminatory treatment. A student who desires to enroll or continue his/her enrollment until the temporary health disability has been alleviated may do so by proving to the Principal or his designee that a condition does exist. Appropriate proof of the disability may be a written statement from the attending physician. Notification to the school should be done promptly upon the onset of the disabling condition.

## TEXTBOOKS

Free textbooks are provided in certain classes for students by the State of Alabama. Books are issued and rated at the beginning of each school term. Students are then responsible for these books during the school term. Students should take care of their books and see that they are not lost or damaged. **Students will be charged for lost or damaged books.** Students will be responsible for purchasing a new book after failing to produce their book after two chances. Should a student recover the original book, a refund may be issued. A book check will be held periodically to ensure that students have the correct book.

## TOBACCO, VAPE, DRUGS, AND ALCOHOL

Board policy stipulates that there be no use or possession of tobacco or smokeless tobacco by students on campus during the school day. Any student in possession of illegal drugs or alcohol or under the influence of alcohol or illegal drugs will be reported to law enforcement authorities. Such violations will result in suspension, alternative school and/or expulsion from school.

## VALUABLES

Students are cautioned not to bring large amounts of money or valuables to school. Expensive bracelets, rings, necklaces, etc. should be left at home. **Students, not the school, are responsible for their personal property.** For safety reasons, students with more than \$20.00 may have their money held in the school vault by the administration. Parents may pick it up at any time.

## VENDING MACHINES

Vending machines are available as a privilege to students. Abuse of these machines, such as damage, litter, etc. will result in their removal. Neither the snack nor drink machines are to be used during the **breakfast** period (7:25am – 7:45am) or the **lunch** period (10:30 am – 1:30pm). Every effort will be made to see that all snack and drink machines work properly. Using the snack machines is an “at-your-own-risk” policy. Students caught shaking vending machines may be subject to disciplinary action.

## VISITOR PASSES

All visitors must obtain a visitor pass from the office issued by the Principal, Assistant Principal or their designee. No one will be allowed on the school grounds without a visitor pass issued from the front office. Unauthorized or unscheduled visitors are prohibited from visiting classrooms. **All visitors must park in front of the school building.**

## WEB PAGE

The Childersburg High School internet address is <http://chs.tcboe.org/>. Information on school news and all activities can be found on this website. The website will be updated as often as possible. All information on the website must be approved by the administration before posting. Information can also be found on our various social media websites such as Facebook, Twitter, and Instagram.

## **WORK PERMIT**

Work Permit applications are available to eligible students in the Guidance Counselor's Office. The student must return the Work Permit application completed by the parent and the employer as well as proof of age (birth certificate or Driver's License) before receiving a Work Permit. The student must sign the Work Permit when receiving it from the Guidance Office. Completed applications returned in the morning can be obtained that afternoon.

Childersburg High School reserves the right to deny or revoke an employment certificate (work permit) when the student's job appears to have an adverse effect on his or her educational performance and progress and/or attendance at school.