Wilcox County Board of Education

75 Camden By-Pass
P. O. Box 160

Camden, AL 36726

Student-Parent Information Guide and Student Code of Conduct 2024-2025

This document has been revised for the 2024-2025 scholastic year and supersedes all previous editions

EQUAL EDUCATIONAL OPPORTUNITIES

It is the official policy of the Wilcox County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, creed, age, national or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment, as required by Title VI ABD, Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the American with Disabilities Act (ADA). Wilcox County Schools utilize curriculum materials that reflect the cultural and racial diversity present in the United States and the variety of careers and roles open to women as well as men in our society. An objective of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the issue of gender, race, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of rights, duties, and responsibilities of each individual as a member of pluralistic society. Inquiries regarding compliance with Title VI, Title IX, Section 504, and ADA may be directed to the Federal Programs Director, Wilcox County Board of Education, 75 Camden By-Pass, Camden, AL 36726 at (334) 682-4716.

Adopted: July 2019

Wilcox County Board of Education

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Dr. André P. Saulsberry, Superintendent of Education

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Lester Turk	District 2
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Curtis Black Principal-WCHS	Robert Stallworth, Jr Alternative School Supervisor	Roderick Hamilton Principal-CSAT	Melissa White Asst. Principal-CSAT

Dear Students, Parents, and Guardians:

The 2024-2025 Student-Parent Information Guide and Student Code of Conduct provided to assist you with the policies and procedures of the Wilcox County Board of Education. Please read and return the Notice of Receipt form found in the back of the Guide.

On behalf of the Members of the Wilcox County Board of Education, I would like to take this opportunity to welcome each and every student to open a new chapter of your educational growth. There are school staff and your family at home ready to support you as you venture into a new year at your school.

Your conduct at all times reflects the good upbringing you have had. You should show respect for the property, rights, and privileges of others, just as you expect the same level of respect. In addition, your conduct at all activities in Wilcox County is a reflection on your school.

Each of you has a responsibility for the school's reputation. Therefore, be on your best behavior at all times.

I encourage each and every student to set goals for his or her personal achievement and work hard to reach those goals. I would also encourage the parents, faculty, and staff associated with these students to set goals for assisting these students as they struggle and grow toward young adulthood. The academic lessons we as parents and educators teach, and the encouragement, or lack of encouragement we give to these students, will ultimately contribute to the adults they will become.

I wish each of you a successful and safe school year.

Dr. André P. Saulsberry

Superintendent of Education

SCHOOL VISITORS

For the protection of our students, employees, and guests, all schools have a closed campus policy. All visitors, including parents, are required to go to the school office immediately upon entering the building to report their presence and business.

School	Administrator	Key Contacts		334-682-4716	
SCHOOL	ADMINISTRATOR	ADDRESS		PHONE	FAX
ABC Elementary	Cherylrettia Bennett	3000 County Road 29	Alberta, AL 36720	1005	334-573-9361
Camden School of Arts and Technology	Roderick Hamilton	303 Broad Street	Camden, AL 36726	4005	334-682-5934
F. S. Ervin Elementary	Florence Wiggins	500 Leroy Randolph Rd	Pine Hill, AL 36769	8505	334-963-9060
J. E. Hobbs Elementary	Vernita Laister	30 Claiborne Street	Camden, AL 36726	4505	334-682-9127
Wilcox Central High	Curtis Black	1310 T. L.Threadgill Rd	Camden, AL 36726	3505	334-682-5411

Central Office
Departments & Key Contacts 334-682-4716

Contact	Department / Position	Extension
Dr. André P. Saulsberry	Superintendent	6621
Sheria	Superintendent's Secretary Morgan,	6621
	Accounts Payable Assistant	6635
Lennon, Marcus	Chief School Financial Officer (CSFO)	6629
Sheridan	Child Nutrition Program (CNP) Director Robinson,	6631
Lashonda	Federal Programs Director Rogers,	6628
Latoria	Federal Programs Secretary Bridges,	6634
Shamburger, Makeitha	Special Services/Textbooks Director/Coordinator	6622
Cynthia	Special Services Secretary Williams,	6624
Turk, Debra	Federal and Other Special Programs Specialist	6650

Contact	Department / Position	Extension
Daniel Dotson	Accounts Payable Manager	6627
Blackburn, Mike	Technology/Attendance Coordinator	6630
Poindexter, Jennifer	Payroll Officer	6637
Lundy, Angela	Child Nutrition Program (CNP) Assistant Director	6632
Strong, Timothy	Career Tech Director 504 Coordinator, Safety, Truancy, EL, Workforce	6626
Atwood, Melvin	Maintenance Supervisor	6645
Thompson, Rickey	Transportation Supervisor	6649
Love, Bessie	Transportation Secretary	6648
Stallworth, Robert	Alternative School Administrator	6640
Suggs, Mia	Testing/Student Assessment Coordinator	6625

Jurisdiction of the School Board

Students enrolled in the Wilcox County School System are subject to the rules of the Wilcox County Board of Education while on school system property, while in attendance at school-related activities, and while being transported to and from school or school-related activities. Jurisdiction over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of the school community.

Attendance

School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society.

Student Responsibilities

√ To take advantage of educational opportunities by attending all classes daily and punctually
√ To provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence
√ To complete make-up assignments within the allowed period of time

Students Rights

√ To be informed of Board policies and individual school rules regarding absenteeism and tardiness
√ To appeal a decision pertaining to an absence
√ To complete make-up assignments within the specified time when there has been an excused absence

(**School Code 1927, §305; Code 1940, T. 52, §302; Acts 1993, No. 93-672, p. 1213, §1; Acts 1994, 1st Ex. Sess., No. 94-782, p. 70, & sect;1.)**

Parents Should Be Aware That

√ inappropriate student conduct or behavior may result in suspension from school after the parent has been contacted.
√ the *Student-Parent Information Guide and Student Code of Conduct* and related behavior and discipline policies adopted by the Wilcox County Board of Education are provided in this handbook.
√ parents/guardians or other persons having control or custody of the student are subject to prosecution for violation of this law.

Setting

The Wilcox County School District will be operating full capacity for the 2024-2025 school year with no options at this time

NOTE: Optional: Students may choose to wear masks. The system is requesting all parents/guardians to supply the proper masks due to students having allergic reactions to certain materials.

Please read these procedures carefully.

State Laws Governing School Attendance

Attendance & Conduct (ACT 94-782)

Alabama Act 94-782 requires each local Board of Education to adopt and distribute to parents, guardians, and others a written policy of its school behavior standards, requiring parents, guardians, and others to document receipt of the plan. Each parent or guardian or other person having custody or control of any student required to attend school who fails to require the child to regularly attend the school or tutor or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local Board of Education pursuant to the session and documented by the appropriate school official which conduct may result in suspension of the student, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars ($100.00) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal, the teacher of the public school he or she attends or should attend, or the tutor who instructs or should instruct the child shall be prima facie evidence of the violation of this section.

Dropout / Driver's License (ACT 94-820 which amended ACT 93-368 as found in 16-28-40, *Code of Alabama 1975*

The Alabama Department of Public Safety shall deny a driver's license or learner's permit to any person under the age of 19 years who is not enrolled or has not received a diploma or certificate of graduation.

Exceptions made for a person who is enrolled in a

- GED program. enrolled in a secondary school.
- participating in an approved job training program.
- gainfully employed. the parent of a minor or unborn
- child. the sole source of transportation for parents/guardians.
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Stewart B. McKinney Homeless Act 1987

42 USC §§11431-11435 PL 100-77

Alabama Administrative Code 290-3-1(7) (c) through 290-3-1-.02(7) (i) (iv)

This is the only federal program or law to provide outreach to homeless children and youth and help them enroll in and attend school. No other program or law requires states and schools to identify and eliminate barriers to enrollment, attendance, and success in school.

Age Requirements for Kindergarten

1975 Alabama Code §16-28-4

A child who is six years of age on or before September 1 or the date on which school begins in the enrolling district is entitled to admission to the kindergarten program at the beginning of the school year or as soon as practicable thereafter.

Required Documents K-12

The parents/guardians of children enrolling in grades K-12 in the Wilcox County School System shall provide the following:

- **Birth Certificate and Social Security Card**
- **Proof of custody when warranted**
- **Copy of parent/guardian ID**
- **Documented Proof of Immunization** as required by state law–Alabama Forms IMM-50, IMM-49-Temporary; IMM-51-Medical Exemption; and IMM-52-Religious Exemption will be the exceptions
- **Proof of residency - <u>two types</u> of documentation must be provided** (utility or other type bill/document with the address of the primary residence shown. A Post Office Box is not acceptable for proof of residency.)

<u>Note</u>:

- Students twenty-one years of age on/before October 1 may be admitted to school at the discretion of the school principal/superintendent.

Legal Custody

Only the parent of record, legal guardian or parent with court-approved custody shall be recognized and considered to be the legally authorized person in all school-related matters pertaining to an individual student. The school system will afford a natural parent(s) of record the rights that the Family Education Rights and Privacy Act of 1974 §99.3 affords him/her unless the court or a responsible party has provided the school system with a legally binding document that specifically revokes or extinguishes the parent(s)' of record right to have knowledge of and participate in the child's schooling.

When the parent of record enrolls a student in school, the principal should be notified of any completed or pending legal action affecting the family and of any previous expulsion at any school. The principal should be given a copy of the most recent court order creating or limiting the rights of the non-custodial parent(s) of record. Should neither parent(s) of record file a court order with the school, the school will have the right to presume that the person who enrolls the child in school is the custodial parent and that there are no restrictions on the other parent's rights.

Non-Resident Students

The Wilcox County Board of Education exercises the prerogative of denying the admission of any non-resident student.

Resident Students

Resident students are defined as students whose parents/guardians live within the territory served by the Wilcox County Board of Education. All resident students are entitled to admission to schools in the territory served by the Wilcox County School System.

Truancy Definition

Truancy is the habitual and unlawful absence from school. In accordance with the Code of Alabama, the parent or guardian is responsible for requiring any student under his/her control or charge and under **17 years** of age to attend school regularly except for legal absences as defined by the Code of Alabama and State Board of Education rules and regulations. Provided a student under **17 years** of age becomes a truant, the parent or guardian of said student may be guilty of a misdemeanor and subject to punishment by law.

Provided the parent or guardian files a written statement in court stating that he/she is unable to control such student, the student may then be subject to action of the juvenile court.

Student Absenteeism

Every student who is absent from school (including ½ days) must present to the school principal a written explanation for the absence. A parent may request, in writing, permission for a student to be absent prior to the date of the absence. Any student who is absent and who did not receive permission before the absence must submit a written explanation of the absence from the parents/guardians, etc., upon the student's return to school. ***ALL ABSENCES AND CHECK IN/OUTS ARE UNEXCUSED UNTIL DOCUMENTATION IS TURNED IN TO THE SCHOOL. STUDENTS HAVE THREE DAYS AFTER RETURNING TO SCHOOL TO TURN IN EXCUSES. ONLY THREE HANDWRITTEN EXCUSES WILL BE ACCEPTED PER SEMESTER AS EXCUSED ABSENCES.***

Absences considered permissible as EXCUSED ABSENCES:

1. **Illness** 2. **Inclement weather** 3. **Legal reasons** (appearance in court)
4. **Permission by principal** (Examples: dental and doctor appointments, illness of immediate family members, death of immediate family members, and senior college days - 2 pe year)
5. **Absence(s) due to religious purposes**

Absences for religious purposes are excused only if the parents/guardians submit a written request. Such reque must clearly specify the denomination and the particular religious' observance for which the excused absence is requested. Requests for excused religious absences exceeding three days per student, per year, must be approve writing by the Principal or the Assistant Principal.

The document must state that the student was seen in the office of the physician, attorney, or other professional on the day(s) of the absence. A statement from the physician stating a parent/guardian contacted the physician's office does not meet the criteria required.

Suspended students can make up 75% of work missed within two days of returning. Students must request the work.

EXCESSIVE ABSENCES

Elementary, middle, and high school students who have **20 days or more** of unexcused absences in a year will not be eligible to pass to the next grade.

After 2nd unexcused absence the secretary or designee will call home and send a letter to parent/guardian. Upon 3rd unexcused absence, principal or designee will complete face-to-face conference or a home visit. Upon 4th unexcused absence, the principal or designee will complete the complaint form and the truancy charge sheet. Two copies of these documents will be provided to the district truancy officer. He will then provide a copy to the Wilcox County District Court. The principal will attend truancy court to represent their school. Each recurrence of four unexcused absences will result in petition to Wilcox County District Court.

Make-Up Assignments

EXCUSED ABSENCE or **PARENT EXCUSED ABSENCE** is required codes for an absence before a student will be allowed to make up assignments missed during an absence.

The student is responsible for obtaining assignments from the teacher(s). completing

- assignments within the assigned period of time (two days per day absent).
- returning the completed assignment to the teacher(s).
- **Student, parents/guardians should also note that** any assignment(s) given with a due date on or during the excused absence date(s) will be due upon the student's return to school.
- Students returning from a long-term excused absence must set up a conference with their teacher(s) to set up appropriate make-up assignment deadlines.
- suspension is an unexcused absence. Guidelines for make-up assignments do not apply for this absence.

Semester Exam Exemption (Grades 7 – 12)

All students in Grades 7-12 will take semester exams. With written permission from parent/guardian, students may opt to be exempt from semester exams based on criteria below.

To be exempt from a semester exam, 7-12 students must meet the following criteria.
▪ Possess an A (90-100) average with 6 or fewer absences, or ▪ Possess a B (80-89) average with 5 or fewer absences, or

AND

Have no discipline referrals that result in detention or suspension during the term/semester or Alternative School placement. The final course grade for students in grades 9-12 who meet exemption criteria will be determined from the average of the two nine-week grading periods for a full credit course. For students in grades 7-8, the semester grade will be determined from the average of the two nine-week grading periods. Alabama Department of Education End of Course Tests are mandatory.

Check In/Out Procedure

Students arriving late to school (check in) or desiring to leave school early (check out) may do so only with the presence of the parents/guardians and upon the school's verification of parents'/guardians' permission. Permission may be granted and verified by one of the following methods:

- Parents'/guardians' presence and an adult to sign the child in/out. (The school will require a picture ID from the adult arriving to sign the child in/out.)
- An individual previously identified by the parent on an emergency check in/out list/ INOW (Parents/guardians are responsible for updating the list of individuals who may check out their child throughout the year.) Check out will not be permitted after 2:00pm. or during testing.

Tardy vs. Check In

Parents/guardians are encouraged to refer to the school their child attends for specifics regarding when a child's late arrival to school is considered tardy or a check in. For a child to be considered tardy he/she must attend at least half of the school day. All students who are tardy are required to be signed in by an INOW authorized adult.

Transfer Students

A student (and his/her parents/guardians who establish a primary residence within the boundary of the Wilcox County School System) desiring to enroll in the Wilcox County School System after withdrawal from a private or other school setting is subject to the following guidelines.

- A student transferring to an Alabama public school from a public or non-public school accredited by an accrediting agency recognized by the State Board of Education will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript(s).
- Local Board of Education Requirements:
  All transfer students must pass the local board of education graduation requirements.
  - In the event of controversial records/transcripts or the absence of records, the student shall take placement tests consisting of the school's previous semester tests for core courses.

Students under disciplinary action from a previous school or school system must complete their assigned punishment before admission will be approved. Alternative school placements from previous school districts shall be honored. No student under an expulsion action from another school system will be allowed to enroll.

Student Dress Code

The Wilcox County Board of Education promotes an environment where students can dress comfortably. Proper standards of dress and grooming are expected of all students at all times. As a general guideline, any manner of dress deemed inappropriate or disruptive during the scholastic day and/or during the practice for, or performance in, extracurricular activities will not be allowed.

The school administration has the authority to determine whether or not a student is in compliance with dress code regulations.

The parents/guardians should supervise the manner of a student's dress. The student should be dressed so he/she can participate in all aspects of the total educational program including physical education.

Students' appearance should be neat and clean. Dress and appearance which cause disruption of the educational process or present health or safety problems shall not be permitted; otherwise, dress and appearance are the responsibility of parents or guardians. The following apparel shall be adhered to by students:

1. No headscarf, bandanna, or handkerchief are to be worn by any grade level at any time.
2. No hats are to be worn in the building during school hours unless specified by the instructor or for medical reasons.
3. No hoodies, see-through blouses, shirts, tube tops, halter tops, short shirts, or tank tops shall be worn during school hours.
4. Shorts shall not be worn at a length exceeding two inches above the knee. Belt buckles should be no longer than four inches.
5. Trousers shall be worn so that the undergarments or flesh is not shown.
6. Sunglasses are not to be worn in the building unless prescribed.
7. No clothing depicting obscenity, alcoholic beverages, sexual innuendos, drugs and/or negative logos, etc., shall be worn.
8. Student dress shall meet published uniform requirements as directed by the school administration.

Cell Phones and Cellular Devices

The Wilcox County Schools policy on cellular telephones is designed to ensure that the use of cell phones does not interfere with teaching and learning during the school day.

■ Students are permitted to use cell phones before entering the school building and after the final bell of the school day.

■ Use of cell phones for any purpose (including phone calls, text messaging, games, and other functions) is not permitted at any time during the regular school day.

■ Cell phones must **not** be visible during the school day. They should be stored in a secure location (vehicle, back pack, purse, locker, athletic bag, etc.) (not in student's pockets)

■ Cell phones must be **powered off** during the school day. All cellular devices may be used during the instructional day for instructional purposes at the teacher's discretion.

■ Students participating in field trips, extracurricular activities, and athletic events must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and award consequences involving the use and/or misuse of these devices.

■ Use of camera phones is strictly forbidden in private areas, such as locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Camera phone violations may be treated as Class II or Class III offenses when necessary. Such use may also be in violation of the criminal code.

■ **Telephone communication during the instructional day will take place on school telephones with permission from office personnel. Parents should continue to call the school for emergencies**.

■ Students may **not** bring cell phones into a classroom where standardized testing is taking place. Teachers will collect student cell phones in classrooms where standardized testing is occurring. Phones will be collected before testing begins and returned at the conclusion of testing for that day.

■ Possession of a cell phone by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. The Wilcox County Public School System shall not assume any responsibility for theft, loss, damage to a cell phone, or unauthorized calls made on any electronic devices.

K-12 Violations of Cell Phone Policy

First Offense	Cell phones will be returned to students with conference and parent notification.
Second Offense	Cell phones will be returned to the parent; the parent must sign a letter acknowledging further disciplinary action. (fines for future violations)
Third Offense	Students will be fined $20.00 and phones must be picked up by parents or legal guardians. (Fines will increase by an additional $10.00 with each offense/not to exceed $50.00)

▪	After a fine of $50.00 all cell phone privileges will be suspended for the remainder of the academic year.
▪	If students bring a phone after privileges have been suspended, they will be placed in the alternative school program for a minimum of 10 days or home suspension for 1 to 3 days for each additional offense.

Alabama State Department of Education Policy Cell Phone/Digital Device in a Testing Setting

Cell Phone/Digital Device in a Testing Setting by Students

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

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

Cell Phone/Digital Device in a Testing Setting by School Personnel

School personnel involved in administration of state testing may not use digital devices (including but not limited to telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation.

Additional disciplinary action may be taken by the LEA as written in state law.

Other Electronic Devices

Other electronic devices such as, but not limited to, smart watch, digital cameras, camcorders, PDA's, MP3 players, and headphones, may be used as part of the instructional process, with prior administrative and teacher authorization. Otherwise, these devices may **not** be used during the instructional day.



It is fundamental that orderly schools have clearly defined behaviors to which students must conform. Nonconformity to these behaviors becomes a violation of the *Student-Parent Information Guide and Student Code of Conduct*. Violations are grouped into three classes that range from the least serious (**Class I)** to the most serious **(Class IV)**. Appropriate school personnel shall investigate, verify, and determine classification of student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events.

This section includes a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases accordingly.

Class 1 Violations

1.01 Distraction of Other Students
1.02 Illegal Organizations (any on-campus participation in fraternities, sororities, secret societies, or other unauthorized clubs)
1.03 Excessive Unexcused Tardiness (reporting late to class)
1.04 Non-Direct Use of Profane Language or Obscene Manifestations (Class 2.08)
1.05 Non-Conformity of Dress Code
1.06 Minor Disruption on a School Bus
1.07 Inappropriate Display of Affection (including, but not limited to embracing/kissing)
1.08 Refusal to Complete Class Assignment (including continued failure to bring materials to class)
1.09 Failure to Follow Directives from board of education employees (principal/administrator, teacher, counselor, teacher's aide, substitute teacher, bus driver, lunchroom worker, etc.)
1.10 Unauthorized Use of School/Personal Property (including computer Internet)
1.11 Littering of School Property
1.12 Inappropriate Display of Behavior (in the school hall, classroom, lunchroom, gym, school bus or during any school-sponsored function, including but not limited to horseplay, shoving, tripping, rudeness)
1.13 Failure to Carry Home (and return if requested) Correspondence that requires parents/guardians' signatures
1.14 Chewing Gum, food items, beverages, and beverage containers (See individual school rules.)
1.15 Any Other Violation (school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances)

Three or more violations of Class 1 offenses will result in a Class 2 violation.

Class 1 Disciplinary Sanctions

Parents/guardians' notification is required. The principal's discretion for the following sanctions will include, but not be limited to the following:

1) Conference with the student
2) Verbal reprimand
3) Withdrawal of privilege(s)
4) Parents/guardians conference(s)
5) Temporary removal from class (including prohibiting the student from attending special events, i.e., field trips, etc.)
6) In-school suspension
7) Corporal punishment
8) Disciplinary probation
9) School bus suspension (less than 5 days)
10) Other sanction(s) as approved by the Wilcox County Board of Education

Class 2 Violations

2.01 Insubordination, Defiance, Disrespect to a Board Employee's authority; verbal/non-verbal refusal to comply with lawful directive of a Board Employee
2.02 Vandalism/Property Damage (including but not limited to malicious mischief, graffiti, or intentional damage to public property, i.e., desks, tables, bus seats, or real property of others valued less than $200.00) In all cases, the student/parents/guardians shall make monetary restitution for damages.
2.03 Theft of Property (valued at less than $100.00)
2.04 Gambling (any participation in games of chance [flipping coins, matching, etc.] for money and/or other things of value at less than $100.00)
2.05 Possession of Stolen Property (with the knowledge that it is stolen)
2.06 Bullying or Cyberbullying (causing disruptions during school)
2.07 Trespassing/Illegal School Entry (breaking, entering or remaining in a structure or conveyance without jurisdiction and/or supervision during the hours the premises are closed to the public)
2.08 Direct Use or Repeated Non-Direct Use of Profane Language/Obscene Manifestation (verbal, written, electronic, gestures directed toward another person) or possession of Pornographic Material (Class 1.04)
2.09 Unauthorized Absence (from school and/or class and leaving school campus without permission)
2.10 Written/Verbal Proposition (engage in sexual acts)
2.11 Touching of another person (offensive touching or touching with a sexual connotation)
2.12 Possession of and/or Use of Matches or Lighters
2.13 Use of an Electronic Pager, Laser Light Pointer, or Unauthorized Communication Device (including electronic equipment—radios, stereos, tape decks, CD equipment, and electronic games)
2.14 Dishonesty, Cheating (providing false information to an employee of the Wilcox County Board of Education)
2.15 Unsafe/Unlicensed Driving (on school property or other violations of the school parking/driving rules)
2.16 Engaging in any Act that is Deemed Harmful (including but not limited to, practical jokes)
2.17 Speech or Other Expression Intended to Insult or Stigmatize (written, electronic or gestures—others on the basis of their gender, race, color, disability, religion, sexual orientation or national and ethnic origin)
2.18 Violation of Medication Policy
2.19 Any Other Violation (school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances)
Three or more violations of Class 2 offenses will result in a Class 3 violation.

Class 2 Disciplinary Sanctions

Parents/guardians' notification is required. The principal's discretion for the following sanctions will include, but not be limited to the following:

1) Temporary removal from class (including prohibiting the student from attending special events, i.e., field trips, etc.)
2) In-school suspension
3) Alternative Education Program: First assignment to alternative placement limited to 10 days placement. Second assignment to alternative program limited to 20 days. Third assignment limited to 30 days unless approved by superintendent or designee.
4) Out-of-school suspension of 1 – 3 days (Parents/guardians contact required before suspension) 5) Referral to outside agency, including the criminal justice system 6) Corporal punishment
7) School bus suspension (less than 10 days)

8) Restitution of property and damages where appropriate
9) Other sanction(s) as approved by the Wilcox County Board of Education

Class 3 Violations (3.01-3.16)

3.01 Fighting (on school grounds, school bus, school building or at school-related functions/events)
3.02 Inciting/Participating in Major Student Disorder (including, but not limited to, gang activity—leading, encouraging or assisting in disruption that results in destruction/damage of private property or personal injury to the participants or others)
3.03 Unjustified Activation of Fire Alarm/Fire Extinguisher
3.04 Tobacco Products – Possession/sale/use
3.04a Possession of tobacco products (including e-cigarettes/vape products)
3.04b Sale of tobacco products (including e-cigarettes/vape products)
3.04c Use of tobacco products (including e-cigarettes/vape products)
3.05 Accessing or Changing Information in a School Computer (to endanger or cause harm to another individual)
3.06 Discharging of an Air Gun or any Other Device (expels a projectile with speed)
3.07 Threatening Language and/or Harassment (not consistent with criminal activity directed to another individual's harm, to employees or students of the Wilcox County Board of Education, their family or property, including the performance of such act)
3.08 Indecent Exposure (socially unacceptable exposure of the human body, on school property or at a school sponsored event/function)
3.09 Extortion (act of obtaining service, money, or information by the use of threats)
3.10 Aggressive Contact (causing physical harm)
3.11 Robbery (taking of money or other property from the person or custody of another person by force, violence, assault, or putting in fear of the same). Restitution will be required. (may subject the student to larceny)
3.12 Theft of Property (intentional unlawful taking and/or carrying away of property valued at $50.00 or more when said property belongs to or is in the lawful possession or custody of another). Restitution will be required.
3.13 Burglary of School Property
3.14 Criminal Mischief
3.15 Prohibited minor Item not included in Sections 3.21-3.29 (possession, sale, use, furnishing, or giving of a prohibited Item including but not limited to firearm facsimiles (toy guns), stun gun facsimiles, knives with blades two inches or smaller and imitation controlled substances
*See Search & Seizure on School Property
Drugs & Medication
Any Other Offense (school administration may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances)

Class 3 Violations (3.01-3.16) Disciplinary Sanctions

Parents/guardians' notification is required. The principal's discretion for the following sanctions will include, but not be limited to:

1) Out-of-school suspension of 3 days (parents/guardians contact required before suspension) 2) Alternative Education Program: First assignment to alternative placement limited to 20 days' placement. Second assignment to alternative program limited to 30 days. Third assignment limited to 45 days unless approved by superintendent or designee.
3) Referral to outside agency, including the criminal justice system

4) Expulsion
5) Restitution of property and damages where appropriate
6) Other sanction(s) as approved by the Wilcox County Board of Education

Class 4 Violations (4.01-4.09)

4.01 Sexual Offense - Acts of a sexual nature which occur on school property, school buses, or when the student is in attendance at a school-related activity. These acts include, but are not limited to, battery, indecent exposure, intercourse, rape, or attempted rape.)

4.02 Assault/Battery on Another Person (student, teacher, staff member, visitor, etc) - In accordance with the *Code of Alabama 1975 §13A-6-21*, it is a Class C Felony to cause physical injury or threaten to cause physical injury to teachers or other employees of the Board of Education. In accordance with the *Code of Alabama 1975 §16-1-24(b)(c)*, the principal shall notify appropriate law enforcement officials when a student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Wilcox County Board of Education.

4.03 Possession of a Weapon (knife, metallic knuckles, tear gas gun, throwing star, chemical weapon or device, pepper gas, or any other weapon, instrument, or object)

In accordance with *Code of Alabama 1975 §16-1-24.1(b)(c),* the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Wilcox County Board of Education.
(See Gun-Free School Act)

4.03a Knife-Possession
4.03b Knife-Sale
4.03c Knife-Use
4.03d Other Weapon-Possession
4.03e Other Weapon-Sale
4.03f Other Weapon-Use
4.03g Other/Unknown Weapon-Possession
4.03h Other/Unknown Weapon-Sale
4.03i Other/Unknown Weapon-Use

4.04 Explosive Device (possession, sale, discharge/use)

In accordance with *Code of Alabama 1975 §16-1-24.1(b)(c),* the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened physical harm against another student or employee of the Wilcox County Board of Education. (See Gun-Free School Act)

4.04a Firearm Component-Possession
4.04b Firearm Component-Sale
4.04c Firearm Component-Use
4.04d Explosive/Incendiary/Poison Gas-Possession
4.04e Explosive/Incendiary/Poison Gas-Sale
4.04f Explosive/Incendiary/Poison Gas-Use

4.05 Firearm - Possession of any firearm, including but not limited to, a starter gun which will or is designed to or may already be converted to expel a projectile by the action of an explosive, the frame or receivers of any such weapon, with intent to do bodily harm on school system property, including a school bus, is a Class C Felony.

In accordance with *Code of Alabama 1975 §16-1-24.1(b)(c),* the school administration shall notify (within 72 hours) the appropriate law enforcement officials when any student violates board policy concerning physical harm or threatened

physical harm against another student or employee of the Wilcox County Board of Education. (See Gun-Free School Act, pg 19)

4.05a Handgun-Possession
4.05b Handgun-Sale
4.05c Handgun-Use
4.05d Rifle/Shotgun-Possession
4.05e Rifle/Shotgun-Sale
4.05f Rifle/Shotgun-Use

4.06 Drugs/Drug Paraphernalia, Medication, Alcohol - Unlawful sale, purchase, use/being under the influence of, furnishing/giving or possession of the following:

a) **Prescribed/Non-Prescribed Drugs** (definition/exceptions in Drugs & Medication)
b) **Illegal Drug Paraphernalia (such as edibles that may include but are not limited to the following: gummies, assorted candies, cookies, and cakes/or brownies are prohibited on school campus/grounds/any school related functions)**
c) **Also prohibited are any: Alcoholic Beverages or any illegal or legal substance that alters the mind.**

In accordance with *Code of Alabama 1975 §16-1-24.1(b) (c)*, the principal shall notify the appropriate law enforcement officials when any student violates board policy concerning drugs and/or alcohol.

4.06a Alcohol-Possession
4.06b Alcohol-Sale
4.06c Alcohol-Use
4.06d Alcohol-Furnishing or Giving
4.06e Drugs-Possession
4.06f Drugs-Sale
4.06g Drugs-Use
4.06h Drugs-Furnishing or Giving

4.07 Crimes - as defined under the laws of the city, county, State of Alabama, or the United States

4.08 Arson – the willful and malicious burning of school property. In accordance with the *Code of Alabama 1975 §16-1-24.1(e) (2)*, parents/guardians are liable for damages to school property caused by their child of d/children.

4.09 Bomb Threat – any such communication concerning school board property that has the effect of interrupting the educational environment. Any student found to have made a bomb threat or to have falsely reported such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures. Any student who counsels, advises, persuades, encourages, or dares another person to make a bomb threat or to falsely report such a threat that is related to any school system facility, operation, or activity is subject to immediate expulsion procedures.

Class 4 (4.01-4.09) Disciplinary Sanctions

For violations 4.03 and 4.06, an administrator, having informed the superintendent, may opt to place students in alternative school settings based on severity of violation.

All six (6) steps listed below apply. Administrators should refer to **Due Process Guidelines** in order to preserve the constitutional rights of the student.

Step #1 Principal shall notify law enforcement and the Juvenile Probation Officer (JPO).

Step #2 Principal shall contact the parent; the parent shall be notified, in writing, of the pending charge. The student shall remain at home pending an administrative hearing.

Step #3 Principal shall notify the superintendent (hearing officer) of the offense. Superintendent shall establish a time, place, and date of the pending hearing. Parents will be notified of the time, date, and place. **If anyone other than the student and parent/guardian is to attend the hearing, the hearing officer must be given 24 hours' notice; if not given notice, the hearing officer may elect to reschedule hearing.**

Step #4 A formal hearing shall take place within ten (10) business days unless otherwise stated by the Superintendent. Principal (or designee) shall furnish evidence of the alleged offense as well as pertinent information regarding the student's overall conduct, attendance, and academic record. Students served under IDEA or Section 504 shall have a hearing with their respective IEP/504 committee at the local school.

Step #5 Parents may receive the disciplinary disposition at the time of the hearing OR the Principal may notify the parent, in writing, within three (3) business days.

Step #6 Appeals of the Principal's determination may be made to the Superintendent in writing within five (5) business days of the due process hearing. The appeal shall be limited to the Superintendent reviewing evidence and/or the audio recording of the hearing. Superintendent shall notify parents of his/her determination within a reasonable amount of time.

Note: Students' grades, attendance, and discipline will be considered during the hearing.

School officials must notify the appropriate law enforcement officials when any person violates policies of the Wilcox County Board of Education concerning drugs, alcohol, bomb threats, weapons, physical harm to a person, or threatened physical harm to a person. If that person is an enrolled student, the local school system shall immediately suspend the student from attending regular classes. The decision to initiate disciplinary action and/or criminal charges against a student shall include a review and consideration of the student's exceptional status, if applicable. *Code of Alabama 1975 §16-1-14.*

Disciplinary Options

Administrative Disciplinary Options

Administrators have the following punishment options available to them for punishment of students who violate the *Student-Parent Information Guide and Student Code of Conduct* as published in this handbook. The Board has the right to grant administrators additional options.

Corporal Punishment: Reference: Code of Alabama, Page 18-19, Code of Ethics.

1. The Board defines corporal punishment as bodily punishment by use of a smooth surface paddle or a facsimile on the buttocks (three licks). The use of a strap is specifically forbidden. The Board permits the use of corporal punishment only after other corrective measures have failed.

2. Student has been notified of the offense for which he/she is to receive corporal punishment and has been given an opportunity to explain his/her actions.

3. Parental or guardian approval of corporal punishment is not required prior to its administration. However, a parent/guardian's written request to restrict the school authorities in the use of corporal punishment will be honored.

4. The school principal or his/her designee is to administer corporal punishment. A professional person (other than the one administering corporal punishment), preferably the same gender as the student, should witness the incident of corporal punishment.

5. The punishment is administered out of view of any other students.

6. Written records are prepared on each incident of corporal punishment, and the records must be filed in the Principal's office to be viewed by the parent upon parent's request.

7. Prior to the use of corporal punishment on a student with disabilities, said student's IEP shall be reviewed to determine if corporal punishment is prohibited. If it is determined that corporal punishment is not prohibited, the student shall be treated as any other student and corporal punishment may be used as a discipline measure.

In-School Suspension (ISS):

Each school may assign students to ISS for violation(s) of the *Student-Parent Information Guide and Student Code of Conduct.* Parent/Guardian's notices must be filed in the school office.

Alternative Education Placement:

Students may be assigned to attend the Wilcox County Alternative School. The program is designed to decrease the number of students suspended for violating the *Student-Parent Information Guide and Student Code of Conduct.* Students must be referred by local school administrators with admission coordinated with the Alternative School staff. The program serves all students.

Parents/guardians of students assigned to the program on a disciplinary referral must provide transportation. School administrators and parents/guardians must have a meeting prior to the student attending the program. The student's referral to the program can be extended based on his/her behavior.

A school may not unilaterally expel or cease the provision of educational services to a disabled student.

Formal Disciplinary Action

At a minimum, each school system must provide at least the following in its discipline procedure:

- If a student is proposed for covered discipline, the student is given reasonable written notice of the hearing delivered personally or by mail;
- At least five days before the hearing, the student is provided any evidence that may be used against him at the hearing, e.g. documents, video, written statements, etc.;
- If requested, the hearing is held within 10 school days of the student's initial suspension;
- The hearing is held before the board or the board's designee to decide if the student violated the Code of Student Conduct or the law;
- A written decision is issued within five school days of the hearing; and
- An electronic or written record of the hearing is provided to the student, upon request.

Any time a referral is submitted that warrants formal disciplinary actions, a reasonable effort will be made by the school to contact the parents/guardians by telephone during school hours, written notice delivered by the student, or by the US Postal Service.

It is the responsibility of the student to notify his/her parents/guardians of all written communications from the school. Failure to do so may result in further disciplinary action.

TYPES OF FORMAL DISCIPLINARY ACTION

Disciplinary Probation:

Students assigned Disciplinary Probation are allowed to temporarily return to the classroom and campus under conditions set by the principal and/or board and are assigned to the school specified staff member who will monitor the student's adjustment to the school environment.

- When a student is placed on disciplinary probation, the student and the parents/guardians shall be notified in writing by the school administration with a copy sent to the superintendent of the reasons for probation and possible disciplinary action for probation violation.
- The notification shall include the procedures or action the student shall take to be removed from probationary status.

School Bus Suspension:

School bus suspension is defined as the denial of the privilege of riding a school bus, based on misconduct that transpires when the student is being transported at public expense. This penalty shall be for a specified period of time to be determined by the principal/designee(s) or superintendent. Students will not be re-assigned or allowed to ride another bus during the time of suspension. Students that are involved in fights on the school bus may be subject to the same disciplinary actions as those students involved in fights at schools.

- When a student is placed on school bus suspension, the student and the parents/guardians shall be notified in writing by the school administration with a copy sent to the superintendent/designee of the reason(s) for suspension and possible disciplinary action for violation.
- The notification shall include the procedures or actions the student shall take to again become eligible to ride a public conveyance to and from school.

External / Internal Suspension:

Suspension is defined as the temporary removal of a student from his/her regular school program for a period of time that does not exceed three (3) days per occasion.

The Wilcox County Board of Education recognizes its authority to maintain good order and discipline within the schools of the district. Therefore, the Board of Education gives to the school principal the discretion to suspend a student for just cause. The principal shall promptly advise the superintendent of all such suspensions, stating the reason(s) for the suspension.

No suspended student shall be allowed to leave the school premises during the school day until a parent/guardian or other proper authority assumes responsibility for him/her. A student who has been suspended by a school principal shall not be eligible to enroll in another school in the district until such time that he/she is reinstated in the school from which he/she was suspended.

A suspended student (out-of-school/alternative education program) or expelled student will not be eligible to be present on school property, to attend on-campus or off-campus school-sponsored activities, to participate in any school-sponsored activity, or to enroll in any public school in the Wilcox County School System until the suspension or expulsion is properly cleared.

Expulsion: Student Expulsion Procedures

Expulsion is defined as any denial of school attendance for a period longer than ten (10) school days. The power to expel a student is vested only in the Board of Education.

When a student has committed an infraction or series of infractions justifying expulsion, the following procedures shall be applied. If the infraction is committed by a student with disabilities, the special education director is to be contacted and an IEP meeting shall be convened (preferably on the same day as the Disciplinary Conference described in step 3). The special education director shall provide the manifestation determination forms, student discipline plan, and/or other documents to the principal to be included in the report to the Superintendent, along with a recommendation for placement and consequences for the student's misconduct.

Upon report or observation of any disciplinary infraction, the principal shall conduct an investigation, examining any available witnesses, and obtaining statements or explanations from the student. When the principal determines that the infraction warrants expulsion, the student is to be suspended and law enforcement notified when appropriate.

Expulsion Procedural Steps

1. The principal shall notify the Superintendent of the infraction, suspension, and pending Disciplinary Conference to be held within three (3) business days of the infraction.
2. The principal shall notify the student's parent/guardian by telephone and in writing of the charges against the student and the suspended status of the student using the Disciplinary Conference Letter. This letter shall contain the date, time, and location of a Disciplinary Conference to be held by the principal within three (3) business days of the infraction warranting expulsion. A copy of the letter is to be handed to the student with instructions to deliver it to the parent/guardian. A copy of the letter is to be mailed (by certified mail) to the student's address on file. A copy of the letter is to be forwarded to the Superintendent.
3. The Superintendent shall inform Board members of the infraction and shall establish a date and time within ten (10) business days for a Pre-Expulsion Hearing meeting of the Board. The Superintendent shall communicate the date and time of the Pre-Expulsion Hearing to the Principal.
4. At the Disciplinary Conference, the principal shall discuss the infraction(s) and the procedures and policies related to the proposed expulsion. The principal shall present to the parent/guardian a copy of the PreExpulsion Hearing Letter describing the date, time, and location of the Board of Education hearing to

be held within ten (10) business days of the student infraction. A copy of the Pre-Expulsion Hearing Letter shall be mailed (by certified mail) to the student's address within two (2) business days after the Disciplinary Conference. A copy of the letter shall be forwarded to the Superintendent along with related information regarding the investigation of the incident, the special education information (if applicable), the student's disciplinary and academic records, any pertinent information from the Disciplinary Conference, and other relevant evidence.

5. The Superintendent may hold a conference with the student and his/her parent/guardian to discuss alternatives (if any) to expulsion.
   Alternatives may include:
   a. Placement in an Alternative Education Program.
   b. Placement of a special education student in an appropriate program.
   c. Voluntary withdrawal of the student for the school district for a period not less than one (1) semester and not more than one regular school term, not including summer school if the student is over the age of compulsory attendance.
6. The parent/guardian must notify the Superintendent of his/her intent to be present at the Board Hearing five
   (5) business days before the scheduled Pre-Expulsion Hearing.
7. The Pre-Expulsion Hearing shall be held at a Board of Education meeting as scheduled. At this meeting the student and his/her parents may be represented, may question witnesses, and may present evidence and or explanations on behalf of the student. The Board will consider the information presented by the school officials, the Superintendent, other witnesses, counsel, the student, and the parent/guardian. If the parent/guardian fails to notify the Superintendent of his/her intent to be present at the hearing, or fails to appear, the hearing may be waived.
8. The Board shall vote to determine whether or not the student is expelled and the length and conditions of the expulsion.
9. The Superintendent shall notify the parent/guardian and student in writing (by certified mail) of the decision of the Board regarding the expulsion. The decision letter shall also contain restrictions (if any) on the student's enrolling in other public schools, prohibitions of the student's attendance at school system events, and conditions for the student's return to school.

If the investigation reveals that a student is in possession of a firearm, the student must be expelled for one (1) calendar year and must receive counseling before being readmitted to public school with the State of Alabama.

If the student withdraws from school, the expulsion process is halted. However, the student may not re-enroll in schools of the school system until and unless permission is granted by the Superintendent after disciplinary issues are satisfactorily resolved.

The Superintendent may extend a suspension or place a student in an alternative education setting pending the decision of the Board to expel said student. A student expelled by the Board may not return to any campus during the course of the expulsion.

Due Process

Students shall be accorded procedural due process when the discipline measures of corporal punishment, short- or long-term suspension, or expulsion are applied. Before being punished for violation of a written Board

policy or written local school rule and regulation, students shall be accorded the following minimum due process procedures:

Procedural due process within the Wilcox County School System shall relate primarily to the area of discipline and disciplinary measures, e.g., corporal punishment, alternative education placement, short-term suspension, long-term suspension, and expulsion. The degree of procedural due process afforded in each of the above situations shall be dependent upon the following:

- The gravity of the offense a student is alleged to have committed; and The
- severity of the contemplated penalty.

Before being punished for violations of board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1) **The student shall be given oral or written notice of the alleged violation(s).**
2) **The evidence against the student shall be explained to him/her.**
3) **The student shall be given an opportunity to present his/her own version of the facts concerning the alleged violation(s).**

The disciplining authority (principal/teacher) may immediately impose the appropriate disciplinary measures in accordance with board guidelines, following the informal due process hearing stated above.

When a student is facing possible long-term suspension or expulsion, due process requirements shall apply as follows:

- **Notice to the student, parents/guardians, in writing, of the alleged violation(s) and the basis of such violation**
- **Notice of the right of the student to an administrative hearing, if requested within five (5) days from the receipt of the notice provided by the school system.**
- In addition, if a hearing is requested, the following due process requirements shall be afforded to the student:
  1) **The right to have an attorney and to present evidence in defense of such violation(s)**
  2) **The right to confront the student's accuser and the cross examination of any witness(es) in support of the violation**
  3) **The right to a written record of the hearing and a written record of the decision 4) The right to appeal an adverse decision to the Board of Education**

Grievances & Complaints

Students have both the right and the responsibility to express school-related concerns and grievances to the teachers and school administrators.

The normal procedure usually followed by any student regarding a personal grievance is to discuss the matter with a teacher directly involved. When the nature of the grievance dictates otherwise, the student upon notifying the teacher directly involved may request a meeting with the school principal. Such meetings should be granted

within two (2) working days at a reasonable time and place. One faculty member of the student's choice or his/her parent(s) or guardian(s) may be present at such a meeting.

It is expected that most grievances will be resolved satisfactorily at this level. However, in the event that the grievance cannot be settled by this procedure, then the student through his parents or guardians may pursue the grievance procedures.

Interrogation by Public Officials
(Excludes Class 4 Disciplinary Sanctions 4.01-4.09)

The school principal or the assistant principal must be notified prior to any interrogation of a student by a nonschool authority.

When law enforcement officials make it known that they wish to talk to a student while the student is under the supervision of the school, the student will be informed by the principal/assistant principal that he/she has three choices:

1) The student may converse by telephone with his/her parents/guardians.
2) The student may decline to talk with the officer(s) until his/her parents/guardians are present. 3) The student may talk with the officer(s) either in or outside the presence of a school official.

School officials will make every reasonable effort in all cases to notify the parents/guardians. In those instances, when parents/guardians cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parents/guardians. Other non-school persons, with the exception of DHR and/or parents/guardians, shall not interview students during school hours.

Search & Seizure on School Property

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

The Board is charged with maintenance of such property and thus authorizes inspection for any maintenance-related reasons. With respect to opening said lockers or desks for other reasons, the following shall apply throughout Wilcox County Public Schools:

■ Desks, lockers and other equipment at any school belong to Wilcox County Board of Education and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material is contained therein

which is illegal, harmful to the safety of the student himself/herself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

■ School officials may impound any items that are specifically prohibited by law, by Board policy or by fair and reasonable local school regulations. In such cases, students shall be given a receipt for said impounded items. Such prohibited items shall include, but not be limited to, the following: (1) any weapons, (2) drugs of any sort, (3) alcoholic beverages, (4) pornographic or otherwise obscene materials, or (5) any other object, controlled substance or material which would be a violation of evidence of a violation of federal or state law, of Board policy, or of the local school's fair and reasonable regulation.

■ If possible, the student(s) shall be contacted prior to any search of his/her desk or locker, and the desk or locker shall be opened in his/her presence. A witness from the professional staff shall be present during the inspection at all times if the student(s) cannot be contacted.

The content of this policy shall be communicated to all students and staff at the beginning of each year.

The Board authorizes teachers and administrative personnel, who have reasonable belief that a student who is in possession of weapons, illegal drugs or other items harmful to students, to search the person of said student(s) under the following conditions:

■ Any such action shall not be taken unless there is a reasonable belief of violation of law or policy that can be substantiated if necessary.

■ Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s). The above search shall be with the knowledge and under the supervision of the principal. Any search of a student's person shall be done privately by a teacher or administrator of the same sex as the student to be searched.

At least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search. A record of the search shall be made. One copy shall be filed in the principal's office. One copy shall be sent to the Superintendent of Schools. Students shall be given a receipt for all items impounded.

Reasonable belief of violation of law or policy may be based upon information from such sources as faculty members, reliable students, law enforcement officers, visual evidence or any of these factors.

Civil Liabilities & Criminal Penalties

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

In an effort to assure that parents are informed of their school-related responsibilities, the Alabama State Board of Education has mandated that parents receive notification addressing civil liabilities and criminal penalties for misbehavior by students on school property or against school employees. *It's the Law!*

Bomb Threat: It is a crime to falsely report an incident with knowledge that the information reported, conveyed, or circulated is false. To initiate or circulate a false report or warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or emergency under circumstances that are likely to cause evacuation of a building, place of assembly, or transportation facility, or to cause public inconvenience or alarm is a Class C Felony. Falsely reporting other kinds of incidences is a Class A Misdemeanor.

Drug, Alcohol, Weapons, Physical Harm or Threatened Physical Harm (Act 94-784): The school principal shall notify the appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within ten (10) school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Pistol Possession / Driver's License (Act 94-820): Any person over the age of 14 years who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied the issuance of a driver's permit or driver's license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over the age of 16 possesses a driver's license on the date of the conviction, the driver's license will be suspended for 180 days.

Teacher Assault (Act 94-794): A person commits the crime of assault in the second degree (Class C Felony) if the person assaults a teacher or an employee of a public education institution with the intent to cause serious physical injury.

Tobacco Products (Pro-Children's Act and 290-030-010-06 Administrative Code, Alabama State Board of Education: The use of tobacco products is prohibited on school property, including buildings, vehicles and any other property owned by the board of education.

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

Weapons in Schools (Act 94-817): It is a Class C Felony for any person to knowingly carry or possess a deadly weapon on the premises of any public school or any school bus with intent to do bodily harm. **Note: Deadly weapons include but are not limited to hand grenades, explosive devices, pistols, rifles, shotguns, knives, stilettos, swords, daggers, or any type of club, baton, billy, blackjack, bludgeon, or metal knuckles.**

Discharging a firearm on school property is a Class B felony - (Act 2023-370) - If a person 19 years old or older shoots a firearm during school hours or during after school activities without justification or an exemption - school competition or school sanctioned practice - the person will be charged with a Class B felony, which carries a two to 20-year prison sentence.

Gun-Free Schools Act (GFSA)

To be in compliance with the GFSA, each Alabama School (LEA) must implement all of the following procedures immediately when it is determined that a student possesses a firearm at school, on school property, or at a school event/activity.

- The student must be expelled and the expulsion noted on records transferred to any other school.
- The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:
  - Report to law enforcement.
  - Contact parents.
  - Suspend from school immediately pending investigation.
  - Complete an investigation as soon as possible with a documented written report(s). Expel students
  - according to LEA policy.
- Following the expulsion determination, the student cannot attend any regular public school for **one** calendar year.
- The LEA can modify the expulsion on a case-by-case basis as allowed by the *Code of Alabama 1975 §16-1-24.3*
- Discipline of students with disabilities who violate the firearm possession policies shall be determined on a caseby-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
- GFSA and other state required disciplinary data will be reported to the State Department of Education through the School Incident Report (SIR).

Bus Transportation Rules & Regulations

Students, while in transit, are under the jurisdiction of the Wilcox County Board of Education. All rules and regulations of behavior are applicable.

1) Refusal to obey rules as stated herein or to obey rules made by the principal will make the student liable to be reported to the school administration.
2) Students must be at the bus stop five minutes before the scheduled bus pick-up time.
3) Students who walk a distance to meet the bus must walk on the side of the road to their left. While waiting for the bus, students must not stand or play in the highway.
4) Students must not attempt to board or exit the bus while the bus is in motion.
5) Students must not extend any part of their body outside a bus window.
6) Students may only exit the bus at the scheduled bus stop unless written permission is received from the principal.
7) Students should avoid loud voices and unnecessary conversation with the bus driver.
8) Students must cooperate with keeping the bus clean and avoid all forms of vandalism.
9) Students may not transport materials, with the exception of books and other school equipment, without permission from the principal and/or his/her designee—balloons and/or glass objects are not allowed.
10) Tobacco (in any form) may not be used.
11) Students are expected to behave in a courteous manner. Horseplay is prohibited.
12) Bus stops will be centralized whenever practical.
13) Students must always exit the bus at the front door.
14) Students should utilize the following procedure for crossing the highway after disembarking the bus: Walk around the front of the bus to the left of the front fender.

Stay at least six feet in front of the bus.
Stop and look to the left and right; if clear, proceed across the highway.

15) Bus drivers may assign seats.
16) Students may not ride another bus without written permission from the principal or his/her designee.
17) Students may not move within the bus while it is in motion.
18) Students are to stand in the aisle and hold to available handles if a seat is not available.
19) Students are prohibited from eating, chewing gum, and drinking beverages on the bus. 20) Students may be videotaped while being transported on school buses.

Student Drivers

Student drivers will be limited to students in Grades 9-12. However, each high school has a limited number of parking spaces available and a $25 fee for the year is charged to obtain a parking permit. Students/parents/guardians should refer to the local school handbook for additional information on parking privileges.

Students providing their own transportation will be expected to observe the following rules: ➢ Students driving cars or motorcycles to school must park in the student parking lot.

- Cars should be locked after arriving in the morning.
- Students driving cars or motorcycles to school must register the vehicle with the principal.
- Students are required to show a current driver's license and proof of insurance when registering the vehicle with the principal.
- Cars or motorcycles are not to be moved from the parking lot at any time during the school day until the authorized time for the student to depart from school.
- Students should not occupy cars or return to cars or motorcycles during the school day between the time of their arrival and their departure from the school campus.

Special Education

Special Education is instruction that is specially designed to meet the unique needs of a child with disabilities and is provided at no cost to the parents/guardians.

Children may be eligible for special education services in one or more of the following areas of disability:

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

Step #1 – Child Find

Wilcox County School System serves children with disabilities age birth to twenty-one. Anyone needing to refer a student should call 334-682-5917 and ask for the Special Education Department.

Wilcox County has an ongoing procedure for identifying children with problems that might prevent learning.

Step #2 – Referral

As a result of Step #1, children who appear to have problems may be referred for possible special education services.

The RTI Problem Solving Team (RTIPST) is responsible for reviewing the referral, providing necessary intervention and making a determination of whether or not to evaluate the child for special education services.

Parents/guardians or teacher(s) may refer a child to the (RTIPST) for possible special education referral by contacting the child's teacher, principal, or the special education director in the school system.

Suspension and Expulsion Policy for Exceptional Students

Policies and procedures for students with disabilities are consistent with applicable law.

Suspension

Short-term suspension, up to ten (10) cumulative scholastic days, may be used for disciplinary violations for a student with disabilities.

Expulsion

Expulsion is defined as a total removal of a student from his/her current educational service. A student with disabilities may not be expelled from school for any misbehavior that has a direct and significant relationship to that student's area of disability. If the IEP Committee determines that the behavior in question is not a manifestation of the disability, the education agency may expel the student; however, a complete cessation of educational services is not permissible. Expulsion constitutes a change in placement that requires due process through IEP Committee action.

Student Status During Proceedings

If administrative or judicial remedy is requested as a result of a disagreement with any disciplinary action that would result in a change of placement, the student with disabilities involved in the issue must remain in his/her present educational placement. If the education agency believes the student with the disability(s) poses an immediate threat to the safety of himself/herself or others, the education agency may request an injunction to have the student temporarily removed from the present education placement until the issue is resolved.

Information in a student's IEP will be divulged to teachers, aides, school **nurses, and bus drivers on a need-to-know basis.**

Gifted Education

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

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the _Counselor or Homeroom teacher at your child's school or contact the Gifted Coordinator at (334)682-4418 ext. 6622.

RTI - RESPONSE TO INSTRUCTION

Response to Instruction (RTI) integrates core instruction, assessment, and intervention within a multi-tiered system to maximize student achievement and reduce behavior problems. Through implementation of RTI, schools identify and monitor students at risk, use problem solving and data-based decision making to provide research-based interventions and adjust the intensity of interventions based on the student's response. Response to Instruction done well at the classroom level will provide data from which educators can make instructional decisions for individuals and groups of students. Given high quality decisions, RTI shows promise in supporting all students, especially those at risk of failing to achieve state performance standards. For additional information, contact your child's school.

504

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that the child with a disability has equal **access** to an education. Children in the Wilcox County Public Schools with a disability are provided equal access to an education.

There is a person identified at each school site to serve as the 504 contact.

Important Policy Information

Asbestos in Buildings

The Wilcox County Board of Education has complied with all the requirements set forth under federal and state statutes concerning asbestos. Management plans have been developed to establish guidelines for managing building materials containing asbestos.

Athletics & Cheerleaders

All athletic and cheerleader programs of the Wilcox County School System are conducted in accordance with the Alabama High School Athletic Association.

- All students must show written proof of adequate insurance coverage prior to engaging in practice or participation in any athletic program sponsored by the school.
- All students must submit to and pass a physical examination prior to engaging in practice or participation in any athletic program sponsored by the school.

Extracurricular Activity Participation - AHSAA

Extracurricular activities are defined as activities that are sanctioned by a public school which are not related to a student's academic requirements.

- All students promoted to Grade 7 are eligible.
- For students in Grades 8-12 - Eligibility is determined by grades earned during previous school year/summer school.
- For students entering Grades 8-9 - Must have passing grade in five (5) subjects with a composite numerical average of 70.
- For students entering Grades 10-12 - For the last two semesters of attendance (and summer school, if applicable) must have a passing grade and earn the appropriate number(s) of credits in each of six (6) subjects that total six (6) Carnegie Units of Credit. Must include four (4) credits from the four core subjects of English, Science, Social Studies, and Mathematics, with a composite numerical average of 70.

Regaining Eligibility Status

- Students may regain eligibility at the start of each term using the last two term grades.
- Physical Ed may only count as one (1) unit per year.
- No more than two (2) units may be earned during summer school.

If a subject is repeated in summer school, the higher numerical grade for the subject may be used to compute the composite grade average.

For **AHSAA** purposes, **"Term"** is defined as two 9-week grading periods that equal one semester.

Expansion of restrictions on sports participation by transgender athletes - (Act 2023-293) - K-12 schools last year were prohibited from allowing a biological male from participating in a sport exclusively for females and from allowing a biological female from participating in a sport exclusively for males unless there is no female version of that sport. This law expands the prohibition to higher education. It also prohibits governmental entities, licensing, accrediting or athletic associations from filing a complaint or retaliating against a student who reports an alleged violation of the law.

The Tyrell Spencer Act - (Act 2023-235) - This law requires certain school officials to be trained in responding to a sudden cardiac arrest. Beginning in the 2024-25 school year, parents must sign a form acknowledging the school's cardiac arrest and prevention procedures before their child can participate in any athletic activities.

Schools must accept cash for school-sponsored events - (Act 2023-355) - Schools must accept cash along with other forms of payment for any public school-sponsored events.

Child Nutrition Program

Wilcox County Child Nutrition Program

It is the policy of the Wilcox County Board of Education to make available to all students nutritious, well-balanced meals at an affordable price. The Wilcox County Board of Education Child Nutrition Program participates in the National School Breakfast, Lunch and At-Risk Supper Program that operates under federal nutrition guidelines, as mandated by the National School Act of 1946 and the Child Nutrition Act of 1966 and its revision of 2004. Both breakfast and lunch are available every day at each school. The At-Risk Supper Program is available at Wilcox Central High School. Menus are based on the Dietary Guidelines for Americans and meet all federal and state regulations in regards to calories and nutritional needs. Our goal is to serve these meals to students, faculty and staff in a friendly and positive atmosphere, while maintaining the financial soundness of the program.

During the 2024-2025 School Year, the Wilcox County School District will participate in the Community Eligibility Provision (CEP) on all campuses under the United States Department of Agriculture Community Eligibility Amendment of the National School Lunch and Breakfast Programs. By choosing this option, meals will be served to all students enrolled in our schools at no charge regardless of their eligibility. Students are also eligible for one reimbursable supper meal at no charge.

The Child Nutrition Program plays an integral part in the quality and excellence of a student's educational experience. Research has shown that there is a crucial relationship between nutrition and health, and nutrition and learning. Experts also agree that most food preferences and dietary habits are formed during childhood. The Wilcox County Child Nutrition Program is committed to taking advantage of the opportunity during a child's developmental years to promote and influence healthy food choices through school meals. If you have any questions concerning any aspect of the Child Nutrition Program, please contact the lunchroom manager at your school or contact the Child Nutrition Director at 334-682-4716, Extension 6631 or send an email to Sheridan.robinson@wilcoxboe.org.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-ComplaintForm-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 6329992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

2. fax: (833) 256-1665 or (202) 690-7442; or

3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

*** This language was added pursuant to the May 5, 2022, USDA memorandum. However, the inclusion and applicability of this language is currently under challenge in the matter of The State of Tennessee, et al.v. USDA, et al., Case No. 3:22-cv-00257, and may be subject to change.**

MEAL PRICES FOR SCHOOL YEAR 2024-2025

Breakfast		Lunch	
Regular Students	$0.00 (CEP)	Regular Students	$0.00 (CEP)
Visiting Students	$3.50	Visiting Students	$4.50
Visiting Adults	$3.50	Visiting Adults	$6.00
Board Employees	$3.50	Board Employees	$5.00
Student 2nd Meal	$3.50	Student 2nd Meal	$4.50

MEAL INFORMATION

THE SCHOOL DAY JUST GOT HEALTHIER

New standards for school meals were implemented July 1, 2012, which resulted in healthier meals for students across the nation. These new meal requirements are a key component of the *Healthy, Hunger-Free Kids Act*, which was championed by First Lady Michelle Obama as a part of her *Let's Move!* Campaign and signed into law by President Obama. New meal standards include fat-free and 1% milk choices, increased offerings of fruits and vegetables, more whole grains, "right" sized-aged appropriate portions, and less sodium in our meals.

The legislation requires meal prices to be in line with federal subsidies for students who receive Free and Reduced Price Meals. All school districts are required to gradually increase their meal prices. Our children are worth this financial investment.

MEAL CHARGES

According to the Wilcox County Board of Education's Policy EEA, the Board maintains that the Wilcox County Public School System shall provide eligible children free or reduced-priced lunches in accordance with National School Lunch Program Guidelines. When a child transfers from one school to another, the transferring principal shall report eligibility status to the receiving principal, upon request. This year, students will not be charged for meals due to the district's participation in the Community Eligibility Provision (CEP). All students will receive meals at no cost. Therefore, meal applications will not be distributed, nor will eligibility be determined.

Only food service employees paid 100% from Child Nutrition Funds and involved in the preparation of the food are eligible for free meals. All other board employees and visitors, regardless of age, shall be required to pay the established adult price for their meal.

ADULT MEAL GUIDELINES

Federal regulations stipulate subsidized meals served under the National School Lunch, Breakfast and Snack Programs are to be served to children. Due to the use of federal subsidies, adults may not consume any part of meals served to children. Adult meals are not subsidized by the National School Lunch, Breakfast or After School Snack program funds; therefore, the following guidelines must be observed:

1. **Adult meals must be purchased at the prices approved by the Board**

1. **Adult Meals are calculated using the USDA formula for non-pricing programs:**

Federal reimbursement for Free Student Lunch	**$ 4.25**	**(SY24-25)**
+Per meal value of USDA commodity assistance	**$ 0.30**	**(SY24-25)**
Minimum amount for adult lunch/non program meal	**$ 4.54**	**(SY24-25) à $5.00**

2. **In accordance to federal guidelines and regulations, all adults will be served the same portion as secondary students.**

1. **Extra items taken by adults must be charged at "a la carte" prices.**

OFFER VS. SERVE

The Wilcox County School System participates in the Offer vs. Serve program for both breakfast and lunch. Breakfast consists of Grains (with optional meat/meat alternate substitution allowed), Fruit/Vegetable and Milk. Each morning four components will be offered. Students must take at least 3 of the 4 components including 1/2 cup fruit or vegetable *plus* at least 2 of the other components. Lunch consists of Meat/Meat Alternate, Vegetables, Fruits, Grains and Milk. All five components will be offered each day. Students must take at least 3 of the 5 components including 1/2 cup fruit or vegetable *plus* at least 2 of the other components.

Outside Foods Consumed in the Cafeteria

Sack lunches prepared at home, pre-packaged meals or purchased fast foods, and the accompanying beverages consumed in the cafeteria should be packaged in unlabeled, non-glass containers. These food items are not to be shared with other students at school. While requiring unlabeled containers does not keep students and parents from bringing unhealthy foods or beverages for school meals, it does restrict their appearance so that other students would not be able to identify the commercial food. This too will assist in not compromising the nutritional guidelines and promote student health.

CARBONATED BEVERAGES OR FAST FOOD IN ORIGINAL CONTAINERS

Are Not Allowed in the Lunchroom

This rule applies to Students, Visitors, and Employees.

Smart Snacks in Schools

USDA's "All Foods Sold in Schools" Standards

USDA recently published practical, science-based nutrition standards for snack foods and beverages sold to children at school during the school day. The standards, required by the Healthy, Hunger-Free Kids Act of 2010, will allow schools to offer healthier snack foods to children, while limiting junk food.

The health of today's school environment continues to improve. Students across the country are now offered healthier school lunches with more fruits, vegetables and whole grains. The Smart Snacks in School standards will build on those healthy advancements and ensure that kids are only offered tasty and nutritious foods during the school day.

Smart Snacks in School also support efforts by school food service staff, school administrators, teachers, parents and the school community, all working hard to instill healthy habits in students.

The Superintendent shall have the authority to exclude from school in the Wilcox County School System for a period of time as may be prescribed by the local health department or physician, any student or staff member with a communicable disease or parasite known to be spread by any form of casual contact.

In all cases, a statement of clearance from the Department of Health or a physician shall be required before the student or staff may re-enter school or return to work. All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions, and documents as confidential information.

Before any medical information is shared with anyone in the school setting, a ***Need to Know*** review shall be made which includes the parents/guardians, student (if over 18), employee and their representative. Irrespective of the disease present, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting.

Discrimination & Sexual Harassment

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when the behavior has the effect of interfering or creating an offensive educational environment or when submission to, or rejection of such behavior is used as a basis for decisions affecting the student/employee.

Discrimination & Sexual Harassment Complaint Procedure

1) Any student/employee who believes he/she has been or is being subjected to any form of sexual harassment shall immediately report the matter to the school principal.

2) A student/employee may request to make his/her report to an administrator, teacher, and/or immediate superior of the same sex. The administrator, teacher, and/or immediate superior receiving the complaint should not be the person who is the subject of the complaint.

3) If the principal does not receive the complaint, he/she will be notified immediately. The principal/designee will investigate the complaint and notify the superintendent of his/her completed investigation. The superintendent or his/her designee and legal counsel will review the complaint for prompt and appropriate action, if warranted.

4) A written response of the student's complaint will be provided to the parents/guardians within ten (10) days of the date that the student first registered the complaint.
5) The student may appeal the decision within ten (10) days of the receipt of the decision by filing a written notice of appeal with the superintendent.

6) The superintendent shall present the decision and notice of appeal to the board at the next scheduled meeting of the board. The board shall make a final decision and notify the student and/or parents/guardians in writing of the board's decision within fifteen (15) days.

Each teacher should have the directions for fire, tornado, and lock-down drills posted in the classroom near the exit door(s). Procedures should be reviewed with students on the first day of class.

Fire Drill

The signal for a fire drill is defined in each local school handbook. *Alabama Code 36-19-10* requires one fire drill each month. Doors and exits are to remain unlocked from the inside and clear of obstruction during the school day. **Procedures for fire drills are as follows:**

- Follow instructions of the teacher and/or principal concerning the fire drill.
- Move quickly, without running.
- Do not talk at any time.
- After exiting the building, walk to the designated area for roll call.
- Remain quiet and listen for further instructions.

Tornado Drill

The signal for a tornado drill will be defined in each local school handbook. Follow instructions of the teacher and/or principal concerning the tornado drill.

- Carry a book to shield the head.
- Proceed to the designated area for roll call.
- Remain quiet and listen for further instructions.

Lock-Down Drill (possible intruder)

- Classroom door(s) will be locked from the inside.
- Window shades/blinds will be closed. ▪ Move away from windows and doors.
- Remain quiet and listen for further instruction

Secure Perimeter

- Execute Alert methods.
- Secure all people within the building.

- Lock external doors.
- Cover windows.
- Stay in a secure area within the building until further notice from administrator or law enforcement.
- Monitor/use communication devices.
- Leave unsecured areas such as fields, gym, playground, or library to a secure area.
- Continue with instruction.
- Release via intercom by the one who initiated it.

Field trips, serving an instructional purpose, are important to the educational process. Any time students are taken off campus, rules and regulations must apply to make the trip safe for everyone.

1) Students going on school-sponsored trips are required to ride the bus to and from the appointed destination with all other students.
2) In unusual circumstances, with the permission of the principal, a student may ride in the car with his/her parents/guardians.
3) Parents serving as chaperones may accompany students on the outing. Other children are not allowed. 4) If space is a problem, parents must provide their own transportation.
5) Any student may be denied the opportunity to go on field trips if his/her behavior warrants such a denial.
6) Students whose parents are serving as chaperones are subject to the same rules as the rest of the class.
7) Students must pay in advance for field trips. These funds are requested in advance to pay for admission, buses, etc.
8) Out-of-state field trips must be approved by the Wilcox County Board of Education prior to the event.
9) A school nurse is required to sign-off on all field trip requests

Head Lice

The Wilcox County Board of Education Head Lice Policy is based on and conforms to Alabama State Law.

1) ***No Nit Policy*:** The requirement that all nits be removed prior to a child's return to school is Alabama State Law. No child is allowed in school with nits or lice in his/her hair.
2) A child will be sent home with instructions as to proper treatment when nits or lice are found. The child may return at any time on the same day to be re-checked, but the child will not be allowed to return to class until he/she is lice and nit free.

Homework

The word **"homework"** refers to out-of-class assignments given by the teacher to supplement classroom instruction.

Homework should be a learning activity that may increase in difficulty as the student progresses. Homework serves to reinforce mastery of skills and to create and stimulate interest on the part of the student.

Assignments should have a clear educational purpose for the student and the teacher. Homework assignments should take individual differences into consideration and should be viewed as one of the many activities in the total school.

The Wilcox County School District will be utilizing electronic device for the 2024-2025 school year. All devices will have to be signed out by a parent/guardian. The loss, damage, abuse, destruction, intentional damaging devices or modification of any device will be punishable in accordance with policies established by the Wilcox County Board of Education. Also a $50 fee will be assessed for the said before mention issues. Please see the sample form below:

I,_____ ,have received the following device from the Wilcox County School District and take full responsibility for this device. I will not hold the district accountable for this device being lost, damaged, abused, destroyed, or modified. I will follow all guidelines put in place for utilizing this device.

Date:_____

Student Signature_____

Parent Signature_____

School Site_____

Device Issued by (Staff Member's Signature)

_____

Device Name _____

Device Serial # _____

Internet Use Policy

Introduction

The purpose of technology and the Internet in the Wilcox County School District is to support research and education by providing access to unique resources and an opportunity for collaborative work. Use of technology or the Internet, including e-mail, must be in support of and consistent with the educational objectives and within the guidelines of the approved curriculum of the Board of Education.

It is the policy of the Wilcox County Board of Education to: (a) prevent user access over its computer network, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Technology Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Wilcox County Board of Education online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. All use of computers, Internet, and e-mail programs are subject to monitoring by electronic means. Any device (regardless of ownership) suspected to be used inappropriately on school grounds is subject to immediate inspection in order to determine the contents and recent utilization of the device. The devices subject to inspection include, but are not limited to, laptops, hand-held devices, cell phones, gaming devices, calculators, or any other device that can be used to communicate electronically. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The following local regulations will also apply:

- All use of the Internet must be in support of education and research and consistent with the purpose of the Wilcox County Public School System.
- It is not permitted to create, send, or forward electronic chain letters.
- Use of the Internet which results in any copyright violation is prohibited.
- Use of the Internet to access or transmit materials likely to be considered obscene or pornographic is prohibited.
- Hate mail, harassment, cyber bullying, discriminatory remarks, spam, and other antisocial communications using local area networks, wide area networks, or the Internet is prohibited.
- Personal information such as name, address, or telephone number should not be revealed on the Internet.
- Use of the Internet for product advertisement, political lobbying, commercial, for profit, buy/sell/trade/order goods, or services, or illegal activity is prohibited. Fraudulent copying, communicating, or modifying of materials in violation of law is prohibited and will be referred to appropriate authorities.
- Malicious use of technology or the Internet to develop programs that harass other users or infiltrate a computer system and or damage the software components of a computer or system is prohibited.
- Installing, downloading or uploading of unauthorized games, programs, files, or other electronic media (including music and movies) is prohibited.
- Technology or the Internet shall not be used to disrupt the work of others.
- The hardware, software, or programs of the Wilcox County Board of Education shall not be destroyed, modified, or abused in any way.
- Hacking is prohibited. Use of technology, local area networks, wide area networks, or the Internet to intentionally browse, see information about, obtain copies of, or modify files, passwords, or data belonging to other users is prohibited.
- All encountered or observed problems in system or network security should be reported to an administrator in your building.

Supervision and Monitoring

It shall be the responsibility of all members of the Wilcox County Board of Education staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

Any person found to be in violation of this policy, applicable state and federal laws (including copyright laws), posted classroom rules, or other relevant Board of Education policy will be subject to appropriate disciplinary measures as outlined in (a) for a Student, the Student Code of Conduct or (b) for an Employee, the Wilcox County Policy and Procedure Manuals. Violators will also be subject to immediate revocation of Internet and/or computer privileges. Pursuant to the State of Alabama law, any unauthorized access or attempted unauthorized access may be subject to criminal prosecution.

NSF Check Policy

The maximum Non-Sufficient Fund (NSF) fee **($30.00)** as allowed by the District Attorney's Worthless Check Unit will be charged for all checks returned to the schools for non-payment. The NSF fee will not be waived for any reason.

A list of individuals who have submitted bad checks during the year will be maintained in order to prevent the receipt of any further checks (after the second returned check) from those individuals during the school year. If the account is not settled within a 10-day period, information will be forwarded to the District Attorney's Worthless Check Division for collection.

School Nurses

School nurses try to help children stay in school so they can learn. We do, however, follow Public Health Department Guidelines. Therefore, any student with fever, vomiting, or an undiagnosed rash will be sent home. This is for the protection of your child and other students.

Student Pregnancy

A student who is or becomes pregnant while enrolled in the Wilcox County School System must notify the counselor, the assistant principal, or the principal, along with the nurse. <u>The student must inform the nurse and school administration immediately in case of a pregnancy-related medical emergency</u>.

A pregnant student shall have written proof of the pregnancy from a physician. The physician should also provide a written statement that includes his/her recommendation concerning the advisability of school attendance of the pregnant student. The student will provide an additional statement from the physician every four weeks verifying that the student is physically able to continue attendance in school.

A pregnant student who chooses to remain in school during the semester in which delivery of the child is expected shall be governed by the same attendance policies, appeals, procedures, minimum course requirements, and *Student-Parent Information Guide and Student Code of Conduct* guidelines that are applicable to all other students. However, the physical education program shall be modified to meet the special needs of the pregnant student. In order to continue a relationship with the school, and to maintain grades and academic standing during the time the student is out of school to deliver the child, the student should remain in school until such time as the attending physician determines that it is in the best interest of the student to cease school activities.

If the anticipated absence from school for the purpose of delivery of the child will extend beyond a six week period, the student and the student's parents/guardians must meet with school officials to complete application forms and materials to qualify for Homebound instruction prior to ceasing school activities. When a student is classified as Homebound, the anticipated absence from school will exceed more than six weeks. The student must have a statement on file from the attending physician verifying the illness/condition of the student. **Homebound students are not counted absent.** The student must complete all work assignments as may be assigned by school personnel or the homebound teacher as applicable on a timely basis.

After the birth of the child, the student must return to school as soon as the attending physician determines that the student is able to do so. A written statement from the physician certifying that the student is able to resume normal activities must be provided to the school. In the event the student does not secure the physician's statement, the school may discontinue the homebound instructional arrangements.

In no case will a pregnant student be removed from school or intentionally discriminated against solely because of pregnancy.

Textbooks

According to *Section 25 Act 221 of the Free Textbooks Act 1965,* all textbooks issued are the property of the State of Alabama and the Public School System and shall be retained for normal use only during the period the students are engaged in the course of study for which the textbooks are selected.

Textbooks issued to students may be used in the same manner and to the same extent as though the students owned such books, except that students must recognize their responsibility for the proper care of textbooks checked out to them by observing the following practices.

- Keep the book clean inside and out.
- Refrain from marking the book.
- Keep the pages free of fingerprints.
- Avoid tearing, turning down or damaging pages.
- Refrain from placing the book where it may become soiled or damaged by the weather.

Book covers are allowed; damage caused by removal of book covers is the responsibility of the student and his/her parents/guardians.

- Return the textbook to the issuing teacher at the end of the school term.
-

Return all books to the issuing school when promoted, transferred or terminating attendance for any other reason. The student and his/her parents/guardians must accept liability for any loss, abuse, or damage in excess of that which would result from normal use. Misuse of textbooks includes, but is not limited to, the following: One or

- more pages of content are missing.
- Water damage–cover/pages swollen or molded.
- Marked with any kind of pen, pencil, crayon, ink, etc., on the inside or on the outside. Defaced or
- marred by cuts, smears, etc.

TEXTBOOK REPLACEMENT FEE

Cost of replacing a textbook will be based on the current replacement cost.

First year:	**original cost**
Second year:	**75% of the original cost**
Third year:	**50% of the original cost**
Fourth/fifth year:	**25% of the original cost**

Transportation of Students in Private Vehicles

Private vehicles shall not be used to transport students to or from any activity in which the student is participating except in the following circumstances:

1. The private vehicle is being operated by a parent/guardian of a student participant and all other student participants who are passengers in the vehicle have obtained written permission from their parent/guardian to be transported by the operator of such private vehicle.

2. The operator of any private vehicle described in the preceding paragraphs must have a valid driver's license and liability insurance coverage insuring the vehicle being used to transport student participants. The operator of all such private vehicles shall assume liability for student participants who are passengers in his/her vehicle, including responsibility for their safety and well-being.

VCR / DVD / Media Policy

All VCR/DVD materials are to be previewed by the teacher and approved by the administration prior to showing in the classroom. All content should relate to and correlate with the unit being taught or contain positive educational value that justifies showing the video material.

Films with any rating other than "G" require written permission from the principal prior to showing to students.

Drugs / Medication

Drugs - The word **"drug"** shall include barbiturates, central nervous system stimulants, hallucinogenic, depressants, marijuana, and all other drugs to which the narcotic and drug abuse laws of the United States or the State of Alabama apply.

Since all medical evidence clearly indicates that the abuse of drugs is harmful to the user and is illegal, the possession, selling, being under the influence of, or use of non-prescribed drugs is prohibited on campus, buses, in parked cars, on school grounds or at any school-sponsored activity of the Wilcox County School System.

It is the policy of the Wilcox County Board of Education that the principal or his/her designee(s) shall report any violation of law concerning drugs to the superintendent and to the local police department (or Sheriff's Department) when applicable and cooperate with law enforcement officials in their investigation.

- A student convicted by any court of selling drugs on the premises of the Wilcox County Board of Education or at any school activity will be recommended for expulsion.
- The first school staff member to come in contact with indications of use or possession of dangerous or illegal drugs by a student(s) shall document the facts surrounding the situation. Documentation should include the student(s) name and address, location in the building or school premises where the evidence was found, and a brief summary of the facts surrounding the case.
- The staff member obtaining the evidence should immediately report to the principal or his/her designee.
- The student should be given the opportunity to submit written or oral statements and to call a witness into the conference with the principal or his/her designee.
- The principal or his/her designee shall place the evidence in an envelope in the presence of the student. The envelope should be sealed and signed by the principal and his/her designee(s), the staff member who found the evidence and the student.
- The principal or his/her designee(s) should then call the police or proper law enforcement official and request someone to pick up the sealed envelope in the presence of the alleged guilty student. The principal or his/her designee(s) should personally hand this material to the officer. The police officer will take the evidence for analysis and file the proper petition with the juvenile court or court of record.

- The parents/guardians are to be contacted and the matter discussed fully with them. The parents/guardians conference should be attended by the parents/guardians, accusing staff member, student, principal or his/her designee(s), and in some situations, law enforcement officials.

Alabama Safe at Schools Act expansion (Act 202[1]-75) - The state board of education must develop guidelines for how schools will support children with adrenal insufficiency before the start of the 202425 school year. Children with adrenal insufficiency cannot be excluded from certain activities.

Medication - In many cases it is not necessary to take medication during school hours. Check with your child's physician to determine whether an at-school dose of a particular medication is required.

If, under exceptional circumstances, a child is required to take oral medication during school hours, and the parents/guardians cannot be at school to administer the medication, only the school nurse or medication assistant shall administer the medication in compliance with the following regulations.

1) All medication (prescription or non-prescription) to be given at school requires written authorization of the parent and/or guardian. Each medication given and each change in medication requires a new form.

2) School personnel are not allowed to keep bulk medications or take phone requests from parents/guardians. Only medication brought to school by the parents/guardians can be given.

A child should never be given the responsibility of **bringing medication to school.**

4) Each prescription medication must have a form signed by the physician and must be brought to school by a parent/guardian and given to the school nurse or medication assistant. The physician signed form must accompany the prescription medication. Any medicine brought to school without the form signed by the physician **will not be given** until the form is received.

5) If a child has a medical condition that requires medication to be administered under emergency conditions, such as asthma, allergies, diabetes, high blood pressure, etc., the parents/guardians must provide the medication (Benadryl, Epi-Pen, Glucagon, etc.,) along with a *Medication Consent Form* signed by the physician.

The above regulations cover all prescription and non-prescription drugs, including but not limited to, *Tylenol, Aspirin, Neosporin*, etc. A copy of this regulation shall be provided to the parents/guardians upon request for administration of the medication in school.

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[1] **)** All medication must be brought to school in original containers with a complete pharmacy label and/or manufacturer's label and an additional label with the child's name and dosage instructions. The medication form for over-the-counter medicine must be specific as to what the medicine is for—headache, menstrual cramps, arm pain, etc.

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning to live in a dormitory. Please consult your physician or local health department for more information.

Academic Policy Requirements

High School Requirements

High School Credit Recovery Program

In accordance with the guidelines of the Alabama Department of Education, the Wilcox County School System will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the students to repeat the entire course. Such students must meet eligibility requirements to apply, and the Credit Recovery Program must be operated under the guidelines established by this document.

Student Failure Reports

Teachers who assign failing grades to students in courses that are necessary for graduation will be required to submit a student-specific report that identifies course standards that were met, not met, or not covered in the applicable grading term. These reports may be used in combination with course and skill-specific diagnostic tools

provided through software vendors and/or school or school-system assessments, all of which must be aligned with the Alabama Course of Study content standards for the course being pursued through Credit Recovery.

Student Eligibility, Admission, and Removal

Students are eligible to apply for Credit Recovery if the final grade earned in a course required for graduation was between 40% and 59%. Alternatively, such a student can choose to repeat a course in its entirety during the next regular school term.

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

Students may be removed from a Credit Recovery Program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements. Credit Recovery Program offerings may be limited by the availability of space, teachers, or appropriate computer-based content for specific courses.

Grades and Credit

A maximum grade of 70 may be awarded in a Credit Recovery course.

- The Credit Recovery grade will be calculated as an average of the failed grade with the Credit Recovery grade, up to a 70 average.
- Grade forgiveness will be used, whereby the original failing grade is replaced by the Credit Recovery grade for computing grade-point averages.
- A maximum of ten (10) credits may be earned by a student in a school year which includes subsequent summer-school terms.

High School Credit Advancement Program

The Wilcox County School System will offer students who exhibit proficiency beyond the level required for all students for an individual course the opportunity to pursue **Credit Advancement** as an alternative to the traditional Carnegie Unit approach to course completion if offered by the school system. For a student to be eligible for Credit Advancement he/she must:

1. be recommended by a current or former teacher of the subject/course being considered for Credit Advancement.
2. have criterion-referenced or norm-referenced test scores that support an above grade-level proficiency of content in the subject/course being considered for Credit Advancement.
3. complete a Request for Credit Advancement form, signed by the parent or guardian, the high school counselor, and high school principal.

Credit Advancement may occur in the following two ways:

1. The student may request to take an **End-of-Course Assessment** covering all of the standards of the course. A mastery score of 80 or above must be obtained to receive credit for the course through Credit Advancement, and this score will be included in the student's overall Grade Point Average.

2. The student may show **Proficiency** during a course and request permission to work ahead through independent and teacher-supported assignments or through online opportunities. At a point jointly agreed upon by the student and teacher of record, the student will be administered the end-of-course assessment, and if he/she obtains a proficiency score of 80 or above, the student may move forward into the next course in the sequence of that content area. This situation would offer an opportunity for the student to pursue online options or other locally developed options for individualized independent study.

High School Diploma Requirements and Endorsements

The Alabama High School Diploma requires the passing of 24 credits of coursework as listed below. However, the Wilcox County Board of Education requires the passing of a minimum of 24 total credits of coursework. An Alabama High School Diploma may have no endorsements or one of the endorsements listed below.

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2025

COURSE REQUIREMENTS		
English Language Arts	**Four credits to include:**	**Credits**
	English 9	**1**
	English 10	**1**
	English 11	**1**
	English 12	**1**
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits	**4**
Mathematics	**Three credits to include:**	**Credits**
	Algebra I or its equivalent/substitute	**1**
	Geometry or its equivalent/substitute	**1**
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	**1**
	One credit from:	
	Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	**1**
	Mathematics Total Credits	**4**
Science	**Two credits to include:**	**Credits**
	Biology	**1**
	A physical science (Chemistry, Physics, Physical Science)	**1**
	Two credits from:	
	Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	**2**
	Science Total Credits	**4**
Social Studies	**Four credits to include:**	**Credits**

	World History	**1**
	United States History I	**1**
	United States History II	**1**
	United States Government	**0.5**
	Economics	**0.5**
	Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the *Civics Exam*	
	Social Studies Total Credits	**4**
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	**1**
Career Preparedness		**1**
Health Education		**0.5**
Arts Education and/or Career and Technical Education (CTE) and/or World Languages		**3**
Electives		**2.5**
	Total Credits	**24**

** Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.*

*** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.*

March 1, 2024

GRADUATING CLASS OF 2026

Effective for students of the graduating Class of 2026 who entered Grade 9 for the first time during the 20222023 school year, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the following college and career readiness indicators:

- Earning a benchmark score in any subject area on the ACT® college entrance exam.
- Earning a qualifying score of three or higher on an Advanced Placement® exam.
- Earning a qualifying score of four or higher on an International Baccalaureate® exam.
- Earning college credit while in high school.
- Earning a silver or gold level on the ACT® WorkKeys® Exam.
- Completing an in-school youth apprenticeship program.
- Earning a career technical industry credential listed on the compendium of valuable credentials of the Alabama Committee on Credentialing and Career Pathways.
- Being accepted into the military before graduation.
- Attaining Career and Technical Education (CTE) completer status.
- Any additional College and Career Readiness (CCR) indicator approved by the Alabama

State Board of Education. Except for students who are pursuing the Alabama High School Diploma: Essentials Pathway or the Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway, no student shall receive the Alabama High School Diploma: General Education Pathway without earning one or more of the college and career readiness indicators. Any student not receiving the Alabama High School Diploma: General

Education Pathway, who later becomes in compliance, may only receive the Alabama High School Diploma: General Education Pathway if the remedy occurs within the two years of their initial failure to graduate.

COURSE REQUIREMENTS		
English Language Arts	**Four credits to include:**	**Credits**
	English 9	**1**
	English 10	**1**
	English 11	**1**
	English 12	**1**
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits	**4**
Mathematics	**Three credits to include:**	**Credits**
	Algebra I or its equivalent/substitute	**1**
	Geometry or its equivalent/substitute	**1**
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	**1**
	One credit from:	
	Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	**1**
	Mathematics Total Credits	**4**
Science	**Two credits to include:**	**Credits**
	Biology	**1**
	A physical science (Chemistry, Physics, Physical Science)	**1**
	Two credits from:	
	Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	**2**
	Science Total Credits	**4**
Social Studies	**Four credits to include:**	**Credits**
	World History	**1**
	United States History I	**1**
	United States History II	**1**
	United States Government	**0.5**
	Economics	**0.5**

	Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the *Civics Exam*	
	Social Studies Total Credits	**4**
Physical Education	Beginning Kinesiology or Junior Reserve Officers' Training Corps (JROTC)	**1**
Career Preparedness		**1**
Health Education		**0.5**
Arts Education and/or Career and Technical Education (CTE) and/or World Languages		**3**
Electives		**2.5**
	Total Credits	**24**

** Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.*

*** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.*

****Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

AREAS OF STUDY	REQUIREMENTS	CREDITS
English Language Arts	English 9, 10, 11, and 12 or any AP/IB/postsecondary equivalent option of these courses	4

Mathematics	Geometry w/Data Analysis, Algebra I w/ Probability and Algebra II w/Statistics. Additional course(s) to complete the four credits in mathematics must be chosen from the *Alabama Course of Study: Mathematics* or CTE/AP/IB/postsecondary equivalent courses	4
Science	Biology and a physical science The third and fourth science credits may be used to meet both the science and CTE course requirement and must be chosen from the *Alabama Course of Study: Science* or CTE/AP/IB/postsecondary equivalent courses.	4
Social Studies	World History, U.S. History x 2, and Government/Economics or AP/IB/postsecondary equivalent courses	4
Physical Education	LIFE (Personal Fitness) One JROTC credit may be used to meet this requirement	1
Health Education	*Alabama Course of Study: Health Education*	0.5
Career Preparedness	Career Preparedness Course (Career and Academic Planning, Computer Applications, Financial Literacy)	1
CTE and/or Foreign Language and/or Arts Education	Students choosing CTE, Arts Education, and/or Foreign language are encouraged to complete two courses in sequence.	3
Electives		2.5
	Total Credits Required for Graduation	24

This one approach to the Alabama high School Diploma removes the need for endorsements or the Alabama Occupational Diploma. Each high school student is required to have a four-year plan. It is critical that the plan reflects the student's aspirations for life after high school. Careful consideration should be given to the selection of electives and specific credit-eligible courses to ensure that a student is prepared for postsecondary school, fouryear college, and work.

Additional Diploma Endorsements

Students may earn optional high school diploma endorsements listed below by completing coursework extending beyond the state minimum graduation requirements according to criteria authorized by the state board of education and additional requirements authorized by the local board of education:

ADVANCED ACADEMIC DISTINCTION	○ English Language Arts credits must include four (4.0) credits in Honors/AP English. ○ Science credits must include four (4.0) credits in Physical Science, Honors/AP Biology, Honors/AP Chemistry, and Honors/AP Physics, Human Anatomy or school system approved advanced science course. ○ Math credits must include at least one (1.0) credit in Algebra II with Trigonometry (Class of 2022). Beginning 2022-2023 school year math credits must include at least one (1.0) credit in Precalculus. or school system approved advanced math course. ○ A minimum of 24.0 earned total credits
ADVANCED CAREER TECHNICAL EDUCATION DISTINCTION	○ At least three (3.0) credits in a given area of CTE or one (1.0) credit in a given area of CTE. ○ At least two (2.0) credits in sequence in another area of CTE; successful completion of the credential assessment. ○ Math credits must include at least one (1.0) credit in Algebra II with Trigonometry (Class of 2022). Beginning 2022-2023 school year math credits must include at least one (1.0) credit in Precalculus. ○ A minimum of 24.0 earned total credits
CAREER TECHNICAL EDUCATION DISTINCTION	○ At least three (3.0) credits in a sequenced Career Technical Education program of study or one (1.0) credit in a given area of CTE; successful completion of the credential assessment Special ○ needs students must attempt credential assessment. ○ A minimum of 24.0 earned total credits
General Diploma	○ A completion of the Alabama Diploma requirements with the additional of four (4.0) credits in electives for a minimum of 24.0 total credits.

Graduation Ceremony

In order to participate in a graduation ceremony a student must have successfully earned the Carnegie Credits as required by the specific type of diploma pursued by the student. Special needs students who have earned certificates of attendance will be allowed to participate in the graduation ceremony.

Students who have not earned all Carnegie Credits as required by the specific type of diploma pursued by the students will not be allowed to participate in the graduation ceremony. Participation in the graduation ceremony is a privilege that may be revoked by the school administrator and the superintendent if deemed necessary.

Valedictorian and Salutatorian Selection for Students Entering Grades 9-12

The Wilcox County School System encourages all students to attempt the most challenging coursework available. Graduating students will be ranked according to GPA. The ranking for each diploma will indicate where the student placed in relation to the total number of students receiving the diploma. The following criteria are used in the selection of the Valedictorian, Salutatorian, and Honors Graduates:

- **Valedictorian** – The student at Wilcox Central high school who satisfies the requirements for the Advanced Endorsement and who attains the highest cumulative grade point average in his/her graduating class. Students transferring to Wilcox Central High school during their senior year are not eligible for Valedictorian designation.

- **Salutatorian** – The student with the next highest cumulative grade point average who satisfies the requirements for the Advanced Endorsement. Students transferring to Wilcox Central High school during their senior year are not eligible for Salutatorian designation.

- **Honors Graduates** – Students who satisfy the requirements for an Alabama High School Diploma or Advanced Endorsement and who also attain a cumulative grade point average of 3.0, or above of the graduating class, which includes the Valedictorian, Salutatorian are Honor Graduates. Class rank is determined by ranking each student's overall weighted grade point average within the graduating class. Final senior class ranking is calculated at the end of the first semester of the senior year. Valedictorian and Salutatorian determination will be announced after the posting of first semester grades.

All grade point averages (GPA) in all courses taken in grade nine through first semester of grade twelve will be calculated with the use of the Alabama State Department of Education (ALSDE) current data calculation system (i.e. PowerSchool).

Please see local school personnel for guidelines at elementary and middle school level.

Dual Enrollment - Postsecondary Institutions

The Wilcox County Board of Education has established dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and the participating postsecondary levels.

The dual enrollment program is open to all students meeting the following requirements.

Requirements for Dual Enrollment:

1) The student will have a "B" average.
2) The student will obtain written approval of the principal and superintendent.
3) The student will be enrolled in Grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon recommendation of the student's principal and superintendent and in accordance with *Alabama Administrative Code Rule* 290-*8-9-.17* regarding gifted and talented students.
4) The student who is enrolled in Grades 10, 11, or 12 who does not have a "B" average in completed high school courses may be deemed eligible to participate in dual enrollment courses pending demonstrated ability to benefit as documented by successful completion and placement identification on assessments approved by the Department of Postsecondary Education. Students eligible under this section will be restricted to pursuing career/technical and health-related courses. Students enrolled under this provision must have earned a "B"

average in high school courses related to occupational/technical studies and have an overall Grade Point Average of 2.5.

5) The student shall take courses at a postsecondary/college level—not remedial courses.

6) The student enrolled in courses during the normal high school day on or off campus is responsible for his/her own transportation. The Wilcox County Board of Education is not responsible for transportation or its liability.

7) Six semester credit hours at the postsecondary level shall equal one credit at the high school level. A quality point will be awarded for high school dual enrollment credit.

Middle School Initiative

In order to support the increased academic requirements at the high school level, the **Wilcox County Middle School Initiative** was implemented in the 2011-2012 school year, beginning with 7th grade students, and expanded simultaneously for the purpose of developing, implementing, evaluating, and refining a comprehensive, whole-school improvement effort that will assist all middle grade students to receive a high quality, challenging, and appropriate education that prepares them for success in college and career-level courses in high school.

More specifically the academic expectations for all middle schools will be as follows:

Mathematics: By the end of Grade 8, all students will pass a pre-algebra proficiency test or course and will be able to use algebra skills to solve problems, or they will complete Algebra I satisfactorily.

Science: All students will incorporate laboratory and technology experiences. Students will design, conduct, analyze, and give oral and written descriptions of scientific investigations.

Reading: All students will demonstrate an overall understanding of eighth-grade material. They will read 25 to 30 books or the equivalent across the curriculum each year and will apply various strategies while reading independently to learn in all content areas.

Language Arts: By the end of Grade 8, students will be able to find, organize, and report information using correct, effective language skills. Students will complete short-writing assignments weekly and major reports once a semester and will write research papers to standards that indicate readiness for college-preparatory English in high school.

Social Studies: By the end of Grade 8, students will be able to describe their heritage, their government, the world in which they live, and key economic principles by studying issues of the past, present, and future. They will be able to assess geography's influence on economic, social, and political development.

Grading Scale

Along with the implementation of the FIRST CHOICE graduation requirements for high school, the Wilcox County School System directs that the following **Grading Scale** be used in the high schools:

	Regular/Advanced	Honors	AP/IB	Letter Grades
90 – 100	**4.0**	**4.5**	**5.0**	**A**
80 – 89	**3.0**	**3.5**	**4.0**	**B**
70 – 79	**2.0**	**2.5**	**3.0**	**C**
60 – 69	**1.0**	**1.5**	**2.0**	**D**
0 – 59	**0.0**	**0.0**	**0.0**	**F**

Numerical grades shall be mandatory in Grades 5 through 12 in the school.

	Letter Grades
90 – 100	**A**
80 – 89	**B**
70 – 79	**C**
60 – 69	**D**
0 – 59	**F**

Letter and numerical grades shall be mandatory in Grades 1 through 4 in the schools.

A	**Excellent to Superior**
B	**Good and Very Good**
C	**Average**
D	**Poor**
F	**Failure**

Letter and numerical grades shall be mandatory in Grades Preschool through Kindergarten in the schools.

O	**Outstanding**

S	**Superior**
U	**Unsatisfactory**

If a parent has a legitimate reason for not attending parent/teacher conferences, a narrative report should be sent home.

No student will be recommended for retention unless his/her case has been presented to the Response to Intervention Problem Solving Team (RTIPST). Any teacher recommending retention must document using (RTIPST) strategies and their results.

Academic Dishonesty

Academic Dishonesty may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, duress, deception, theft, talking signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, electronic programs, data, or other information.

In the Wilcox County School System, we believe that students learn best by doing their own reading, writing, test taking, projects, research, and assignments. Accordingly, it is imperative in the Wilcox County School System that we educate students and make our rules regarding Academic Dishonesty perfectly clear.

Academic Dishonesty consists of offering and/or receiving information under circumstances when such offering and/or receiving such information is prohibited, and includes, but is not limited to the following:

1. Copying and/or offering homework verbally, in written form, or by electronic means or obtaining homework answers from answer guides in texts.

2. Copying and/or offering answers on tests, quizzes or other assignments verbally, in written form, or by electronic means.

3. Pressuring other students to cheat.

4. Paying someone else money or any other form of payment to do work for you and/or accepting such payment to do work for another student.

5. Bringing in and/or using unauthorized information during class time, including information stored in a phone, watch, calculator or other electronic device.

6. Having anyone, including parents/guardians or tutors, complete assignments and submitting the work as one's own.

7. Presenting collaborative work as independent work.

8. Fabricating data, information, or sources; attempting to pass off fabricated material as original work.

9. Submitting images and/or documents in whole or in part from the Internet or other sources without citation of the source(s), effectively claiming the work of another as one's own.

10. Using another's ideas without proper citations.

11. Using an individual's personal statements without citations.

12. A student's name on a paper is regarded as an assurance that the paper is original and is the student's own work. Therefore, the submission of any work copied from another student will be considered Academic Dishonesty.

13. Consulting Sparknotes, Cliffs Notes, or other similar summaries or book guides without a teacher's specific authorization, whether in print or electronic form, may be considered Academic Dishonesty. Students are reminded that their teachers are here to help students overcome reading and writing challenges, and that there are no shortcuts to becoming better readers and writers.

14. To be clear, it is emphasized that Academic Dishonesty includes the facilitation of Academic Dishonesty – in other words, a student who helps or attempts to help another student engage in Academic Dishonesty will be deemed to have engaged in Academic Dishonesty themselves, as well. Examples of this include but are not limited to the following: Student A gives Student B a specific answer to a homework assignment when Student A knows that such assistance is prohibited; Student A shares their lab report with Student B for Student B to submit when

    Student A knows that such sharing is prohibited; Student A shares one of their papers or essays with Student B and Student B submits it as their own when Student A knows that such sharing is prohibited – in each of these circumstances, both Student A and Student B will be deemed to have engaged in Academic Dishonesty.

15. The rules regarding Academic Dishonesty apply to all work, including drafts and outlines that are submitted prior to a final submission.

Academic Dishonesty Consequences:

First Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student's guidance counselor and assistant principal will be notified of the violation.
- Honor societies will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and may not be allowed an opportunity to make-up the assignment.
- An "Academic Dishonesty Warning" will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of student leadership positions, and loss of candidacy for or membership in Honor Societies.

Second Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student's guidance counselor and assistant principal will be notified of the violation.
- Honor societies will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and may not be allowed an opportunity to make-up the assignment.
- If the second offense occurs in the same course as the first offense, additional consequences in that course may be imposed.
- The student may be ineligible for awards.
- The student may be ineligible for scholarships.
- An "Academic Dishonesty 2nd Offense" will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of the privilege to participate in school activities, loss of student leadership positions, and loss of candidacy for or membership in Falmouth High School Honor Societies.

Third & Subsequent Offenses:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student's guidance counselor and assistant principal will be notified of the violation.
- Honor societies will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and will not be allowed an opportunity to make-up the assignment.
- If the third offense occurs in the same course as one of the prior two offenses, the student's grade for the quarter will be lowered by one full letter grade.
- If the third offense occurs in the same course as both of the prior two offenses, the student will receive an F in the course for the semester, potentially impacting graduation and athletic eligibility.
- The student will be ineligible for awards.
- The student may be ineligible for scholarships.
- An "Academic Dishonesty 3rd Offense" will be documented in PowerSchool.
- The student will lose any student leadership positions held.
- The student will not be considered as a candidate for Honor Societies.
- The student will have membership in Honor Societies rescinded.

All offenses are cumulative across subject matters/courses and throughout school years, from freshman through senior year. For example, an initial infraction freshman year in English would qualify as a first offense, a subsequent infraction sophomore year in social studies would constitute a second offense, a subsequent infraction junior year in math would be the third offense, etc.

In order to prevent misunderstandings, at the beginning of each course, each teacher will clarify what constitutes an act of Academic Dishonesty in their class. This should include an explanation of:

- The extent to which collaboration or group participation is permissible in preparing term papers, laboratory exhibits or notebooks, reports of any kind, tests, quizzes, examination, homework or any other work.

- The extent to which the use of study aids, memoranda, books, data, or other information is permissible to fulfill course requirements.
- Guidelines on what constitutes Test Dishonesty.
- Guidelines for what constitutes Plagiarism, including requirements or citing sources.

Academic Dishonesty Process:
Findings of Academic Dishonesty are taken seriously in the Wilcox County School System and are not made lightly. They will be made with all due process protections on a case by case basis with full consideration of all relevant facts and circumstances.

If a student disputes a teacher's finding of academic dishonesty, the following process applies: Student, with a parent/guardian if so desired, shall meet with the teacher and the respective department head, and, if requested, the assistant principal if applicable.

If the student wishes to appeal the decision reached as a result of this meeting, the student must submit the appeal in writing to the principal.

Promotion Policy

Grades K-6

The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development. A promotion criteria checklist and copies of all student report cards and attendance reports shall be placed in the student's cumulative folder.

Grades 7-8

Students enrolled in Grade 7 or 8 must pass Math, English, and Science or Social Studies and an additional course each year in order to be promoted to the next higher grade. Up to two (2) failed

academic core courses may be taken in summer school to determine grade placement for the next academic year.

Grades 9-12

Six credits to be promoted to 10th; 12 credits to be promoted to 11th; and 18 credits to be promoted to 12th.

Summer School Options

A student who does not pass coursework in a logical and sequential order should be encouraged to attend an approved summer school.

Students with Disabilities

Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

Privacy Rights - Parents, Students, and Student Records

The Wilcox County Board of Education has adopted a policy guaranteeing the privacy rights of students and parents, in regard to student records, as required by the General Education Act, as amended. Parents and students of the Wilcox County School System are hereby notified of their rights pertaining to the privacy and release of student records.

Privacy rights include the right

- to inspect and review educational records of their children.
- to seek corrections, through an established process, of items in the record which are believed to be inaccurate and/or missing.
- to file a complaint with the appropriate state or federal officials when the district violates laws or regulations relative to student records.
- to exercise control over other people's access to the records, except for information that is designated as directory information.

The Wilcox County School System maintains a number of different student records. The records maintained contain the following categories of information: attendance, scholastic programs and information, group test results, individual assessment data, health data, discipline records, emergency contact information, biographical data, screening data, directory information, data for placement in special programs, records pertaining to student attitudes and behavior, preschool screening records, and census count of disabled students.

Media forms will be signed by students/parents.

Parental Rights acknowledged - (Act 2023-555) - This law recognizes that parents have a "fundamental right to direct the education, upbringing, care and control of their children."

Family Educational Rights & Privacy (FERPA) Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are as follows:

1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Wilcox County Board of Education to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Wilcox County Board of Education decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Wilcox County Board of Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the US Department of Education concerning alleged failures by the Wilcox County Board of Education to comply with the requirements of FERPA. The Office that administers FERPA is
   Family Policy Compliance Office
   US Department of Education
   600 Independence Avenue SW Washington, DC 20202-4605

Parents or eligible students may choose to file a complaint with the Wilcox County Board of Education concerning alleged failure to comply with the requirements of FERPA. The contact information is the Coordinator of Federal Programs.

Directory Information

Directory information is defined as the information relating only to a student's or parent's name, address, electronic mail address, telephone number, dates of attendance, grade levels completed, class placement, birth date, place of birth, participation in officially recognized activities and sports, height, weight, diploma type, honors and awards received, most recent education agency or institution attended and other similar information.

Directory information also includes the student's comments and observations as well as photographs, recordings, films, and videotapes of the student or in which the student is included, or is a part, for school publications or productions (includes all media, including websites, as well as live performances or presentations), and/or governmental agencies, publications or purposes, and/or the public media.

Parents or guardians of students who object to the disclosure of any or all of the items specified as directory information shall place written objections on file with the school at the time of the student's enrollment or any time thereafter.

The principal of the school is the authorized custodian for the student records and is responsible for their confidentiality. Specific requests to exercise the rights and guarantees afforded parents and students by this law shall be directed to the principal of the school where the child is enrolled.

School Fees (nonrefundable after 2 weeks)

Schools may charge minor fees for locker rental, lost textbooks, and other activities, such as shop and lab use. Parents should check with the principal to find what fees are assessed at that school.

Sporting Events Charges

Admission prices vary for regular scheduled games and school activities at the school.

Carg

Admission prices vary for regular schedule games and school activities at the schoo

Students enrolled in the Wilcox County School System are subject to the rules of the Wilcox County Board of Education while on school system property, while in attendance at school-related activities, and while being transported to and from school or school-related activities. Jurisdiction over the students may be extended to the immediate vicinity of the school whenever the conduct of the students is deemed to have a detrimental effect on the health, safety, and welfare of the school community, especially when those students are representing the school.

In order to have an effective instructional program, there must be a cooperative relationship between the board of education, superintendent, administration, teachers, parents, students, school personnel, and the school community. This relationship is described as

Superintendent & Board Members Who

- provide comfortable, safe physical facilities.
- provide proper facilities for the disabled.
- provide textbooks, materials and supplies in accordance with the laws of the State of Alabama.
- adopt and implement policies for all phases of school life.
- exercise jurisdictional control through established system policies.
- exhibit consistency in enforcing rules and regulations established by system policies.
- provide transportation in accordance with state law.
- provide for the safety of students and school personnel.
- provide a qualified administrative and instructional staff in each school of the system.
- adhere to the policies of Title IX.
- manage schools with no favoritism to any school.
- open doors to all students, parents, and school personnel for suggestions, constructive criticism, and conferences.
- listen to grievances from students, parents, school personnel, and administrators with an open mind
- seek satisfactory solutions to grievances within established guidelines of state and federal law.
- endow to principals the management of their schools by supporting their decisions and amending them only as a last resort.
- provide backing (legal when necessary) for administrators and all other school personnel.

Principals Who

- manage their schools with firmness, yet sympathetic fairness.
- exhibit consistency in enforcing rules and regulations.
- establish channels of communication whereby all policies are clearly understood by students, parents, and teachers.
- organize and manage schools in an orderly and effective manner.
- allow teachers to concentrate their efforts toward instruction.
- provide opportunities for the student to achieve his/her potential.
- assume administrative responsibility and instructional leadership.
- plan, manage, and operate their respective school with rules and regulations of the Wilcox County Board of Education.
- involve the faculty and staff in devising procedures, rules, and regulations that assure the rights of students.
- recognize that individual rights involve associated responsibilities.
- recognize individual rights are viewed in relation to the health, safety, and welfare of the majority.

Schools That

- encourage the use of good guidance procedures.
- maintain an atmosphere conducive to good behavior.
- exhibit an attitude of respect for students.
- plan a flexible curriculum to meet the needs of all students.
- promote effective training and discipline based upon fair and impartial treatment of all students.
- develop a good working relationship among staff and students.
- encourage the school staff, parents/guardians, and students to use the services of community agencies.
- encourage parents to keep in regular communication with the school and the child's teacher(s).
- encourage parent participation in affairs of the school.
- endeavor to involve the community in order to improve quality of life therein.

Teachers Who

- are punctual and in regular attendance.
- are adequately prepared to perform promptly their duties with appropriate materials and plans.
- are respectful to all individuals and property.
- refrain from profane and inflammatory statements.
- conduct themselves in a safe, responsible manner.
- are clean, neat, and appropriately dressed.
- abide by the rules/regulations of the Wilcox County Board of Education.
- abide by rules/regulations of the school in which they teach.
- seek changes in an orderly and recognized manner.
- are friendly, concerned, and willing to give extra time to counsel with students about educational, personal and related problems.
- are responsible for solving routine problems.
- are responsible for holding conferences with students and parents/guardians concerning problems encountered by the student.
- regard as essential the freedom to teach and learn.
- strive to guarantee an equal educational opportunity to each student.
- strive to use a variety of informal disciplinary and guidance methods prior to, during, and after formal disciplinary action.
- remain professional in conduct.

Students Who

- attend all classes daily and are punctual in attendance.
- are prepared in each class with appropriate working materials.
- show respect for all individuals and property.
- show respect for the American and State Flags and exhibit patriotism.
- refrain from profane or inflammatory statements.
- conduct themselves in a responsible manner.
- are neat, clean, and appropriately dressed.
- conform to acceptable standards of appearance as set forth in the dress code of the Wilcox County Board of Education.
- practice self-discipline and self-dependence in assignments and other phases of school life.
- abide by the classroom rules and regulations of the Wilcox County School System, the school, and the classroom teachers.
- are aware that acceptance of imposed discipline is the first step to self-discipline.
- show a positive, cooperative attitude toward school.



Curriculum

Students' opinions regarding curriculum offerings are extremely important and, therefore, deserve careful analysis and consideration. The student's age, grade, and maturity determine the degree of student involvement in curriculum development. Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

Student Responsibilities:

- To request participation in academic programs and extracurricular activities that are compatible with ability
- To seek assistance in course selection from informed professionals in the school
- To contribute to an atmosphere free of bias and prejudice
- To cooperate fully and exert every effort to achieve mastery of the basic skills
- To complete courses successfully as determined and designated by career or college entry purposes ▪ To complete a selected subject successfully once he/she has enrolled in the class

- To have equal access to educational opportunities
- To be willing to receive system-wide curriculum course descriptions that will result in the most appropriate course selections
- To be willing to receive instruction in courses of study under competent instructors in an atmosphere free of bias and prejudice
- To be willing to participate in appropriate basic skills programs in all grade levels

Parents and Guardians Who

- assist their child in planning scholastic and extracurricular activities.
- maintain regular communication with the school authorities concerning their child's progress and conduct. ▪ ensure that their child is in prompt daily attendance.
- explain any absence or tardiness to the school.
- assist their child in being healthy, clean, and neat.
- assist their child with the resources needed to complete class work and other assignments.
- inform proper authorities of any problem or condition that affects their child or other children in the school.
- discuss report cards and work assignments with their child.
- provide up-to-date home, work, and emergency telephone numbers to proper school authorities.
- assume leadership roles and/or participate in school booster organizations.
- attend all scheduled parent/teacher conferences.
- document their understanding and acceptance of the *Student-Parent Information Guide and Student Code of Conduct*.

Free Speech & Expression

Student Rights:

Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the Constitution of the United States; therefore, in a democratic society one of the basic purposes of education is to prepare students for responsible self-expression.

Student Responsibilities:

- To respect the rights of others and to express disagreement in a manner that does not infringe upon the rights of others, nor interfere with the orderly educational process
- To act in a manner which preserves the dignity of patriotic observances
- To plan for, seek approval of, and conduct activities that are consistent with the objectives of the school

Student Rights:

- To form and express viewpoints through speaking and writing in a manner that is not obscene, slanderous, or libelous
- To affirm identity with the American ideals, i.e., pledging allegiance to the flag ▪
To refrain from any activities that violate the precept of religion

Guidance Services

Personal concerns of students can seriously limit or enhance educational development. The school has the responsibility to provide a guidance program and to make relevant and objective information available to students in such a manner that it will enhance educational development.

Student Responsibilities:

- To use guidance services for their own educational and personal improvement
- To schedule appointments with guidance personnel in advance unless the problem or concern is an emergency ▪
To work cooperatively with guidance personnel

Property & Privacy Rights

Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

Student Responsibilities:

- To attend school-related activities without bringing materials or objects prohibited by law or board policy or which detract from the educational process
- To respect the property of the public, as well as that of individuals, and to refrain from destruction or damage to such property

Student Rights:

- To maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material prohibited by law or board policy
- To attend school in an educational environment in which personal property is respected

The Right to Learn

Student Responsibilities:

- To abide by the law, including the rules and policies of the local board of education and school regarding the right to learn
- To take advantage of appropriate opportunities provided for learning
- To avoid hindering the teaching process
- To seek assistance, if needed, to aid learning
- To obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy, and participation in school programs and activities

Student Rights:

- To be informed of laws and the local board of education and individual school rules and policies regarding the right to learn
- To be provided a safe school environment free of illegal drugs, alcohol, or weapons
- To be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn
- To be provided with the opportunity to express concerns regarding the operation of the school.

WILCOX COUNTY BOARD OF EDUCATION 2024-2025 REGULAR MEETING SCHEDULE

All meetings of the Wilcox County Board of Education are opened to the public.
All regular meetings begin at 5:00 p.m.

August 14, 2024 February 12, 2025 September 11, 2024 March 12, 2025

October 9, 2024 April 9, 2025

November 13, 2024	May 14, 2025
December 10, 2024	June 11, 2025
January 8, 2025	July 9, 2025

Additional *"Called Board Meetings"* may be held.
Public notice for these meetings will be given
at least 24 hours in advance.

***"Work Sessions"* will be scheduled as needed.**
Public notice for work sessions will be given
at least 24 hours in advance.

All meetings of the Wilcox County Board of Education
are announced via e-mail and local newspaper.
Announcements are posted at the central office, schools, and courthouses. If you would like to receive notice of board meetings, submit your request via email to **sheria.morgan@wilcoxboe.org**.

NOTICE OF NONCOMPLIANCE WITH

ALABAMA COMPULSORY ATTENDANCE LAW

School System_____ School_____

To_____ Parent/Guardian of_____

TAKE NOTICE, pursuant to the Code of Alabama, (1975) 16-28-16 that:

1. No valid reason for non-enrollment or nonattendance of your child/children at school has been found. State law, Code of Alabama (1975) 16-28-3, requires all children between the ages of six and 17 to attend school. It is your responsibility under the law to ensure the attendance of your child/children.

2. Your child/children must attend school within three days from the date of this notice.

3. If your child/children miss(es) one more day of school without valid excuse or good reason and intentionally, I am required by state law and school board policy to bring criminal prosecution against you.

4. If criminal prosecution occurs, you will be charged with violation of the Code of Alabama (1975) 16-28-12 contributing or causing the delinquency or dependency of a minor. This offense is punishable by a fine of up to $100 or a sentence of hard labor for the county for a period not to exceed 90 days or both.

_____ _____

Date Parent/Guardian

_____ _____ Date

Attendance Supervisor/Designee

under section 1116. (This question will be answered in the written policy below).

Parent and Family Engagement Written Policy (Sec. 1116 (2))

Parenting Plan

A. Describe how Local Education will involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d).

During the fiscal year 2023-2024 a parental involvement advisory committee composed of representatives from the community, parents, students, teachers, and administrators involved in all Title I School-wide Programs was formed to revise the LEA Parental Involvement Plan. Committee representatives were selected because of their dedication and interest in the success of our students and school. The selected members are responsible for any programmatic and financial decisions as stated in federal and state legislation to include: developing the Title I Policy and Plan; program development, implementation, and evaluation; and distributing any information needed to their constituency groups.

Each Title I school holds its annual meeting with Title I parents at the beginning of the school year. At this meeting usually held in August or September, parents are informed of their school's participation in Title I, the requirements of the law, and Title I parents' right to be involved. The one percent set- aside funds for parental involvement is explained and decisions are made about how the reservation for parental involvement activities is allotted. This meeting is for all Title I parents and is advertised as such in flyers, announcements, newsletters, news articles, radio and invitations for the meeting. It is conducted in such a way that parents leave being informed about Title I and their rights as parents. The required annual meetings are held at each school independent of other meetings, such as PTA.

Input from parents and community members is actively sought in order to ensure that both parent and student needs are identified and that all available community resources are being utilized. The focus of Wilcox County Schools' Parent Involvement Plan is to involve parents in the educational process of their child(ren) through activities, communication, school activities, and volunteer programs. Throughout the year, goals and progress are communicated to stakeholders through PTA meetings, local school staff meetings, newsletters, and the local media, so that there is a shared commitment for a quality education for all students in Wilcox County Schools.

Because some barriers to effective parental involvement exist, every effort is made to involve all parents. All Title I meetings are open to all parents with particular attention given to parents who are economically disadvantaged, disabled, have limited English proficiency, or of any racial or ethnic minority background.

When Limited English Proficient parents are involved, an interpreter is available when needed and written communication may be translated into the native language when feasible. An important component of the planning process is identifying the diverse needs of parents and making reasonable accommodations in order to serve the needs of all students, (homeless, minority, economically

disadvantaged, special needs, neglected, and delinquent) in an effort to obtain proficiency and advanced levels of academic achievement on state content standards.

Implementation of the Wilcox County Schools' Parent Involvement Plan is reviewed and monitored periodically throughout the school year by the Parent Advisory Committee. Revisions are made annually as needed. The Federal Programs Specialist is responsible for maintaining documentation of data sources. A parent evaluation will be conducted annually to determine if the Parent Involvement Plan was effective in improving the academic quality of the schools.

A copy of the Wilcox County Schools Parent Involvement Policy (Appendix A) and Plan will be located in the Superintendent's office, Federal Program Director's office, and in each school's Media Center for review. A copy of the Parental Involvement Policy and Plan will be distributed to students to be hand delivered to parents. Procedures are outlined in the Wilcox County Schools' Parent Involvement Policy that allows all parents to make and submit concerns about the Parent Involvement Policy/Plan or Local Education Association Consolidated Application to the Federal and Special Services Specialist and Title I Director. If these concerns are not addressed to the satisfaction of the parent, the parent may submit in writing these concerns to the Federal Programs Director who will in turn forward them to the Federal Programs Director at the State Department of Education.

B. Describe how the Local Education Agency will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

Wilcox County Schools will provide the coordination, technical assistance, and other support necessary to assist participating schools in planning, developing, and implementing a comprehensive parent involvement program to improve student academic achievement and school performance.

In an effort to maintain strong school and family partnerships, additional meetings with parents at the school level will be conducted to inform parents of Federal Program requirements including Parent's Right to Know, student proficiency levels with academic standards and curriculum, interpretation of state and local assessments, and methods for monitoring their child(ren)s' education at home. Appropriate school personnel will inform parents of continuing education opportunities such as Adult Basic Education classes, and specific parent workshops which will focus on techniques and activities to help their child(ren) achieve challenging state content standards.

As we consider parents as their children's first teacher, it is also important that we consider them as providers of their children's first needs in all areas of their development. The school and home must work cooperatively to ensure that learning is a combined effort of parents as teachers and teachers as learning partners.

C. Describe how the Local Education Agency will coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.

In an effort to maintain strong school and family partnerships, additional meetings with parents at the school level to understand Federal Programs requirements including Parents' Right to Know, proficiency levels of academic standards and curriculum, interpretation of state and local assessments, and methods for monitoring their child(ren) education at home will be provided. Appropriate school personnel will inform parents of continuing education opportunities and will work with parents on techniques and activities to help their child(ren) achieve challenging state content standards. The LEA Parent and Family Engagement Plan has been revised to meet the ESSA guidelines. Also, each ACIP contains a component describing strategies to increase active participation of parents in their child's education. A copy of these plans is located in the Director of Federal Programs' office and at each local school.

The descriptive procedures in the Wilcox County Board of Education Policy allows all parents to make and submit to the ALSDE comments if they disagree with any aspect or component of the LEA consolidated application. Procedures are also in place to allow parents to submit to the Wilcox County Board of Education comments of dissatisfaction with the School Parent and Family Engagement Policy and Plan.

D. Describe how the Local Education Agency will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying:

(I) barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

The goal of the Wilcox County Board of Education is to provide an education that prepares students to lead productive lives and ensures that individuals are self-supporting and can assume civic responsibilities. Research has proven that students' potential for academic success improves when schools and homes form a strong partnership. Recognizing the importance of a partnership between home and school, Wilcox County Board of Education has stressed that all parent involvement programs, activities, and procedures be planned and implemented through meaningful consultation with parents, adhering to all federal guidelines and state legislation.

The Wilcox County School District agrees to implement the following requirements:

The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. Parents are encouraged to

be actively involved in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

To support the parent-school partnership, the Federal Programs Advisory Committee designed the Wilcox County Parent Involvement Plan to coordinate and integrate parental involvement strategies in all Title I school wide programs (ABC Elementary, J.E. Hobbs Elementary, F.S. Ervin Elementary, Camden School of Arts and Technology, Wilcox Central High School) to include the Elementary and Secondary Education Act (ESEA) programmatic and financial regulations.

Understanding the significant impact that parental involvement has on a child's educational success, the Wilcox County Board of Education promotes and encourages parents, school personnel, local daycare providers, and Head Start to be involved in all aspects of their child's/student's education including parent involvement on system committees, community involvement, communication, and capacity building.

In the aforementioned planning process, the LEA Parent Involvement Plan is annually revised to meet the requirements of the local and state government policies and procedures. Also, each school-wide plan contains a parenting component describing strategies to increase active participation of parents in their child's education. A copy of these plans is located at each school and in the Federal Programs Director's office. Copies are further made available to parents at the annual Title I meeting and sent home to parents who are unable to attend the meeting.

In the Wilcox County School System, we believe that education requires teamwork; it's not a one-person operation. The team that wins is the team that works together. We are committed to building a strong team that will support the educational needs of our students. The following Parental Plan was designed for parents of participating students to support the parent-school partnership.

(ii) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.

At the beginning of the school year, parents will be encouraged to sign a school-parent-compact that outlines how parents, teachers, administrators and students will share the responsibility for improved student academic achievement. Implementation of the contract will provide a means by which the school and parents will build and develop a partnership to help students achieve proficiency and show growth on academic standards. The school-parent-compact will be included in the student handbook to be signed by all parties and returned to the local school. Compacts will be filed in each student's permanent folder in their class or homeroom.

(iii) strategies to support successful school and family interactions.

Wilcox County Schools will implement the following strategies to increase and promote positive school and family interactions: sending home newsletters, sending home graded papers, scheduling parent/teacher conferences, making phone calls, sending home homework, and notes in weekly folders,

encouraging parents to serve as volunteers/tutors, serving together on school committees, conduct Reading and Math nights for parents and grandparents, utilize ideas from Parent Parties.

E. Describe how the Local Education Agency will use the findings of such evaluation described in the section above (Sec. 1116(2)(D)) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary the parent and family engagement policies described in this section.

The results of these surveys are used to develop strategies for school improvement and to revise the district and school Parent and Family Engagement Policies. These results are also used in planning future parent workshops and meetings that pay particular attention to parents with various backgrounds including homeless families, and EL families. Areas evaluated include academics and school leadership, parent involvement, Title I, school environment, and the school Parent and Family Engagement Program.

F. Describe how the Local Education Agency will involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

Wilcox County Schools will name a Federal Programs Parent and Family Advisory Committee, which will be composed of representatives from the community, parents, students, teachers, and administrators involved in all Title I Schoolwide Programs. The selected members are responsible for any programmatic and financial decisions as stated in federal and state legislation to include: Title I Policy and Plan; program development, implementation, and evaluation; and distributing any information needed to their constituency groups.

The focus of Wilcox County Schools' Parent and Family Engagement Policy is to involve parents and families in the educational process of their child(ren) through professional development, communication, school activities, and volunteer programs. Goals and progress are communicated to the stakeholders through Parent Teacher and Student meetings, local school staff meetings, newsletters, and the local media so there is a shared commitment for a quality education for all students in Wilcox County Schools

A copy of the Wilcox County Schools Parent Involvement Plan will be located in the Superintendent's office, Federal Programs Coordinator's office, and in each schoolwide school's media center. The descriptive procedure in the Wilcox County Schools' Parent Involvement Policy allows all parents to make and submit concerns about the Parent Involvement Plan or Local Education Association Consolidated Application to the principal. If these concerns were not addressed to the satisfaction of the parent, the parent may submit in writing these concerns to the Federal Programs Coordinator who will in turn forward them to the Federal Programs Coordinator at the State Department of Education. In order to build capacity for Parent and Family Engagement, the Local Education Agency will ensure

effective involvement of parents and will support a partnership among the schools involved, the parents, and the community to improve student academic achievement.

G. Describe how it will provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.

Parents will be notified of their children's academic progress through progress reports, parent conferences (throughout the year), student work samples, report cards (quarterly), teacher conferences/contacts (throughout the year), and RTI, 504, IEP, and IELP meetings. Also available is Parent Portal, an online service for parents to track grades, assignments, attendance and discipline. Parents should contact their local school office for more information.

Parents will receive results of individual student achievements on standardized assessments and the interpretation of those results, through dissemination as they become available.

H. Describe how it will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.

Wilcox County Schools will use its allocation of parent involvement funds to purchase materials and provide training to help parents to work with their children to improve their children's achievement; and to purchase a library of books, pamphlets, videos, tapes, etc. that provide parents with resources in a variety of topics including harms of copyright privacy in order to meet the needs of their children.

I. Describe how it will educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

Training sessions for staff members will be held to strengthen their skills in working with parents and community stakeholders. Parents will be provided training opportunities to help their children at home via a variety of means; examples include school website links and Rosetta Stone. Workshops will focus on core curricular subjects, such as language arts, math, science, study skills, technology, student assessment strategies, assistance in the interpretation of student assessment data, and successful parenting techniques.

J. Describe how it will to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Wilcox County Schools will coordinate and integrate the district's parental engagement programs with the Head Start program and other state funded preschool programs in the district by inviting faculty and staff from those programs to attend planning meetings focused on parent engagement activities. Elementary schools will host Kindergarten transition initiatives so parents may tour the schools and receive information to help prepare them and their children for kindergarten. Wilcox County Schools will also coordinate with these programs to ensure that parents are informed about available resources.

K. Describe how it will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

To ensure that information related to district, school, and parent programs, meetings, and activities is available to all parents in an understandable and uniform format, each Title I school will send home a district-wide calendar of events with information for parents at the beginning of the year. Parent notifications and resources will be sent home in parents' native language, where applicable, and interpreters will be available at parent events and meetings. Information posted on the district website will be translated to the extent practicable. The district will also utilize school websites, local news media, and other school message systems to post information for parents.

L. Describe how it will provide such other reasonable support for parental involvement activities under this section as parents may request.

ESSA requires all school systems to notify all parents that they have the right to request and receive timely information about the professional qualifications of their child's classroom teacher(s) and paraprofessional(s). To ensure that parents are aware of this right, a summary of this policy shall be placed in the Student Code of Conduct. Parents wishing to request the professional qualifications of their child's classroom teacher(s) and Paraprofessional(s) must complete the “Parent's Right to Know Notice” form and forward it to the Director of Federal Programs at the Wilcox County BOE.

ESSA also requires timely notice when a student has been assigned to, or has been taught for four or more consecutive weeks by a teacher who has not met state certification. Notification to the parent shall be made in writing and will be delivered by United States mail or hand delivery.

M. Describe how the LEA may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

The school shall involve parents in the planning, review, and improvement of programs under Title I, which explains how the schools will require components of a quality education program for all students. Parents will be invited to participate in developing plans from the beginning to ensure collaboration between schools and parents as equal partners. A comprehensive needs assessment will be conducted and objectives based on the results of the assessment will be developed. A plan will be developed that is clear, and specific enough to result in a quality education for all participating students. The plan will be shared and implemented by the entire school community.

Parents will be involved in developing a plan that involves an enriched curriculum aligned with state standards, effective instructional methods, timely and effective assistance whenever students are having difficulty mastering any of the standards.

State certified teachers receive high-quality, ongoing professional development to assist with providing quality instruction so that students are able to achieve state proficiency levels.

N. Describe how the LEA may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.

Wilcox County Schools will use its allocation of parent involvement funds to purchase Parent/Student Communication Folders to promote communication between home and school, provide materials and training to help parents to work with their children to improve their children's achievement; and to purchase a library of books, pamphlets, videos, tapes, etc. that provide parents with resources in a variety of topics including harms of copyright privacy in order to meet the needs of their children. Wilcox County Schools will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parent engagement. These may include, but are not limited to, the following: library night/literacy night, math take-home activities, monthly newsletters, monthly calendars, parent conferences, back-to-school night, and open house.

O. Describe how the LEA may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

Wilcox County Schools will reserve one percent from the total amount of Title I funds it receives in FY1920 to carry out the parental involvement requirements listed in this policy and as described in ESSA. Wilcox County Schools will also distribute 95 percent of the amount reserved to all Title I schools to support their local-level parental involvement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate parental involvement budget that addresses their needs assessment and parent recommendations. **P. Describe how the LEA may train parents to enhance the involvement of other parents.**

All parents are encouraged to participate in such activities as: Awards Day, Grandparents Day, Thanksgiving Dinner, Veterans Day Program, Christmas Dinner and Activities, Fall Festival, field trips, Field Day Activities, Homework and Family Reading and math nights.

Workshops will be conducted to train parents to enhance the involvement of other parents in the implementation of some of the following activities: Coordinating school Parent Volunteer Program, helping with classroom projects and special activities, helping with fundraisers, serving as chaperones on field trips, assisting at classroom parties, creating bulletin boards, assisting in the library, assisting in various school function.

Q. Describe how the LEA may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

Each Title I school will conduct an annual Title I meeting for parents to provide suggestions regarding how parent engagement funds will be used in the upcoming year at the district and school-level. Surveys, and minutes from the annual Title I meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the parental involvement budget.

In an effort to provide an opportunity for all parents to attend, meetings are held in the morning and afternoon.

R. Describe how the LEA may adopt and implement model approaches to improving parental involvement.

The Title I schools in Wilcox County, through the guidance of the Parent and Family Engagement Liaison, will conduct and implement Parent Parties strategies. Local Title I Schools will provide opportunities for parents to share concerns, apprehensions, and expectations. Information regarding the curricular expectations and requirements for kindergarten will be shared with parents during registration and orientation. Counselors will offer counseling services to those in need. In addition, Wilcox County Schools may choose from the following strategies to improve parental involvement: Parents as Teachers; Teachers Involve Parents in Schoolwork (TIPS); and Cooperative Extensive Service

S. Describe how the LEA may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.

Wilcox County Schools believes in involving parents in all aspects of its Title I program. Parents serve on our Title I committee (at least one from each Title I school). Parents actively participate in the development of the plan. Each year, the school wide plan, including the parental involvement plan, is reviewed and evaluated. Results of parent surveys are reviewed by the parent representatives and Title I committee to determine needed changes.

T. Describe how the LEA may develop appropriate roles for community-based organizations and businesses in parent involvement activities.

Wilcox County Schools will communicate with organizations and businesses throughout the area in order to encourage building partnerships with Title I schools. The local organizations and businesses are welcome to become involved with the LEA in able to foster parental involvement in such areas as: Allow time off from work to attend school related meetings, provide tutors, have community and business leaders as speakers at parent meetings and workshops, donate to schools on behalf of parents who are employees or members, sponsor school wide events promoting student achievement.

U. Describe how the Local Education Agency will use the findings of such evaluations described in the section above (Sec. 1116(2)(D)) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary the parent and family engagement policies described in this section.

A parent evaluation will be conducted annually to determine if the Parent Involvement Program has been effective in improving the academic quality of the schools.

Implementation of the Wilcox County Schools' Parent Involvement Plan is reviewed and monitored periodically throughout the school year by the Parent Advisory Committee. Revisions are made annually as needed. The Federal Programs Specialist is responsible for maintaining documentation of data sources

2024-2025 Student-Parent Information Guide and Student Code of Conduct Notice of Receipt

WILCOX COUNTY SCHOOL SYSTEM

2024–2025 STUDENT-PARENT INFORMATION GUIDE AND STUDENT CODE OF CONDUCT

NOTICE OF RECEIPT

Name: _____Grade: _____

School: _____Homeroom Teacher: _____

It is the intent of the Wilcox County Board of Education that each student and his/her parent/guardian receive a copy of the Wilcox County Board of Education *Student-Parent Information Guide and Student Code of Conduct* and the Individual School Supplement (responsibility of the base school). The faculty within each school is charged by the Wilcox County Board of Education to review the *Student-Parent Information Guide and Student Code of Conduct* with the student body. By signing this form, you are verifying receipt of the Wilcox County *Student-Parent Information Guide and Student Code of Conduct.*

Student-Parent Information Guide and Student Code of Conduct - I acknowledge that I have received a copy of the Wilcox County *Student-Parent Information Guide and Student Code of Conduct* that has been adopted by the Wilcox County Board of Education.

S**pecial Education -** I acknowledge that I have received information concerning the availability of Special Education Services for students enrolled in Wilcox County Schools.

Textbooks - I acknowledge that I have received information concerning the care of state-owned textbooks.

Drug Survey - I understand that if I object to my child participating in a Drug Use Survey as required by Title IV funding, I shall place written objections on file with the school at the time of the student's enrollment or at any time thereafter.

Internet Use - I understand that if I object to my child using the Internet and/or e-mail, I shall place written objections on file with the school at the time of the student's enrollment or any time thereafter.
FERPA – I acknowledge that I have received information regarding the Family Education Rights Privacy Act.

My signature acknowledges receipt of Wilcox County *Student-Parent Information Guide and Student Code of Conduct* and individual school sections, which includes Special Education Information, Textbook Rules and Regulations, Release of Directory Information, Drug Survey Administration, Internet Use, and FERPA.

Student		**Parent/Guardian**
Name (printed)	**Name (printed)**	
Signature		**Signature**
Date	**Date**	

Please sign this form and return to the school.



ABC ELEMENTARY SCHOOL
Grades K-6



F. S. ERVIN ELEMENTARY SCHOOL Grades K-6



J. E. HOBBS ELEMENTARY SCHOOL
Grades K-6



CAMDEN SCHOOL OF ARTS AND TECHNOLOGY
Grades 7-8



WILCOX CENTRAL HIGH SCHOOL
Grades 9-12



WILCOX COUNTY ALTERNATIVE SCHOOL