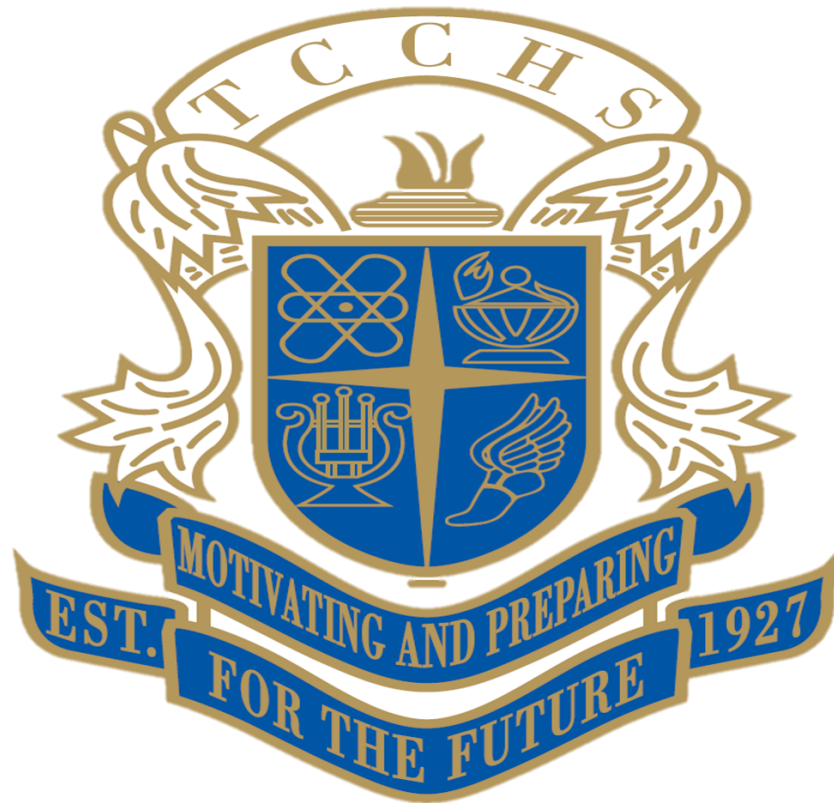


TALLADEGA COUNTY CENTRAL HIGH SCHOOL



STUDENT HANDBOOK

2019-2020

Dr. Tim Gallahar - Principal
Dr. Tenicia Barclay - Assistant Principal
Mrs. Christy Smith - Counselor

MISSION STATEMENT

Talladega County Central High School will provide engaging learning opportunities through collaboration and communication in a safe and supportive environment in which high expectations are established. Our aim is for students to acquire the skills and knowledge necessary to become competitive in the workforce and/or college and productively influence our community.

VISION

To prepare students with the knowledge, skills and values to be competitive in the workforce and/or college by creating an environment which encourages student engagement and collaboration through innovative teaching and learning opportunities.

Talladega County Central High School is a place where all students:

- are given the opportunity to learn in a safe and nurturing environment;
- collaborate with faculty and staff in a culture of EXCELLENCE, RESPECT AND PRIDE;
- are provided the tools to learn, to think, to solve problems and to make thoughtful decisions;
- are prepared for their post secondary future in the community and global society.

TCCHS SCHOOL PLEDGE

As developed by school leadership team.

TCCHS ALMA MATER

Hail TCC and all its golden promises
Whose members are composed of the best
We've tried so hard to maintain our averages
We've made our school much better than the rest.
Yes, we have laid a splendid foundation
And we have made our school a dream come true
To thee dear school we'll always be loyal,
Oh, TCC oh TCC we love you so

Oh, TCC we'll not forget thy teaching,
Nor hours of toil nor hours of play
We've weaved a bond of love and honor
To hold secure, when faith and hope are gone
Oh! We thy loving sons and daughters
To thee we'll evermore be true.
O let's remember our school colors.
Love for the Gold and love for the Blue

Juanita Easley/ Mildred Ragland- 1949

TALLADEGA COUNTY CENTRAL HIGH SCHOOL

STUDENT-PARENT HANDBOOK

2019-2020

Office Hours 7:30 AM - 3:30 PM

School Day 7:40 AM - 3:10 PM

School Colors: Blue and Gold

School Mascot: Tigers

Telephone:

256-315-5340 - School Office

256-315-5350 - Fax

256-315-5343 - Counseling Center

256-315-5341 - Secretary

256-315-5346 - Cafeteria

256-315-5358 - Band

FOREWORD

The STUDENT/PARENT HANDBOOK is intended to answer questions regarding policies, practices and procedures of Talladega County Central High School. The information contained in this handbook is a valuable guide to both parents and students. A committee of parents, teachers, students and administrators reviews the handbook each year to be sure appropriate information is included. We would encourage parents to please call a school administrator if they have a question.

Redefining Excellence

**TALLADEGA COUNTY CENTRAL HIGH SCHOOL
2019-2020 FACULTY and STAFF**

Principal
Assistant Principal
Counselor
Secretary
Clerical Assistant
Science Department

History Department

Math Department

English Department

Collaborative Education Department
Career Technical Department
Music Department
Media Specialist
Digital Learning Specialist
Athletic Director / Physical Education Department
School Nurse
ACCESS/Distance Learning Department
OSCAR Instructional Assistant
Custodial Staff

CNP Manager and Staff

Dr. Timothy Gallahar
Dr. Tencia Barclay
Mrs. Christy Smith
Mrs. Valeria Millender
Mrs. Sheryl Goodson
Ms. Dana Brumbelow
Ms. Brittney Matson
Mr. Acardia Garrett
Mrs. Myra Edwards
Mrs. Gwen Hill
Ms. Tinna Pickens
Mrs. Myra Edwards
Mrs. Iris Jemison
Mrs. Rebecca Mansfield
Mrs. Deborah Gover
Ms. Sasha Garrett
Mr. Kerwin Allen
Ms. Dana Brumbelow
Mrs. Myra Edwards
Mr. Christopher Mahand
Mrs. Willie Cook
Mr. Robert Duncan
Mr. Robert Duncan
Ms. Fran Tinker
Mr. David Watts
Mrs. Janice George
Ms. Angie Morris
Ms. Raven Beavers

SCHOOL EXPECTATIONS

BE RESPECTFUL

BE RESPONSIBLE

BE RESOURCEFUL

CODE OF ETHICS

As a foundation for better citizenship, high moral values and for the development of good character, the following principles are fundamental. The acceptance and practice of these will make the student a better person and Talladega County Central High School a better place.

A TCCHS student should realize that proper respect for authority is important and that a spirit of cooperation must exist in the school.

A TCCHS student should be concerned about the rights of other people and treat them, as he/she would like to be treated. He/she governs his/her actions by the highest moral standards rather than personal wants and feelings. He/she should refuse to take part in malicious gossip or unjust criticism.

A TCCHS student should be honest with himself/herself and with others. He/she does not engage in dishonest practices in schoolwork or take things that do not belong to him/her.

A TCCHS student should feel a responsibility to take care of all personal or public property. He/she should not only refrain from inflicting damage, but should see that others refrain also.

A TCCHS student should recognize that good sportsmanship is essential in every phase of life. He/she should know how to accept victory or defeat and always conduct himself/herself in such a manner as to represent TCCHS with pride and respect.

School Schedule

Talladega County Central High School operates on a nine period schedule. Each student will have eight classes each day and an advisory period each day. Daily attendance will be posted everyday at 7:40 a.m. in the students 1st period class. If a student is tardy to school, they must sign-in at the main office. Classes will start at 7:38 a.m. Students are expected to be in class on time and ready to engage in the daily lesson.

7:18-7:36 Breakfast

Locker Visit

7:42-8:34 1st Period

8:37-9:29 2nd Period

Locker Visit

9:33-10:25 3rd Period

10:29-11:16 4th Period

Locker Visit

11:20-12:35 5th Period

12:38-1:28 6th Period

1:31-2:22 7th Period

Locker Visit

2:25-3:10 8th Period

3:08 Dismissal

ADVISORY

Advisory is a period of time when teachers meet with a small group of students for the purpose of advising them on academic, social, or future planning issues. Every teacher is assigned an advisory group.

- Advisory will meet twice a month and will follow our advisory schedule when meeting.

AFTER/BEFORE SCHOOL DETENTION

If a student has violated either classroom or school rules of behavior, then he/she may be instructed by the teacher to remain at school after the regular school day has ended. Detention is an appropriate option for Class I offenses. Students will be given the option of staying the day of the incident or the next school day. The teacher will supervise the student. Students may make-up work and/or receive instructional assistance.

Students who have not behaved in accordance with the code of conduct will be expected to fulfill this obligation regardless of any after school activities. Band, athletics, cheerleading, or inconvenience to a ride home will not excuse a student from this responsibility.

Student Arrival/Departure

Students should be at school by 7:36. Any student arriving after 7:40 will be counted tardy. Students wishing to eat breakfast may arrive by 7:18. Once students arrive, they must report to one of the following places: School Cafeteria 7th-12th who are eating breakfast. Students who are not eating breakfast should report to the small gym. Students who drive/ride to school with a student driver, must report to either the cafeteria or small gym upon arriving to the campus. No students will be allowed to sit in cars or stand around on any part of the campus. Under no circumstance shall students be allowed to enter the school building before 7:36 am unless they have permission from a faculty member. Students will enter the building when the morning bell rings. Students will be dismissed at 3:08.

All students not participating in an extra-curricular activity must leave campus at the 3:08 bell daily. All other students should report to the coach or advisor sponsoring the activity. No student should be on campus without proper supervision by a club or athletic sponsor.

Visitors

All visitors must obtain a visitor's pass from the office and be cleared by the principal or assistant principal before visiting any part of the school's campus. **No one will be allowed on school grounds, classroom, etc. without a visitor's pass and administrative permission. Violation of this policy will result in a No Trespassing Ban being issued.**

Attendance

Every child between the ages of 7 and 17 in the Talladega County School System shall be required to enroll in school. Each child who enrolls in the Talladega County School System, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the State. In accordance with Alabama Law, each child enrolled in a public school K-12 is subject to the attendance laws of the State. The law gives the responsibility for attendance and control of the child to the parent. Any child who is prosecuted for truancy may be placed in a juvenile facility or in long term residential care. Any custodial adult who is prosecuted for failure to require a child to attend school or fails to compel the child to properly conduct himself or herself as a student in any public school in accordance with the written policy on behavior adopted by the local Board of Education is guilty of a misdemeanor and upon conviction may be fined or jailed.

A student is "deemed truant (unexcused)" if the parent does not explain in writing the cause of the absence within three (3) school days following return to school.

Class Attendance, Tardies, and Absences

School attendance is required of all children. Students are expected to report to school on time and attend school the full 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:

- 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.
- Serious Family Illness - A serious illness in the student's immediate family that would reasonably necessitate the absence of a student.
- Death in the Immediate Family - A recent death in the student's family may result in the student being temporarily excused from school for a reasonable length of time.
- Recognized Religious Holidays - Students will be temporarily excused from attendance on special and recognized religious holidays.
- Professional Appointments - Will be excused with a note from the doctor.
- 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.
- 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.
- School Closing - Weather or emergency.
- Legal - Will be excused with documents from court officials.
- 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 parents' 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
- Date to be excused
- Reason for absence
- Phone number to contact parent/guardian
- Signature of parent or doctor

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 (3) check-ins or check-outs (this includes tardies to school) will be counted as one (1) of a student's (10) absences excused with parent note. Three (3) 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:

- 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.**
- 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 the consequences of future unexcused absences. Every effort will be made by parents and school officials to address issues in this conference.
- 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.
- 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.
- 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.

Grooming And Dress Code

The Talladega County Board of Education believes that acceptable grooming and dress are essential elements in the teaching and learning process. Students are expected to dress in such a manner that will ensure the health and safety and not distract from the learning environment. Dress and personal appearance are not to be disruptive or interfere with the educational interests and welfare of the students or purpose of public school education. Students will not wear any article of clothing or display any insignia or sign that shows disrespect for any person, creed, race, color, sex or nationality. Parents/Guardians are expected to monitor students dress. Students in violation of the dress code will be reported to the principal's office and subject to disciplinary action.

DRESS CODE (STUDENT)

1. All clothing must be worn appropriately, be neat in appearance, and worn in a manner it was designed.
2. ALL pants must be worn at the waist level and without rips, tears or holes (even if covered). A belt is required for all pants that have belt loops. Pajamas nor house shoes are to be worn.
3. ALL skirts and dresses and shorts must be no shorter than 3 inches above the knee (front and back).
4. Legging, jegging, or other stretch material pants are not to be worn unless worn under a dress, shirt, or skirt of appropriate length (See #4).
5. ALL tops must not be revealing or distracting and must be tucked in at all times. Tops must come up high enough to the neck so cleavage is covered. **UNDER GARMENTS MUST NOT BE VISIBLE - EVEN THROUGH CLOTHING**; this includes sports bra worn under tops and dresses, spaghetti straps, backless, or one shoulder tops are **NOT** allowed.
6. ALL shirts must be solid in color, have a collar, emblem can no larger than a quarter, sweatshirts be solid and have a collared shirt beneath.
7. ALL clothing displaying controversial, vulgar, suggestive, or gang-related slogans are **NOT** allowed.
8. Long coats, jackets, trench coats and **hoodies are NOT allowed**.
9. Students are **NOT** to wear nor **CARRY** any caps, hats, bandannas, doo-rags, sunglasses, combs, picks, or any other headwear.
10. All students are required to wear their hair in such a manner that it is not considered unkempt, unclean, or impairing vision.
11. Students are not allowed to wear jewelry, ornaments, gauges, or accessories which distract or disrupt the educational process or that may cause injury to the student. Students may not wear heavy metal chains, metal spiked apparel or accessories, etc. No decorative dental appliances, permanent or temporary, nor decorative contact lenses are allowed. Facial and tongue jewelry is **NOT** allowed (nose and tongue rings rings).
12. ALL dress code rules and procedures must be followed on non-uniform days.

NOTE: If there is any question about an article of clothing or jewelry, the student should ask the question whether or not it could be offensive or cause undue distraction. If “YES” is the answer, then the clothing or jewelry should not be worn to school. Students who arrive at school inappropriately dressed will be required to change into appropriate clothing or remove inappropriate jewelry. Rule of thumb: Cover Shoulders to Knee.

Results of Dress Code Violation.

1. Any student who is perceived by staff members as violating the dress code should correct the violation or may referred to the office with a completed referral form. The student may be given an opportunity to correct the attire.
2. If the attire cannot be readily corrected, the student may spend the remainder of the day in OSCAR.
3. Any student sent to an administrator by a teacher for questionable attire will be asked to change his/her attire.
4. Instructional time lost correcting inappropriate attire will be unexcused.
5. Hats, bandanas, curl caps, doo-rags, sunglasses, picks, etc. worn in school can be confiscated by the staff.

DRESS CODE SHIRT

- Solid color pullover or button-up shirt with a collar - no writing or graphics other than 1"x1" logo or approved school logo
- Solid pullover or button-up shirt with a collar. Shirt logos must be small and unobtrusive - approximately the size of a quarter (1" x 1").
- Sleeveless shirts or blouses are not permitted.
- Undergarments should not show through the outer shirt.
- Emblems, graphic designs or logos that show through the outer clothing are prohibited.
- School logo shirts approved by the principal may be in school colors and can have larger logo than 1"x1".
- School logo **t-shirts** are not permitted except on days designated by the school administration.
- Shirts and blouses must be tucked in pants.

Pants/Skirts

Khaki (no green or gray shades of khaki), dark navy, or black pants/skirts only - no writing or graphics other than small and unobtrusive pants label.

- Pants must fit properly. "Slacking" will not be tolerated. Pants worn too low, too long or excessively large are not permitted.
- Pants must not be worn too long that drag the floor.
- Pants that are clinging, tight-fitting or excessively large are not permitted.
- Overalls or bell bottoms are not permitted. Slight flare is acceptable.
- No denim material is permitted regardless of color.
- Large, baggy pant pockets, with excessive material, are not permitted.
- Shorts, skirts, jumpers, and dresses should not be worn more than approximately three inches above the top of the knee. (Dresses should have a collar and sleeves)
- No sweatpants of any type; fleece or otherwise, are permitted.
- No Leggings or exercise pants are to be worn as pants.

Belts

Solid color black or brown only. Must be solid color (solid trim is acceptable).

- Belts are required. Buckle cannot be larger than a driver's license. Belt must be appropriate length and fastened around the waist.

Shoes

Closed-toed shoes must be worn.

- Shoestrings must be tied and/or Velcro fastened.
- Students must wear appropriate shoes for physical education classes.
- The following shoes are not permitted: cleated shoes, bedroom shoes, game day slippers, roller skate shoes, Crocks, flip flops, slides, or shoes with sharp or protruding objects, e.g., spurs. Shoes must not present a safety risk to students.

Sweaters And Indoor Jackets

- Solid color, open front or pullover sweater, vest, sweatshirt. Shirt with collar, turtleneck or mock turtleneck must be worn underneath pullover sweaters or sweatshirts. Solid trim on collar or sleeve is acceptable.
- Fleece jackets are acceptable.
- Logos must be small and unobtrusive - approximately the size of a quarter (1" x 1").
- School logo sweaters/jackets approved by principal may be in school colors and have larger logo.
- May be worn in the school building.

Coats

Any color jacket or coat can be worn to school and placed in a locker or designated area. Only approved sweaters and jackets can be worn to class (Reference: Sweaters and Indoor Jackets).

Other Dress Code Information

The principal may designate days during the school year in which students will be given the opportunity to wear other attire in adherence with the Talladega County Board of Education Dress Code K-12.

Students who transfer from other school districts will be given a period of five (5) school days to come into compliance with the dress code.

In addition to the above dress code requirements for Grades 4 -12, students must adhere to the school system's K-12 Grooming and Dress Code requirements.

On ALL non-uniform days (unless otherwise noted-i.e., homecoming week) dress code policy still applies. Non-uniform may consist of students being allowed to wear jeans (with NO rips or holes in them), a t-shirt or a shirt with a non-offensive design on it. However, a non-uniform day does NOT in any way ignore the Talladega County Board of Education Dress Code.

Professional Academy Day

Professional Academy Day attire will continue to be implemented in order for students to have a better understanding of the expectations for successful dress, presentation, confidence, and ability to present ideas in any professional environment.

Every Thursday at Talladega County Central High School will be considered **Professional Academy Day**. All students will need a navy blazer to wear with a white button down dress shirt/blouse and khaki pants/skirt. All male students will be required to wear a necktie or bow tie. The tie must be either blue or gold. All male and female students must also wear appropriate shoes. Tennis shoes will not be allowed by any student on Professional Academy Day. Shoes worn must be either black or brown. Students will have until October 17, 2019 to find or purchase a navy blazer, sweater vest, or sweater. **Professional Academy Day** will start on **October 17, 2019**.

Additional dress code information is included within the Talladega County School Student Responsibilities and

Privileges.

Lockers

All students in grades 9-12 are required to have a locker. Students may not share lockers. Locker rental is \$10.00 per year. Textbooks will not be given to any student who does not have a locker. If a student is caught snatching a locker open or causing any damage to a locker all locker privileges will be lost without a refund and damages may incur.

Bookbags, Fanny Packs and Purses

All book bags and fanny packs should be placed in lockers at the beginning of the day before classes start at 7:40 a.m. Book bags must be clear or mesh. Under no circumstances will fanny packs, book bags or purses be allowed into the classrooms.

Schedule Changes

Class load, books, teacher load, and accreditation requirements must be considered when requests are received for a change in a student's schedule. Schedules will be changed only when there is an extreme emergency such as graduation requirements which must be met or when approved by the principal. No student will be allowed to change his/her class schedule until all teachers and parents involved agree. The teacher initiating the change will fill out a "change of schedule" form and give it to the principal for his approval and signature. When the form has been signed by the principal or counselor, the schedule on file in the office will be changed, and the teachers involved will be notified. The student will continue his/her regular schedule until the new schedule has been completed. Schedules that must be changed will be changed during the first two weeks of a course. Dropping a class after the deadline may result in an "F" for that semester regardless of the student's grade average. After a student remains in class for two weeks, the earned grade will be entered on the permanent record card.

Request to make a change will not be considered except as made necessary by failure or a change in educational plans. A change cannot be made if that change will either overload any specific class or teacher load, or under load it. Absolutely no schedule changes will be made after the first two weeks of school. A student who registers for a course will be expected to continue in this course all year. If a textbook is not available, the student must purchase one in order to change.

Physical Education

All participants in physical education will be required to dress out as designated by their teacher. All students are expected to be actively participating in physical education activities. Students who do not dress out and participate in physical education each day will not remain in the gym bleachers to sit and observe. Students not dressed out and participating will report to OSCAR to complete a health assignment for their participation grade for the day.

Lunch Regulations

All students are required to go to the cafeteria even if they bring their lunch or do not buy a lunch in the cafeteria. Students will be assigned a particular section in the lunchroom. All students should make sure their tables and the floor is clean before leaving the lunchroom. All students are expected to talk quietly while in the lunchroom. Excessively loud noise will not be permitted. Students are not to go to their lockers and/or restroom on the way to and from lunch without special permission from teachers. Students are to remain quiet in the hall areas going to and from lunch and should remain in the cafeteria during their lunch period. Students are not to be in any other area during their lunch period.

No food or drinks should be taken out of the cafeteria.

FREE AND REDUCED PRICED LUNCH

Meal Prices 2019-2020

Breakfast Meal service will begin on Monday, August 12, 2019.

Student Prices:	Breakfast	Lunch
Reduced Priced	\$.30	\$.40
Paid	\$1.00	\$2.65
Adult Prices:	\$1.25	\$3.30
Visitors:	\$1.50	\$4.00

DELIVERY OF FOOD AND OTHER ITEMS

No outside food from restaurants will be accepted for students. Staff may not provide food for students without the approval of administration.

Other items delivered for students will be turned in at the Main Office. The student will be called to the office to pick it up.

Food from restaurants must be in a bag or container that does not contain the restaurant's logo or any other words and/or artwork that represents the restaurant.

Hall Passes

All students must have a hall pass with them if they are in the hall during instructional time. Any student in the hall without acceptable credentials will face disciplinary actions. There should not be any hall passes issued before **September 3, 2019**.

Media Center Passes

Students wishing to use the library must be escorted by a teacher.

Pep Rally (And Other Related Functions)

Visitors are limited to parents, grandparents, and Talladega County Central High School graduates. Anyone else must contact principal/assistant principal in advance to obtain permission. A pep rally is not a school **requirement**; it is an **earned** privilege for students.

School Property

Students at Talladega County Central should be proud of school facilities and should practice a policy of taking care of the school. It is the responsibility of each of us to keep the campus as clean and attractive as possible. **Writing on school property - autographing auditorium, restrooms, lockers, walls, tables, desks, Chromebooks, etc.** - will be dealt with accordingly.

Students will be required to pay for any replacement costs.

Cell Phones / Telephone

The Talladega County Board of Education prohibits cellular phones to be used during the school day. Cell phones are an important tool in the lives of all individuals. However, with the 1:1 initiative there is little to no need for students to use cell phones during the instructional day. No student shall use a cellular telephone, camera, electronic pager or any other personal communication device without prior administrative approval. If the cell phone becomes visible and/or audible and/or is being used the student may face disciplinary actions.

If violations occur progressive discipline will be determined by school administrators.

Fire, Tornado & Disaster Drills

Due to the possibility of fire, tornado or local disaster, the school has organized drills applicable to the pending situation. Students are to always listen for directions from the teacher and move quickly and quietly in an organized manner.

Medication

Medication needed at school must be brought by a parent/guardian. The medicine container must be properly labeled-name of student, doctor, and dosage to be taken. Medication will be administered by the school nurse or her designee. All medication should be left in the main office. Any medication left in the office at the end of the school year will be disposed of after June 1st.

Student Pregnancy

Students who become pregnant must report such condition to the school principal and school counselor for safety and health reasons. A doctor's statement is required to be turned in to the principal verifying the health status of the pregnant student. The statement from the doctor should stipulate what activities the student should be limited to. If there are any complications the principal should be notified in writing.

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. To ensure the safety of each students, faculty, and staff, students with more than \$20.00 may have their money taken up by the office. Any money collected will be picked up by the parents.

Conferences

Parents wanting to confer with teachers or administrators are asked to **please call the school and arrange an appointment**. Parents should not come to conference with a teacher during his/her class time. The recommended times for a conference are before school, after school, or during a teacher's planning period.

Parental involvement and support is extremely important, but administrators also have scheduled appointments and duties throughout the school day, so make appointments with administrators in

advance if possible.

Student Administrator or Counselor Conferences

If a student needs to speak with the principal, assistant principal or counselor, they must fill out an appointment form and drop it by the office. When time permits the student will be called to the office. These forms will be placed in the hallway for easy student access.

EXAM POLICY

SEMESTER EXAM EXEMPTIONS (Middle and High Schools):

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.

EXAM EXEMPTIONS

Students who are absent from any class no more than three times during the course and are passing the course will have the option to choose to exempt the final exam for the class. All students will be required to take mid-term exams. For the purpose of exemption from exams, three tardies will equal one absence from a class. In addition, three check-outs will equal one absence from a class. Check outs/ins will count as follows: A student must be in class the entire block, to be counted present for the full block. A student that enters the class after the bell rings should be counted tardy for the block. A student who is in class for less than half will be counted absent for the entire period. An example is three absences and one tardy totals three and one-third absences and would require the student to take the exam.

- Students must take ACT Sprint in August and then again at midyear. Dates for midyear administration: November 18-December 4.
- Students must take ACT Sprint in grades 9-10. Grade 11 will take the ACT and Grade 12 will be ACT Workkeys.
- 12th grade students must score a 4 or higher (Math-Applied Math) and (ELA-Workplace documents).
- Student is exempt if he/she benchmark scores in one of the following: English, 18; Reading 22; or Math 22.

OR

- Student makes a gain on the section of your content.

Exams Used to Determine Proficiency Exemption

Grade	Fall	Winter (December)	Spring
6	iReady	iReady	iReady
7	iReady	iReady	iReady
8	iReady	iReady	iReady
9	ACT Sprint	ACT Sprint	ACT Sprint
10	ACT Sprint	ACT Sprint	ACT Sprint
11	Camp ACT	PreACT data compared to Fall Camp ACT	ACT
12		Workkeys	Workkeys Makeup

GRADING PERIODS

October 11, 2019	End of 1st nine weeks	Report cards October 17, 2019
December 19, 2019	End of 2nd nine weeks	Report cards January 9, 2020
March 6, 2020	End of 3rd nine weeks	Report cards March 12, 2020
May 21, 2020	End of 4th nine weeks	Report cards May 22, 2020

GRADING SCALE

100 - 90	A
80 - 89	B
70 - 79	C
69 - 60	D
0-59	F
NCA	No Credit due to Absences
EXP	Exam Exempted (finals only)

All grades are to be reported in numerical units.
Grades exceeding 100 should not be given.

"Under no circumstance should academic grades be used as a means of maintaining order in the classroom nor should student behavior be included in calculating academic grades. All academic grades should reflect the teacher's most objective assessment of the student's academic achievement."

Talladega County Board of Education 5:10.3D

GRADING

GRADING STUDENT EVIDENCE OF LEARNING (Grades 3-12):

Grades measuring student learning will be assigned to one of three categories:

<i>Measurement Level</i>	Gold	Silver	Bronze
<i>Percent of Grade</i>	60%	30%	10%
<i>Examples of Measures</i>	<ul style="list-style-type: none"> ● Major Tests/Exams (Mastery of Standards) ● Major Projects/Work Products (Application of Standards) ● Represents Mastery of Standards or Application of Standards 	<ul style="list-style-type: none"> ● Quizzes/Checkpoints ● Small Projects ● Represents Growth toward Mastery of Standards and/or Mastery of Pre-requisite Skills 	<ul style="list-style-type: none"> ● Homework ● Daily Grades ● Minor Classwork/Projects ● Programs ● Represents Practice of Skills

Grades reporting student demonstration of Life Skills/Behaviors that support learning (i.e. punctuality of assignments, collaboration, responsibility, conduct) will be reported in a separate category.

SEMESTER EXAM EXEMPTIONS (Middle and High Schools):

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.

EXTRACURRICULAR ELIGIBILITY

To be eligible to participate in extracurricular activities, a 10th, 11th, or 12th grader must have passed a minimum of six units of work (including any four core courses) with a composite numerical average of 70 for those six units during the preceding two semesters of attendance. Any four core courses must be included in the six passed and averaged. All 8th and 9th graders must have passed five subjects with a composite numerical average of 70 for those five subjects during the preceding two semesters of attendance (core courses not required). One unit (subject) of physical education may be counted per year. A maximum of two units (subjects) may be earned in an accredited summer school. One of these units could be an accredited correspondence course completed before September 1st. All students must be taking six new units of work (ones not previously passed) during the current year. It is the student's and coach's and/or sponsor's responsibility to confirm eligibility.

Grade Point Averages (GPA)

Student GPAs will not be rounded. For example, if a student has an 89.89 their GPA will not round up and they will not graduate magna cum laude. Another example, if a student has a 94.53 they will graduate magna cum laude NOT summa cum laude. For graduation purposes, student averages will be determined at the end of the 3rd 9 week grading period.

Assemblies

- Assemblies are part of the regular school day.
- Students will be removed for not showing proper behavior and may be subject to disciplinary penalties.
- Any absence during seminar on days when assemblies or programs are planned will be considered unexcused unless the student provides medical or court documentation.

Possible Student Disciplinary Actions

Students may receive the following actions for disciplinary infractions: Administrative / Teacher / Counselor / Student / Parent Conferences, OSCAR, Detention, Work Detail, Suspension, Genesis, and/or Expulsion.

Detention

A student who has to stay in detention has the responsibility to notify his/her parents of his/her obligation. Prior arrangements should be made for transportation. Teachers may conduct detention in their own rooms and the rules for detention will be the same. Failure to report to detention will result in an office referral.

Oscar Policy

OPPORTUNITY SCHOOL CLASSROOM FOR ADDITIONAL RESOURCES

The objectives of the OSCAR classroom are as follows:

- To give students an appropriate place, school personnel, and sufficient time to evaluate their behavior and become actively involved in finding a positive alternative to their unacceptable/inappropriate actions while continuing with academic objectives.
- To teach students to be responsible, respectful and resourceful and to accept the consequences of their behavior.
- To provide positive behavior supports.

The purpose of the In-School Suspension Program is to provide a means for discipline without jeopardizing the educational process. The OSCAR Program should be considered only after the traditional methods of discipline have been used. In-School Suspension is not a replacement for, but should limit, out-of-school suspensions. The program provides students with both a disciplinary consequence and an uninterrupted learning environment. The placement of a student in the In-School Suspension Program is made by an administrator. Teachers are not to send students to OSCAR.

Under the direction of the OSCAR teacher, students in the program are required to complete assignments provided by individual teachers. Counseling services by the school counselors can be a component of the student's program.

TEACHER GUIDELINES FOR STUDENTS IN IN-SCHOOL SUSPENSION PROGRAM

1. Classroom teachers will be notified when one of their students is placed in OSCAR. Teachers will be asked to assign work for a specific number of days.
2. Teachers are encouraged to over-assign work for students in OSCAR.
3. Teachers are advised to keep on file with the OSCAR teacher a "standing assignment" unique to their class to be issued to the student. This action will ensure that the student has plenty to work on while waiting on pertinent assignments from the teacher.
4. Classroom teachers will work closely with the OSCAR teacher to supply academic assignments and materials for the student.
5. Each teacher will decide and communicate to the OSCAR teacher how and when tests, projects, and reports are to be completed.
6. Students must successfully meet their work and behavioral expectations in order to be dismissed from OSCAR or additional days may be added.
7. Students must complete the minimum number of days assigned regardless of absenteeism.
8. Students should not have cell phones in OSCAR for any reason.

Teachers should remember to give explicit directions, in writing, of assignments to be completed by students.

Students will report directly to the OSCAR teacher's classroom with material needed upon dismissal from breakfast. This is intended to isolate the students and to allow them the opportunity to experience success in their academic work. Assignment to OSCAR can only be made by the school administration. Students should not be in class during dates and periods assigned to OSCAR without written permission or notification from administration.

Administrators will assign and mark students as OSCAR for attendance. The OSCAR teacher will have supplementary materials for students to complete assignments if they have not been to a teacher's classroom for work. Alabama High School Graduation Exam booklets will also be available for student use. In other words, students must work while in OSCAR or work will be supplied. Violations of rules in OSCAR will result in an extended stay in OSCAR and/or suspension. However, students who are suspended from OSCAR **must** finish their stay in OSCAR when they return to campus.

Days assigned to OSCAR will count towards Test Exemptions!

No Bullying /Fight/Assault Policy

The Talladega County Board of Education is obligated to provide a safe and orderly environment that is conducive to learning. Therefore, bullying, fighting or any act of assault as herein defined, in a school building, on a school campus, at any school function, or on a school bus will not be tolerated and shall constitute a Class III Major Violation of the Code of Student Conduct.

The procedures are as follows:

- The principal or designee shall investigate reports of bullying or fights and take the appropriate action as identified in the code of student conduct.
- The principal or designee shall identify, record, and document the names of witnesses to a bullying incident or fight and secure written statements from all witnesses.
- The principal, or designee shall call the police or Sheriff's Department for appropriate action
- If the student is to be removed from the school by a law enforcement officer, a reasonable attempt will be made to notify the parents or legal guardians.
- Students involved in fighting or assault offense will be suspended out of school for a minimum of three (3) days.
- While assigned to the OSCAR classroom, the student will be required to participate in conflict resolution training and the development of an individual conflict resolution plan.

Bullying on a Class I or Class II we will follow the following procedures:

- Conference
- In depth conference with consequence
- After School Detention Bullying workshop with video
- School resource officer to discuss the law
- GENESIS Alternative school referral

REFER TO THE STUDENT RESPONSIBILITIES AND PRIVILEGES STUDENT CODE OF CONDUCT AND ATTENDANCE FOR ALL OTHER DISCIPLINARY INFRACTIONS. DISCIPLINE WILL BE HANDLED ACCORDINGLY.

Career Day For Seniors

Any senior desiring to take a trip to a college will be limited to two days during the school year. A scheduled Armed Forces physical will be counted as a career day. To take a career day, the student must furnish the counselor with a permission note from his/her parent or guardian prior to taking this day. Also, proof of the appointment should be given to the counselor upon return to school. No career day shall be permitted on the last day of school, on the last school day before a holiday, or during semester exams. In classes, students taking a career day will be marked absent and excused.

Campus Driving and Student Parking

Students who drive their cars or motorcycles to school must drive at a safe speed and must park in the designated student parking lot. **NO STUDENT WILL BE ALLOWED TO PARK ON THE STREET BY THE GYMNASIUM FENCE OR ACROSS THE STREET. STUDENT PARKING IS ALLOWED IN THE STUDENT PARKING LOT ONLY.**

Speed limit on campus is 5 miles per hour. In order to obtain a parking decal, students must show driver's license and proof of liability insurance. The student parking area is rented to seniors first, then to underclassmen at a cost of \$15.00 per year. Parking in an unauthorized area or parking without a permit at Talladega County Central will result in a loss of driving privileges or a fine.

No student is allowed to go near cars until school is dismissed **without** written permission. Immediately upon arrival at school, students must park their vehicles and enter the building or go to other designated areas. Students leaving school prior to 3:00 (check-out, other courses, work, etc.) must leave immediately. Failure to follow the above rules will result in a student being disallowed to drive his/her car for a minimum of two weeks for the first offense, and the second offense will result in a minimum of at least six week suspension from driving a car to school. Any vehicle that is parked in the student parking lot illegally is subject to a fine payable to the school. Excessive tardies may result in loss of parking privileges. If a parking permit is lost, there is a \$5.00 replacement charge.

Students are not allowed to return to a vehicle, for any reason, during the school day without permission from administration. Speeding on campus may result in the loss of parking privileges. Students should not sit in vehicles when they arrive on campus or before departing campus. All vehicles must be registered through the office. Vehicles may only transport students who have been approved through the office by school administration.

Field Trip Requirements

Field trips represent an extension of the regular classroom curriculum and also provide valuable learning experiences for the students. Students will have an opportunity to participate in a field trip. However, students will be expected to meet the following criteria in order to participate in an extra-curricular field trip:

- Students are expected to learn, understand and abide by the Talladega County Central High School Pledge and Code of Ethics.
- Final requirements as determined by school administrators.

EXTRACURRICULAR ELIGIBILITY

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

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

- a. Physical education may count as only one (1) unit per year.
- b. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
- c. Eligibility will be determined on the first day of the local school year and will remain in effect for one (1) complete school year. Students ineligible at the beginning of an academic year may become eligible at the end of the first semester if they meet all academic requirements at that time. *Bona fide* transfers may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
- d. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
- e. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.
- f. Students entering Grades 8 and 9 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 10 – 12.
- g. Students promoted to the seventh grade for the first time are eligible.
- h. For the purposes of this subsection, extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school that are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, Superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity will be granted if the principal, Superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association. Notwithstanding anything to the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral, music, and other courses at events such as athletic events (pre-game, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performance at various meetings, etc. are extracurricular, and students academically ineligible under this policy will not be allowed to participate.

Notes

Academic Goal Setting Sheet

Class:	My Goal:	How I will achieve this: _____ _____ _____
Class:	My Goal:	When I will complete this: How I will achieve this: _____ _____ _____
Class:	My Goal:	When I will complete this: How I will achieve this: _____ _____ _____
Class:	My Goal:	When I will complete this: How I will achieve this: _____ _____ _____
Class:	My Goal:	When I will complete this: How I will achieve this: _____ _____ _____

