

SECTION J

STUDENTS

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PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Admission Requirements	Descriptor Code: JBC
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81, 11-15-99, 2-18-04

1. Pupils 5 years old on or before September 1 of the school year will be eligible to apply for kindergarten enrollments.
2. Except as otherwise restricted by stated policies, all boys and girls who are six years old on or before September 1 will be eligible to enroll in and attend a given term in the public school of Pickens County.
3. Pupils entering the kindergarten or first grade or first grade students transferring from other school system will present birth certificates or legal proof of birth date and a social security card. Refer to number 6 below for exception.
4. All entering pupils will be required to furnish proof of immunization against diseases identified by the State Health Department in accordance with state law. Refer to number 6 below for exception.
5. No students expelled or under probation in one school will be admitted to another school in Pickens County without a bona fide move of the parents, and even then, the former school's action will be honored.
6. No barrier shall be established or maintained by any school or employee of the Pickens County Board of Education that restricts the enrollment and retention of children and youth identified as Homeless, Migrant, or Limited English Proficient. The identification as Homeless, Migrant, or Limited English Proficient shall be in accordance with procedures established by the Pickens County Board of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Attendance Zones	Descriptor Code: JBCCA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Pupils will be required to attend school in the zone in which their parents or guardian reside. Attendance zones are determined by Court Order or Board action, and are on file in Principals' and Superintendent's Offices.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Educators' Children School Assignment	Descriptor Code: JBCCB
Legal Reference:	Passage Date: 6-18-90
	Amendment Date:

A teacher in the Pickens County School System may enroll his/her children in the school zone in which he/she is employed as a teacher. The Board recognizes this practice as a legitimate transfer of pupils in both "intra" and "inter" district zone situations.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Pupil Absences	Descriptor Code: JBD
Legal Reference: Administrative Code 290-3-1-.02(7)(C)	Passage Date: 7-8-74
	Amendment Date: 3-15-82, 9-15-97, 4-18-01, 5-16-05, 7-17-06

PHILOSOPHY

The presence of the student in the classroom on a regular basis is necessary to ensure the student derives maximum benefit from instruction. A student who has been absent excessively will have difficulty in maintaining quality academic work.

1. A parent, legal guardian or other person having charge of any child officially enrolled in Pickens County schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. In case of excessive parent guardian excused absences (8 in grades K-8 for schools not on block schedule and four per course in grades 7-12 for schools on block schedule, the principal may require parents/legal guardian or other person having charge of any child to furnish statements from a physician to verify an absence due to illness. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be considered truant for any absence determined by the principal to be unexcused based upon the Pickens County Board of Education attendance policy. Excused absences are defined as absence due to (1) illness, (2) death in the immediate family, (3) inclement weather which would be dangerous to the life and health of the child as determined by the principal, (4) legal quarantine, (5) emergency conditions as determined by the principal and (6) prior permission of the principal along with the consent of the parent or legal guardian. Unexcused absences are being absent for reasons other than those listed as excused. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The truancy status of any student is defined as follows:
 - A. First truancy/unexcused absence (warning)
 - (a) School Administrator shall send notification via U.S. Postal Service to the Parent/guardian informing them of the date of the unexcused absence. Documentation shall be maintained at the school.
 - (b) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

B. No earlier than the fifth unexcused absence

- (a) The parent, guardian or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
- (b) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- (c) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), 16-28-12 (c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

C. No earlier than the seventh and each subsequent unexcused absence, but within ten (10) school days the attendance officer shall

- (a) File a complaint/petition against the child and/or parent/guardian, in juvenile court.

D. Child under probation

- (a) Where a child under probation is truant, the school attendance officer shall notify the juvenile probation officer.

2. Students in grades K-6 and students in grades 7-8 (enrolled in schools not on the block schedule), who have accumulated a total of nineteen (19) absences per year shall be candidates for retention. Students in grades 7-8 (enrolled in schools on the block schedule) who have accumulated a total of 10 absences shall be candidates for retention. Students in grades 9-12 shall not have more than 10 absences per course and receive credit for that course. Extenuating circumstances, due to excessive absences, shall be evaluated by a committee consisting of the student (if applicable), parent, legal guardian, teacher(s), counselor, principal and other appropriate persons. An absence is the missing of any class during the school day.
3. Students shall not leave the school grounds during regular school hours without permission from the principal or such person authorized by her/him.
4. Students away from school to engage in part of the instructional program shall be recorded present.
5. Provisions shall be made by teachers for students to make-up work missed during excused absences. At the secondary level, it shall be the responsibility of the student to contact the teacher to arrange make-up work. At the elementary level, the parent/legal guardian shall be responsible for arranging necessary make-up work. Arrangements for make-up work shall be made within three (3) days of returning to school. If make-up work is not completed, a zero shall be entered into the grade book for the missed assignment.
6. Parents, legal guardians, or authorized persons may check students out of school by coming to the principal's office. A notarized letter must be on file in the principal's office listing those persons, other than parents or legal guardians, who are authorized to check-out students. Emergencies shall be handled by the principal.

7. Check-outs and late check-ins are discouraged by the State Board of Education and should be discouraged by the principal. Students, parents, legal guardians and educators shall be informed of this policy and documentation maintained at the school. In order to be counted present for the day, students in Grades K-6 shall check-out after 11:30 a.m. and check-in before 11:30 a.m. Students in Grades 7-12 shall be present for no less than fifty percent (50%) of the scheduled instructional time to be counted present for that class.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Searches	Descriptor Code: JCAB
Legal Reference:	Passage Date: 8-7-01
	Amendment Date:

The Pickens County Board of Education believes that all children have the right to attend a school system that promotes, enhances, strives to become and maintains a safe learning environment. In order to insure this environment, it may become necessary to conduct searches for illegal weapons, item(s) obtained illegally or controlled substances that may be in violation of the law or the student code of conduct. Should it become necessary to conduct a search, the following procedures shall be followed.

1. All searches shall be conducted by or under the supervision of the principal and/or his/her designee.
2. All searches shall be conducted in the presence of a witness who is a Board employee.
3. A search of a specific area assigned to a student shall be conducted when there is reasonable suspicion to believe there exists in that area any item(s) of which constitute a crime and/or violation of school board policy. The search shall take place in the presence of the student.
4. A search of a vehicle shall be conducted when there is reasonable suspicion to believe there exists in that vehicle any item(s) of which constitute a crime and/or violation of school board policy. The search shall take place in the presence of the person who is driving or last drove the vehicle.
5. Searches of personal belongings may occur on school property, at school sponsored activities, or in transit to and from school sponsored activities. The search shall take place in the presence of the person who owns the property.
6. A search of an individual shall take place only with the permission of the person that is suspected to have in her/his possession any item(s) of which constitutes a crime or violation of school board policy. Should permission be granted the search shall be conducted in an appropriate area secluded from public view. The search shall be conducted and witnessed by a person of the same gender as the person being searched. Parental notification is not necessary.
7. When consent for a search is not granted the assistance of local law enforcement officials shall be secured. The parents/legal guardian and the Superintendent of Education, or her/his designee, shall be notified of the intent to search.
8. Strip searches are not allowed.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Use of Metal Detectors	Descriptor Code: JCABB -GCABB
Legal Reference:	Passage Date: 9-17-01
	Amendment Date:

In order to provide and maintain a safe and secure environment for students, school personnel and authorized visitors, the Pickens County Board of Education may employ the use of metal detectors on all property owned by the Board of Education. Metal detectors may be stationary, mobile or hand held units. Prior to implementing the use of metal detectors, training shall be provided for authorized persons regarding the use, maintenance and storage of said equipment and on laws and procedures for conducting searches.

In implementing the use of metal detectors, the following guidelines shall be followed:

6. All metal detector searches shall be conducted by school board employees only.
7. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes.
8. Metal detectors shall be used by authorized personnel at any time there is reasonable suspicion that the individual being searched has violated or is violating a particular disciplinary rule or public law relating to the possession of weapons. Individual searches shall be conducted in the presence of a witness. The witness shall be a person of the same gender as the individual being searched.
9. As a precautionary measure, searches may be conducted on all persons entering school board property as long as no individual is singled out. Random group searches of classrooms, buses, assemblies, etc. may be conducted as long as every member of the group, including the person responsible for the group, is searched.
10. Any search of a student's person as a result of activation of the detector will be conducted in accordance with the Board's policy on student searches (Policy JCAB).

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Code of Conduct	Descriptor Code: JCDA
Legal Reference:	Passage Date: 7/30/84
	Amendment Date: 1-22-96, 5-20-96, 11-21-97, 5-18-98, 3-17-99, 3-22-00, 5-19-03 5-17-10

OBJECTIVE

It is the objective of Pickens County Board of Education to provide a student code of conduct that will guide students, teachers, and principals in the daily operation of Pickens County Schools. It is intended that this code be consistent yet flexible enough that the individuals not be lost in rules. The code has been developed to ensure the legal right of students and teachers, promote respect for people and property, and establish and maintain an environment appropriate for learning. Its purpose is to prevent inappropriate behavior, promote behavior changes conducive to orderly operation of our schools, and develop self-discipline and self-respect.

FORMAL DISCIPLINARY ACTION AND PROCEDURES

Detention Hall

The principal or his/her designated person(s) has the authority to assign students to a designated room (detention hall) on campus at break time or the end of a regular school day. The parent(s) or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) or guardian prior to the assignment of a student to after-school detention hall. If the parent(s) or guardian can be notified on the day of misbehavior, the student will be assigned on that day; if not, the student will be assigned the following day.

Disciplinary Probation

Disciplinary probation is a period of time specified by the principal or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period of time (no longer than one semester). The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

In-school Suspension Program

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a

and the parent(s) or guardian of the findings and the reason for the recommendation. The principal will attempt to give this notice to the student and parent(s) or guardian in a personal conference. He will also confirm this notice in a letter to the parent(s) or guardian. The principal's conclusions should be based on the documentation of the facts pertaining to the incident. Said documentation will include all information available including, but not limited to, the following categories:

- A. An operational definition of the offense(s)
- B. A detailed description of the offense(s)
- C. The time, date and location of the alleged offense(s)

The documentation will be forwarded to the Superintendent or his/her designated person(s)

After a review of the principal's recommendation, the Superintendent or his/her designated person(s) will, within the suspension period imposed, request a conference with the parent(s) or guardian of the student. The purposes of the conference are:

- 1. To explain the procedure orally and in writing to the parent(s) or guardian and student.
- 2. To determine if a mutually agreeable alternative to expulsion is appropriate.

Hearing

- 1. Upon receiving from a school principal a recommendation to expel a student, the Superintendent or his/her designated person(s) will provide the parent(s) or guardian an opportunity to request that the matter be resolved at an administrative hearing conducted by the Superintendent or his/her designated person(s).
- 2. During the administrative hearing, the principal or the Superintendent may conclude that disciplinary action other than expulsion is warranted because of extenuating circumstances. If the superintendent or his/her designated person(s) agrees that extenuating circumstances exist, the student can be readmitted to school. Re-admittance is subject to the Superintendent's approval.
- 3. If the matter is not resolved at the administrative hearing and the Superintendent makes the decision to recommend expulsion of a student, he/she will place the matter on the agenda for the next School Board meeting, unless such a setting would be too soon to provide time for the parent(s) or guardian and student to comply.
- 4. The Superintendent or his/her designated person(s) will give notice by registered mail or hand delivery to the parent(s) or guardian that expulsion is recommended. The Superintendent's notice will state the exact time and place of the hearing and inform the student or parent(s) or guardian that the student has a right to attend the hearing, to be represented by an attorney or other representative, and to present matters relating to the recommended expulsion.
- 5. The notice from the superintendent will be mailed at least ten (10) days prior to the meeting at which the student's expulsion will be recommended. In the notice the student and the parent(s) or guardian will be informed that a desire to present matters at the hearing must be made known to the Superintendent within five (5) days after receipt of the notice, and that failure to express such a desire within the prescribed period of time will waive the right to present such matters.

DISCIPLINARY ACTIONS/MINOR OFFENSES CLASS - I

Elementary Student

First Offense:

In-school conference and parental contact when warranted

Second Offense:

Parental contact and disciplinary action

Subsequent Offenses

In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before and after school, corporal punishment, or suspension at the discretion of the principal or his/her designated person(s).

Secondary Students

First Offense:

In-school conference and parental contact when warranted. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses:

In-school disciplinary action such as probation, detention, completion of extra academic assignments, work assignments before or after school, in-school suspension, corporal punishment, or suspension at the discretion of the principal or his/her designated person(s).

Elementary/Secondary: Special circumstances may warrant a referral to the Alternative School.

INTERMEDIATE OFFENSES - CLASS II

- 2.01 Defiance of School Board employee's authority
Any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee
- 2.02 Unauthorized possession and/or use of tobacco products
- 2.03 Menacing a School Board employee
The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the other person that such violence is imminent.
- 2.04 Fighting
Any physical conflict between two or more individuals
- 2.05 Vandalism/Criminal Mischief, 3rd
Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.

OTHER CLASS III OFFENSES

- 3.02 Arson
The willful and malicious burning of any part of School Board Property
- 3.03 Assault upon School Board employee
The unlawful and intentional touching or striking of a School Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee
- 3.04 Robbery
The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or instilling the fear of same
- 3.05 1st or 2nd Degree Theft
The intentional unlawful taking and/or carrying away of property valued at \$250 or more belonging to or in the lawful possession or custody of another
- 3.06 Gambling
The intentional, unlawful participation in gambling activities involving amounts of more than \$100
- 3.07 Burglary of School Property
Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.08 Criminal Mischief
Willful and malicious injury or damages at or in excess of \$200 to public property, or to real or personal property belonging to another.
- 3.09 Possession of Firearms
Any firearm which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and firearm muffler or firearm silencer; any destructive device
- A. A student must be referred to the superintendent for expulsion for one (1) calendar year as required by the Gun Free Schools Act P.L.103-382 Part F, Section 14601 and State Law 95-756.
 - B. The school principal must notify the appropriate law enforcement authority and the parents
 - C. See Gun Free Schools Act Expulsion
- 3.10 Discharging of any pistol, rifle, shotgun, airgun or any other device on school property
- 3.11 Possession of Weapons
A knife, metallic knuckles, tear gas gun, chemical weapon or device; or any other w weapon, instrument or object with the intent to be armed.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Suspension and Expulsion of Students With Disabilities	Descriptor Code: JCDAB
Legal Reference:	Passage Date: 3-22-2000
	Amendment Date:

The Pickens County Board of Education recognizes the rights of disabled students, identified as such according to state and federal regulations, regarding discipline procedures. The following procedures are to be implemented when a student with a disability is being considered for suspension or expulsion from services provided under the jurisdiction of the Pickens County Board of Education.

1. The school principal or his/her designee may remove a student, with a disability, from that student's educational program for not more than ten consecutive school days and provide no services unless services are provided to nondisabled students. Note: A change of placement occurs if the removal is for more than ten consecutive school days or if the student is subjected to a series of removals that constitute a pattern because they cumulate to more than ten days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removal to one another.
2. Before or not later than ten business days after first removing a student for more than ten school days in a school year or commencing a removal that constitutes a change of placement, an IEP Team meeting must be convened for the purpose of developing an assessment plan, if the local school did not previously conduct a functional behavioral assessment and implement a behavioral intervention plan. Note: If the student already has a behavior intervention plan, the IEP Team shall meet to review the plan and its implementation and modify the plan and its implementation as necessary to address the behavior.
3. As soon as possible after developing the functional behavioral assessments an IEP Team meeting shall be convened for the purpose of developing and implementing appropriate behavioral interventions that address the student's behavioral issues.
4. Immediately or within ten school days of the date of the decision, constituting a change of placement as described in this policy, an IEP Team and other qualified personnel shall conduct a manifestation determination review. The purpose of this review shall be to make a determination regarding the student's behavior(s) as a manifestation of the student's disability. In making this determination, the IEP Team must consider the following information:
 - a. All relevant evaluation data,
 - b. Observation of the student,
 - c. Student's individual educational program and placement, andIn relationship to the behavior subject to disciplinary action(s) consider if:
 - a. The individual educational program and placement were appropriate,
 - b. The disability did not impair the student's ability to understand the impact and consequences of the behavior, and
 - c. The disability did not impair the student's ability to control the behavior.

For behavior not to be considered a manifestation of the student's disability, the IEP Team must determine all of the standards above were met.

5. If the behavior is not a manifestation of the student's disability, disciplinary procedures applicable to students without disabilities may be applied. The student's IEP Team determines services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's individual educational program.
6. If the behavior is a manifestation of the student's disability, the student cannot be removed long-term or expelled for the behavior.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Bus Conduct	Descriptor Code: JCDAD
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 7-28-80, 3-17-99

1. Pupil's Responsibilities:

- a. Pupil behavior which disrupts the safe or orderly operation of buses may lead to suspension from riding the bus, or in extreme cases, expulsion from riding.
- b. In order to control or prevent misconduct, vandalism, or willful destruction of property, the supervisor of transportation or school principal, in conjunction with the bus driver, shall have the authority to assign seats for transported pupils. If vandalism or destruction of property occurs, the pupil or pupils assigned to that immediate area shall be held liable to the extent of the damage.
- c. Pupils will be at the place designated to board the bus at the schedule time. He will remain in his seat and wait until the bus has come to a dead stop before attempting to get off. He will not leave the bus at any place other than his regular stop except with consent of the principal. He will enter and leave the bus only at the front door except in an emergency.
- d. A pupil will not ride any other bus than his designated bus without written permission from the principal.
- e. Before crossing the highway the pupil should insure that the stop signal is activated. He should cross in front of the bus in sight of the driver.
- f. All parts of the body are to be kept inside the school bus at all times. Children who are standing will move toward the rear of the bus to avoid crowding the driver.

2. Parent's Responsibilities:

- a. The parent should instruct and advise his child in proper behavior on the bus as has been described in the section on pupil's responsibilities.
- b. The parent must assume responsibility for reimbursing the Board of Education for any deliberate damage to a school bus when it has been proven that his child is responsible for such damage.
- c. Any complaint or request by parents regarding bus transportation should be made to the principal or Supervisor of Transportation.
- d. A child waiting for or having left a bus is under supervision of the parent.
- e. Any student riding a bus on an extra-curricular trip should have a note of approval signed by the parent and pay the necessary trip insurance as provided by the school.
- f. Parents/guardians are responsible for transportation to and from the assigned schools if student is suspended from riding the bus for the duration of the suspension.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Gang Activity, Signs, and Symbols	Descriptor Code: JCDAE
Legal Reference:	Passage Date: 12-20-94
	Amendment Date:

Rationale:

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, jewelry, accessories or manner of grooming that, by virtue of its color, arrangement, trademark, symbol or affiliation of such group, presents a clear and present danger and is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere wherein unlawful acts or violation of school regulations may occur. The purpose of this policy is to prevent inappropriate behavior, signs, symbols, and dress which pose a threat to the right of all students to be educated in an environment free from threats, fear, and personal assault.

Policy Statement:

The Pickens County Board of Education shall enforce its policy which prohibits the wearing, displaying, or carrying gang paraphernalia or exhibiting gestures and/or behaviors symbolizing gang membership and/or participation in activities which intimidate or affect the attendance of another student. Appropriate action will be taken by school administrators and the Board to eliminate such displays, gestures, and behaviors.

Procedure of Enforcement:

1. A student will be suspended from school for five (5) days for violation of the above-stated rule. He/She will be subject to expulsion for any subsequent violation.
2. Any student who attempts to use intimidation or extortion tactics against another student will be subject to expulsion from Pickens County Schools.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: School Uniform Dress	Descriptor Code: JCDB
Legal Reference:	Passage Date: 12-15-97
	Amendment Date:

The Pickens County Board of Education recognizes that a safe and disciplined learning environment is the first requirement of a good school. Students who are safe and secure, who learn basic American values and the essentials of good citizenship are better students. In response to the growing levels of discipline problems in the Nation's schools, the Pickens County Board of Education supports the beliefs of parents, teachers, and school officials that a mandatory standardized school uniform dress program is a positive and creative way to reduce discipline problems, promote school safety, and enhance the overall learning environment.

The Pickens County Board of Education hereby adopts the following guidelines for all elementary, middle, and high schools that elect to participate in a mandatory standardized school uniform dress program.

1. Students shall dress in proper uniform attire. It will be the parents' responsibility to ensure compliance with the uniform dress policy.
2. Students shall wear the designated school attire. The clothing may not be altered by slits, cuts, holes, shredded hems, slashes, etc.
3. A belt must be worn with pants and shorts that have belt loops.
4. Shoes may be casual black or brown. Sandals must have back straps.
5. Athletic shoes are not permitted, except during Physical Education classes.
6. Parents, teachers, and local school student leaders (i.e. student council members) are expected to be involved in the initial planning process of developing school uniform guidelines at the local school site. Upon adoption of the local School Uniform Dress Guidelines, the principal will submit a copy of the guidelines to the Superintendent for his review and approval. A copy of each school's Uniform Dress Guidelines shall be filed in the office of the Superintendent of Education.
7. The School Uniform Policy must accommodate students whose religious beliefs are substantially burdened by the requirements.
8. The uniform policy may not prohibit students from wearing or displaying expressive items - for example, a button showing support for a political candidate - so long as such items do not independently contribute to disruption by substantially interfering with discipline or with the rights of others.

9. No student shall be considered noncompliance with the policy in the following instances:
- a. When noncompliance derives from demonstrated financial hardship.
 - b. When noncompliance derives from a documented disability.
 - c. When wearing a uniform violates a student's sincerely held religious belief.

If parents or guardians desire not to have their child comply with the Pickens County Board of Education School Uniform Dress policy for reasons set forth in (#9 a-c) above or due to special extenuating circumstances related to an item in (1-9) the student's parents or guardians must file an exemption form with their child's school. Approval for the exemption must be granted by the local school principal according to the guidelines set forth in the exemption section of the Pickens County Board of Education Uniform Dress Policy and in accordance with the information requested on the Exemption Form.

Pickens County Board of Education
School Uniform Dress Policy

Student Exemption Form

Student's Name: _____ Grade: _____

Address: _____ D.O.B.: _____

School: _____ Telephone Number _____

Date: _____

Reason(s) for exemption

☐ Demonstrated Financial Hardship

☐ Documented Disability

☐ Sincerely Held Religious Belief

Comments: _____

Parent's Signature: _____

Official Use Only

☐ Approved

☐ Disapproved

Comments: _____

Principal's Signature: _____

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Dress Code	Descriptor Code: JCDC
Legal Reference:	Passage Date: 4-17-02
	Amendment Date:

The Pickens County Board of Education recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices, accessories and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or that could present a health or safety problem is not appropriate.

With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Pickens County Schools. Students who fail to follow these rules will be subject to disciplinary action.

1. Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student shall not interfere with the educational process of any Pickens County School.
2. Students shall be neat and clean at all times. An unkempt or sloppy appearance is not appropriate in the learning environment of school.
3. Students shall wear clothing in the manner it was designed to be worn, i.e., clothing worn backward or inside-out, suspenders undone, are not allowed. Specifically, pants, worn too low without belts (low riders), too long, or excessively large clothing are not permitted.
4. Students shall not wear clothing that reveals the body in an inappropriate manner. (Examples: clothing which is too tight, too short, bare at the midriff, bare at the sides, sun dresses, "spaghetti strap" type tops and off-the-shoulder tops, low front or back tops, sheer or see-through clothing, etc.). Undergarments shall be worn in an appropriate manner and should not be visible.
5. All clothes shall be in a state of good repair, i.e., no holes, no cut-off shorts, etc.
6. No pierced jewelry or studs may be worn except for earrings by female students. Male students shall not wear earrings.
7. Any clothing or other personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and/or any other suggestive or offensive writing shall not be permitted at school or any school related activities.
8. Caps, hats, bandanas, sunglasses or other headwear shall not be worn during the regular school day.
9. All students shall wear their hair in such a manner that it is not considered unkempt, unclean or impairing vision. Students shall not wear hair dyed in unusual colors, spiked hair, shaven head patterns (numbers, names, symbols, designs, etc.).

10. Students shall not wear heavy metal chains, metal spiked apparel or accessories, etc.
11. Students shall be required to wear appropriate shoes to school at all times—no bare feet. No flip-flops or house shoes are allowed. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed.
12. Any other unacceptable dress code violations shall be determined by the school administrator.
13. Students assigned to the Alternative School Program shall follow the Lakeside Dress Code Policy

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Dispute Resolution of Homeless Placement	Descriptor Code: JCE
Legal Reference:	Passage Date: 4-18-07
	Amendment Date:

DISPUTE RESOLUTION OF HOMELESS PLACEMENT

The Pickens County School System will make school placement decisions in the “best interest” of the homeless child or youth. This decision will be based upon the details and circumstances of the student under consideration. Students will continue in the school of origin for the duration of homelessness when a family member becomes homeless between academic years; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year. Students may enroll in any public school that non-homeless students, who live in the attendance area in which the student is actually living, are eligible to attend. The homeless child or youth will have the same opportunities available to them which are available to students enrolled in a given school.

If the school enrollment decision is contrary to the wishes of the child or youth’s parent/guardian, the school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the decision. The complainant must file a *School Enrollment Dispute* with the school in which the student is presently enrolled or normally attend. The principal of this school will notify the Pickens County Board of Education Liaison (Coordinator of Federal Programs) of the dispute and take appropriate actions to resolve the dispute.

When a dispute arises regarding the school placement of a homeless student, the school system will immediately enroll the student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The Pickens County Board of Education’s Homeless Liaison (Coordinator of Federal Programs) will expeditiously take the necessary actions to resolve the dispute. If the dispute cannot be settled by the Homeless Liaison, the liaison will assist the complainant in seeking technical assistance from the appropriate service agency.

SCHOOL HOMELESS ENROLLMENT DISPUTE FORM

School Name: _____

School Address: _____

School Telephone Number: _____ School Fax Number: _____

Student's Name: _____ Grade: _____ SSN: _____

Current Address _____
(E-911 Address – Street Address)

City: _____, State: _____ Zip Code: _____ Telephone Number: _____

Complainant Information

Name: _____ Relationship to Student: _____

Current Address _____

City: _____ State: _____ Zip Code: _____ Telephone Number: _____

Note: Student information regarding address, telephone number, information protected by Everyday School Records Act can be released only to parents, guardian, the student, or a person specifically designated as a representative of the parent or guardian.

Name of school that complainant chooses student to be immediately enrolled in and/or transported to/from until dispute is resolved: _____

Is this the school of origin? _____

If NO, from which school was this student transferred? _____

Reason for complaint:

School Use Only

Principal's Action on the Complaint

Taken within _____ school day(s) after receiving notice of complaint.

Date Central Office contact person notified of dispute ____/____/____

Action taken by principal to resolve dispute:

Was the dispute resolved? _____

Student's Name: _____ SSN: _____

School Name: _____ Student Grade Level: _____

DISTRICT ACTION ON COMPLAINT

Action was taken within _____ school days after receiving notice of the complaint.

Was the complaint resolved at the district level? _____ Yes _____ No

If the dispute was resolved at the district level, describe the action taken by the County Homeless Liaison to resolve the dispute to the satisfaction of the complainant:

If the dispute was not resolved to the satisfaction of the complainant, did the County Homeless Liaison convene a meeting of interested parties to attempt resolution of the dispute? __Yes __No

If yes, when and where did the meeting occur? _____

Describe the outcome of the meeting:

If no, will a meeting be held for resolution purposes? When? Where?

If a resolution cannot be derived at the district level, the County Homeless Liaison should assist the complainant in contacting the proper service organizations to provide technical assistance to the complainant. Did the County Homeless Liaison assist the complainant in this manner?

____ Yes _____ No

Name of service organization contacted for assistance: _____

Was the dispute resolved?

Describe the resolution: _____

Date: ____/____/____

Complainant Signature: _____ Homeless
Liaison _____

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Corporal Punishment	Descriptor Code: JDA
Legal Reference: <u>The Code of Conduct</u> 16-1-14; U.S. Const. Amend IXXX; U.S. Const. Amend. XIV sl; Ingrham v. Wright 97 S.Ct. 1401, (1977); Jones v. Palmer, 421 F. Supp. 738. (S.D. Ala 1976); Baker v. Owen 96 S.Ct. 310 affirming 395 F. Supp 294. (M.D.N.C., 1975).	Passage Date: 3-22-2000
	Amendment Date:

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools of the School District. If such punishment is required, it shall be administered with care, tact, and caution by the principal or his/her designee.

The Board of Education, Central Office and School Administrators supports teachers in their efforts to teach good citizenship by requiring proper student conduct. While teachers shall be reasonable in student related demands; they need not tolerate disrespectful, boisterous, rough, and violent outbursts or language and temper on the part of students.

In all cases, corporal punishment shall be administered in accordance with the following guidelines:

1. In cases where a student maintains innocence of the offense, a brief but adequate statement of the reasons and supporting evidence shall be given orally to the student with an opportunity for the student to explain his/her side. Based upon all facts, if the situation warrants it, corporal punishment may then be administered without delay.
2. The use of corporal punishment should follow specific failure of other corrective measures to improve student behavior; i.e. loss of break, demerit(s), work detail as assigned by the Principal, etc. Students should be given a choice of corporal punishment or an alternative punishment. Should a student request corporal punishment, rather than an alternate form of punishment, the teacher may administer the corporal punishment under the guidelines of this policy. If a teacher is not comfortable administering corporal punishment she/he may request that another certified teacher administer the punishment. Teachers should be prepared to provide information concerning alternative corrective measures used.
3. Parents shall be given the right to exempt their child(ren) from the use of corporal punishment. The permission shall be granted upon written notice to the school principal and documentation placed in the student's file. Should the parent fail to notify the principal, it shall be understood that the student may be corporally punished. Teachers are responsible to check the student's file to ensure that corporal punishment may be administered.
4. A teacher or principal shall use corporal punishment only in the presence of a certified teacher or administrator as witness (preferably the same sex as the offender), who should be informed

beforehand of the reasons for the punishment.

5. The instrument used in corporal punishment should be wisely selected. A wooden paddle approximately 24 inches in length, 3 inches wide and ½ inch thick is recommended. Paddles with holes, cracks, splinters, tape or other foreign material shall not be used for corporal punishment.
6. Corporal punishment shall not include more than three (3) licks administered to the buttocks. Other forms of corporal punishment such as punching, pinching the nose or ear, requiring students to perform arduous exercises, duck walk or standing on one leg are not permitted in the schools of the school district.
7. A student shall be required to remove any objects in her/his back pockets and/or remove coats or other outer garments before corporal punishment is administered.
8. Utmost care, tact and judgment shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the principal and kept on file in the principal's office. Such documentation shall be submitted by the end of the day the incident occurred.
9. School principals and teachers who administer corporal punishment shall provide the student's parents or guardians, upon request, a written explanation of the reason(s) and the name of the witness.
10. Corporal punishment shall not be administered in the visual presence of other students.
11. Those administering corporal punishment shall consider the age, size, sex, and overall physical condition of the student.
12. Corporal punishment shall not be administered in anger or with malice.
13. Students enrolled in the Special Education Program (except gifted or speech impaired) shall be punished in accordance with their Individual Education Plan. Teachers are responsible to check the student's I.E.P. before administering any form of punishment.

The local principal and professional staff shall utilize all practical ways and means of helping students with problems and of inducing them to accept and act upon conduct standards approved for the school before resorting to corporal punishment.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Pupil Automobile Use	Descriptor Code: JGFF
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Due to the dangers inherent in their use, student use of motorized vehicles at school is discouraged. Principals shall initiate and enforce strict regulations as to parking areas, use of vehicles during day, etc. Privileges will be restricted to persons demonstrating satisfactory driving habits and skills.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Organizations	Descriptor Code: JHC
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

1. Only activities and groups which adhere to Board and local school policies shall exist as part of the school program.
2. All purposes and activities of school groups and organizations shall be subject to review by the Principal.
3. All groups shall have a faculty sponsor approved by the Principal, who will attend all meetings or have an authorized substitute.
4. All organizations shall exist for definite purposes beneficial to the school or enforcing the school program. Purposes of organization and requirements for membership shall be stated in a Constitution on file in the principal's office.
5. Any trips by the organization shall have the approval of the principal and follow the same regulations as to chaperons, behavior, parental consent etc., as other school sponsored trips.
6. No initiation shall include actions that will be harmful or unduly embarrassing to the prospective member.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Extra-Curricular Disciplinary Procedures	Descriptor Code: JHCA
Old Descriptor Term – Student Extra-Curricular Activities	
	Passage Date: 6-20-94
	Amendment Date: 6-19-00

The Board believes the purposes of extra-curricular activities are to provide wholesome outlets for student expression, to develop leadership skills, and to promote social and academic growth.

Guidelines for Admission

See Policy JHF – Student Participation – Academics First

Disciplinary Procedures

*Disciplinary actions will be based on demerits and will be administered per activity.

1. Class I Offenses Demerits

Each offense 3

* The student code of conduct will serve as a guideline for discipline.

2. Class II Offenses Demerits

a. First offense 5
b. Second offense 10
c. Third offense 20

3. Class III Offenses Demerits

First offense 25-30 *

* The exact number of demerits will be determined at the principal's discretion.

NOTE: Students accumulating thirty (30) or more demerits will be suspended from the activity for the season.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Extra-Curricular Activities	Descriptor Code: JHCAA
Legal Reference:	Passage Date: 6-19-00
	Amendment Date:

The Pickens County Extra-Curricular Policy applies to all K-12 students enrolled in the school system. The policy is intended to govern the behavior of students who represent the school system in on and off campus activities such as: student government association, band, athletic teams, cheerleaders, etc. The Policy shall remain in effect year round. Sponsors and/or coaches shall furnish each participating student with a copy of the Policy at the organizational meeting at the beginning of each academic year, explain and answer any questions about the Policy, and shall provide documentation that each member and member's parent/legal guardian acknowledges receipt of the Policy by requiring notarized signatures be kept on file. Should a participant or parent/legal guardian fail to comply with this requirement the student will be ineligible to participate in any extracurricular activity. In the event a student is involved in more than one activity, only one original copy is required but each sponsor/coach should have a copy in his/her file.

I. General Regulations:

- A. Athletics-Alabama High School Athletic Association rules shall be followed in all cases of eligibility, transfer, physical examination, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, to inform team members and parents, and to enforce school and association regulations.
- B. Other Organizations: Each organization shall maintain a current written constitution and list of members. Each sponsor has the responsibility to know, to inform members and parents, and to enforce school and constitution regulations.

II. The following rules apply to all extra-curricular organizations. (The word sponsor means coach, teacher, or other board employed adult leader).

- A. A student must be in school no less than one-half of the school day and follow the regular schedule in order to participate in a practice, game, meeting or contest, etc. that day. Exception to this rule is permission granted from the principal's office for absolutely necessary reasons to be out of school (examples: documented funerals, necessary doctor or dental appointment).
- B. If a student is absent the last school day of a week, the competition is on a non-school day, the student should bring to the sponsor a signed statement from the parent that permission is given to participate. It is recommended that the parent call the sponsor or principal regarding the absence.
- C. A student who has been injured and has had medical treatment or a student who has

been ill and under a doctor's care cannot participate in athletics again until the doctor provides a written statement releasing the student to participate in extracurricular activities.

- D. Members must travel to and from contest, away from school on transportation provided by the school system. Transportation will be regulated by the Board Field Trip Policy IFD.
- E. Unexcused absences from scheduled practices, meetings, contests or other activities where members are required to attend will be handled by individual sponsors in accordance with team rules, constitution, or other established guidelines.
- F. Any athlete not beginning the season with the rest of the team, due to disciplinary actions will, upon reinstatement to the team/club etc., sit out the number of days she/he missed before playing in an interscholastic contest.
- G. A display of unsportsman-like conduct toward an opponent or official shall result in counseling by the sponsor and/or the athletic director. If the problem continues the principal may take disciplinary action as necessary. After repeated offenses the athlete shall be referred to the Central Office Disciplinary Committee for review.
- H. The Coach/Sponsor shall report any student ejected from a game, meeting, or contest, etc. to the Assistant Superintendent by the end of the next school day after the event. Repeated offenders are subject to review by the Central Office Review Committee.
- I. Theft or intentional destruction of any school or individual's equipment or property is prohibited.
- J. When school officials become aware of violations as outlined in sections, G, H, I requiring administrative review the action taken will entail:
 - (1) If the infraction is a felony class offense the student shall be suspended from all practices, meetings and contest until a court hearing is held. If the student is proven innocent then she/he is reinstated. If the charges are upheld the student is permanently suspended from all extracurricular activity. If the charge is reduced the Central Office Review Committee shall review the evidence and render a decision based on the merits of the case giving consideration to the student's past behavior.
 - (2) If the infraction is classified as a misdemeanor that involved law enforcement officials the principal and sponsor shall review the evidence and follow the 10% rule as set forth in item K-3.
 - (3) Should the decision require suspension the 10% rule shall be applied as follows: First offense suspension for 10% of remaining games, meetings, contest or events. The suspension shall take effect with the next scheduled game or event. The 10% shall be determined by the number of regular season games, meetings, contest or events. Second offense the remainder of the games, meetings, contest or events. After the second offense the student shall be suspended from all extracurricular activities for one calendar year from the date of the second offense. After the third offense the student shall be permanently suspended from all extracurricular activities. When students are involved in multiple extracurricular activities the suspension shall cover all such activities.
 - (4) If the offense takes place during the "off season" or summer vacation the suspension shall become effective at the beginning of the season/school year.

- K. The use or possession of tobacco, alcoholic beverages, controlled substances, illegal abuse of prescription drugs, illegal use of solvents and inhalants by program participants is prohibited. The consequences shall be determined by Board Policy on Drug Abuse.
- L. Before any suspension provided under these rules shall take effect, the student shall be verbally advised by the principal of the alleged violation and the student will have an opportunity to explain or justify the action. If, after such conference, the principal is satisfied that a suspension is justified, the student shall be notified. If, in the opinion of the principal, the suspension is warranted and the student disagrees with the decision of the principal, the student may appeal the decision to the Central Office Disciplinary Committee composed of the Assistant Superintendent as Chairman and the Elementary/Middle School or High School Principals which ever may apply. The Central Office Disciplinary Committee will report it's decision to the Superintendent of Education. The Superintendent will then make a recommendation to the Board of Education. The suspension initially imposed will continue during the appeal process. Because of this, the committee will make every effort to meet within two school days of the appeal, will make the decision within two days after the meeting. The committee shall keep a file of any and all hearings for documentation purposes.
- M. The sponsor is directly responsible for the actions of the students under her/his supervision. The sponsor should have a discipline file in order to document how student(s) were disciplined as a result of her/his actions. If students are not disciplined in accordance with this policy and the program appears to be out of control the sponsor shall be subject to review by the Central Office Disciplinary Committee. Possible disciplinary action shall be as follows: First offense, written warning; Second offense, one game suspension; Third offense, three game suspension; Fourth offense, Removal from position.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Guidelines for Middle and High School Cheerleaders	Descriptor Code: JHCB
Legal Reference:	Passage Date: 6-20-94
	Amendment Date: 7-16-98, 2-23-2000,

PHILOSOPHY

The Board believes the purposes of cheerleading are to promote school spirit and to provide an opportunity for selected students to participate in a leadership development activity. The Board approves and supports activities designed to accomplish these purposes.

GUIDELINES

1. Cheerleaders should remember at all times that they are representing their school and act accordingly.
2. Cheerleaders must have a "C" average. (Alabama High School Athletic Association standards for athletes apply) A principal may grant probationary status under special conditions.
3. Cheerleaders are expected to attend and participate in all practices. This is important in the conditioning and training of each individual for specific events. This precludes activities that conflict with practices.
4. Cheerleaders are required to be present at all assigned games, pep rallies and fund-raising activities. Any cheerleader not being able to participate in any of these activities must be excused by the sponsor.
5. Cheerleaders should display good sportsmanship at all times. This includes showing respect for the other team, coaches, officials and spectators.
6. A cheerleader can be suspended from the squad for disciplinary reasons by the sponsor with approval of the principal or his designee.
7. Each cheerleader must be willing to furnish his/her own uniform.
8. All cheerleaders must meet the following eligibility requirements:
 - a. See Guidelines for Admission, Student Extracurricular Activities JHCA.
 - b. All students must be enrolled in the local school. Incoming students and transfers could be judged the previous spring.
 - c. High school cheerleaders should be 8th, 9th, 10th, 11th or 12th graders and those grade eight and below may be considered middle school cheerleaders.
 - d. The principal may make exceptions to the above requirements.

Captains:

1. Captains shall be appointed by the sponsor.
2. Captains must possess leadership ability.
3. The captain is responsible for all practice under the supervision of the sponsor.
4. The captain must be thoroughly knowledgeable as to the use of appropriate cheers in any situation.

Co-Captain:

1. Appointed by the sponsor.
2. Shares responsibilities with the captain.
3. Must possess leadership abilities.
4. Must be thoroughly knowledgeable of cheerleader responsibilities.

SELECTION PROCESS

The following process is suggested for selecting a cheerleading squad:

1. Provide a workshop for students who have met all the requirements for tryouts. This may be sponsored by present cheerleaders and/or cheerleaders from another high school with the sponsor in charge present.
2. Hold tryouts. Omitting names, assign each candidate a number and have candidates perform before racially mixed, qualified judges; e.g., cheerleader coaches from other schools, professional cheerleaders, etc. Be careful not to use judges who would have any relationship or prior knowledge of the candidates.
3. Tabulate scores in the presence of the principal or his appointee, the sponsor and the judges.
4. Call a meeting with all new cheerleaders and their parents to begin planning strategies for the following year.
5. The term of service for cheerleader will be the following school year.
6. Cheerleaders must try out for each new school year.

PRACTICE

1. A cheerleader's parent or the sponsor must be present at all practices and games.

2. Sponsors may elect to hold practices three or four times a week. Parents may submit vacation plans prior to summer practices in order to facilitate cheerleader activities for the summer.

REMOVAL-DISMISSAL PROCEDURES

1. Cheerleaders must obey all school rules and regulations (both the local school and the county school system).
2. A captain and/or co-captain may be selected, but he/she may not assign demerits.
3. If a cheerleader accumulates thirty (30) or more demerits they will be suspended from the squad for the remainder of the season. (See JHCA)
4. It is the responsibility of the cheerleader adviser to periodically review the grades of each member of a squad.
5. If a cheerleader is dismissed, a written notice from the principal and sponsor shall be sent to both the cheerleader and his/her parents.

Fund Raising

1. Fund raising should be implemented according to local school policy, subject to approval by the principal.
2. Parental permission must be required for fund raising.

Transportation

The principal and cheerleader sponsor are responsible for providing school bus transportation for cheerleaders to all school events.

Insurance

All prospective cheerleaders must have proof of health/accident insurance prior to tryouts. Appropriate forms shall be provided each student for purpose of showing proof of insurance. These forms shall be returned to the sponsor at the designated time. These are to be notarized and are construed to be medical release forms. The sponsor is required to file these forms with the office of the principal. Cheerleaders shall be covered by the same catastrophic insurance as athletes.

Sponsors

Qualifications

The sponsors must be a teacher or administrator employed by the Pickens County Public School System and must be appointed by the principal.

Responsibilities

The sponsor shall see that all local and school board policies are adhered to when dealing with cheerleaders.

CHEERLEADER SAFETY GUIDELINES

1. The Middle and High School cheerleaders in Pickens County will be permitted to perform only those stunts approved by the official National Federation of State High School Association (NFSHSA) Spirit Rules Book.
2. Sponsors/coaches should exercise reasonable judgment and cautious supervision in allowing cheerleaders to perform approved stunts in the manner outlined in the NFSHSA Spirit Rules Book.
3. Appropriate safety equipment, such as mats, should be used as outlined in the NFSHSA Spirit Rules Book during the execution of stunts.
4. Cheerleader sponsors/coaches are to be familiar with all aspects of the rules and regulations outlined in the NFSHSA Spirit Rules Book.
5. All sponsors/coaches are to be certified in first aid and CPR. This training will be provided by the Pickens County Board of Education.
6. Tumbling should not be performed on wet or concrete surfaces.
7. An adequate warm-up must precede all activities.
8. Jewelry is prohibited with the exception of religious or medical medals. If such medals are worn, they shall be taped to the body under the uniform.
9. Cheerleaders shall wear athletic type shoes during the execution of all approved NFSHSA stunts.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Participation – Academics First (replaces Student Participation – No Pass No Play)	Descriptor Code: JHF
Legal Reference:	Passage Date: 9-15-97 (No Pass No Play)
	Amendment Date: 10-19-98, 4-19-00, 7-28-03

The Pickens County Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Pickens County Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class. This Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by State Board of Education resolution and the *Alabama Administrative Code* to earn a minimum of 24 credits in Grades 9-12, with four (4) credits each in science, mathematics, social studies, and English.

The Pickens County Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities:

1. Students entering Grades 10-12 must, for the immediately preceding school year, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be earned during summer school. If a unit(s) or subject(s) is repeated in summer school, the high numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) days after the beginning of the succeeding semester. An ineligible student may not become eligible after the fifth day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by each local board of education as they pertain to other extracurricular activities.
5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.

6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.

Students entering Grades 8 and 9 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70.

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

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

This policy is effective for all students in Grades 8-12 beginning with the 1999-2000 school year with their eligibility determined by grades earned during the 1998-99 school year and 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein. The local Board of Education shall implement this policy as a minimum for all students in Grades 7-12 under its control. Each local Board of Education shall notify the State Superintendent of Education within 30 days of receipt of notice of adoption of this rule by the State Board of Education that it is in effect in all applicable schools within its jurisdiction.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Participation in Out-of-School Activities	Descriptor Code: JO
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The following points should be considered by principals in determining whether pupils may participate in community activities during school hours:

1. Participation in the project will not unduly deprive students of time needed in acquiring basic skills.
2. The regular schedule will not be interrupted unless the majority of benefit through their participation.
3. Neither an individual nor the school as a whole shall be permitted to use school time in working on community sponsored projects unless such an undertaking is contributing to the educational program.
4. Schools shall not be used to promote private or commercial interests.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Enrollment of Adult Vocational Students	Descriptor Code: JQJ
Legal Reference:	Passage Date: 8-19-85
	Amendment Date:

Admittance:

Adults will be admitted to existing day courses at LaDow Area Vocational Center on a space available basis. Applying students will demonstrate adequate scholastic abilities for a prospective course through test performance, scholastic credentials, or other appropriate measures.

Tuition and Fees:

Basic course fees for adult enrollment will be as set by the Board of Education and are due on the first school day of the month. They must be paid by the fifth school day of the month. Adult students must furnish the necessary personal tools and supplies for each semester's work. Costs will vary according to the course.

Rules and Standards Governing Student Conduct:

The basis of the rules and standards governing the conduct and behavior of students is a concern for the right of each student to make effective use of the opportunity for an education and to insure that no student by his conduct causes a situation that will interfere with the right of other students to obtain an education in an orderly environment. It is assumed that adult students enrolling in courses are mature and have a desire for constructive learning and are attending the school with that purpose in mind. The school is operated to help each student develop skills in a trade that will enable the student to enter the work market.

Any student who violates the orders and/or instructions of an instructor, or violates the policies or standards of student conduct of the Pickens County Board of Education, or who is delinquent in scholarship, or fails to pay his financial obligations, or violates practices of good conduct, shall be subject to disciplinary action. Immediate suspension or expulsion of adult students for improper actions shall be the responsibility of the Vocational Director or his designated representative.

Transportation/Attendance:

It is the responsibility of the adult student to transport himself to the LaDow campus.

Regular attendance and observation of promptness are vital components of vocational training and requirements for continued enrollment.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Records	Descriptor Code: JR
Legal Reference:	Passage Date: 1-19-76
	Amendment Date:

I. TRANSFER AND MAINTENANCE OF STUDENT RECORDS

Statement of Policy

A cumulative record shall be maintained for each student. The student's cumulative record is legal evidence of the student's school progress. It should also facilitate the process of individual guidance. It should be accurately and legibility kept in black permanent ink. This record shall contain only verified information of recognized importance and may be used only for the benefit or welfare of the student. It shall be directly accessible to the professional staff, the student if he has attained 18 years of age, and the student's parents or legal guardian prior to the student's attainment of 18 years of age.

Legal Responsibility

The school principal is responsible for the keeping of accurate, up-to-date pupil records and for the furnishing of pupil's transcripts upon request by other schools and colleges. The principal may delegate this responsibility to the homeroom teacher, secretary, and/or guidance personnel where they are available.

Security and Storage

Student cumulative records should be stored in filing cabinets. Records should be filed in the best available area that will provide security and protection from pilfering and natural disasters. Filing cabinets should have locks. The classroom teacher may checkout student cumulative records and these should not be taken from the school. Teachers, teacher aides, teacher interns under supervision of teacher, and full-time certificated school employees will have access to the records of students about whom they are concerned.

Procedures and Practices

A. The cumulative file

1. Initiation of file

A cumulative record shall be initiated by the Pickens County School first attended. Information collected shall include personal and family data including certification of name and date of birth and social security number.

2. Required data
Data concerning achievement, evaluation, and attendance shall be maintained in the cumulative folder.
3. Permissible data
Standardized intelligence and aptitude test scores, health data, family background information and teacher observations may be included in the cumulative folder. Service awards, achievements, volunteer services in school or community, part-time work, and any other items considered enhancing to the student may be recorded in the cumulative folder.
4. Periodic review and deletion of data
Each cumulative file shall be screened and all irrelevant, outdated, or improper materials eliminated before the student leaves each school. The principal or his designee shall be responsible for the screening and destruction of cumulative file material according to individual school policies.

B. Temporary Records

1. Memory notes
Any certified employee may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnoses, and other memory aids for use in counseling students. All such data may be destroyed when the usefulness is no longer apparent or when the student leaves the program of the certified employee.
2. Reports of disciplinary action
The principal may maintain files containing notices of suspension, expulsion and other disciplinary actions. These data may be destroyed when the student leaves the school.
3. Psychological evaluation
 - a. Psychological reports shall only be included in the cumulative record of students if the individual school permit's, otherwise, separate files shall be maintained in the principal's or counselor's office while these students are within that school. When a psychological evaluation has been made, a parental consent form should be placed in the cumulative file that the student was individually evaluated, the tests administered, and the data on which the tests were administered.
 - b. Requests for psychological services shall be made by the principal to the coordinator designated by the superintendent. Parental consent for testing must accompany this request. The principal shall file all evaluations or pass them to the counselor for filing.
 - c. Information from psychological evaluations shall be released to authorized school personnel only, except that these evaluations may be released by the central office coordinator with parental permission to other agencies.

- d. When a student leaves the school system, his psychological evaluation shall be destroyed according to the individual school policy. When a student leaves a school in the system and enrolls in another school in the system, his psychological evaluation will be passed to the principal of the student's new school by the principal of the student's former school.
- e. Psychological evaluations administered in a local school shall be maintained and destroyed by the individual school policy.

C. External transfer of school records

A copy of a student's school record shall be transferred from one school to another only through the cumulative record of the student. All records shall be the property of the school and shall be retained by the school in which the records were developed.

D. Internal transfer of student records within the same school zone

In elementary, middle, junior and high schools, the cumulative record be sent to the student's next school automatically.

E. Internal transfer of student records in different school zone

In elem. , middle, junior and high schools, photostatic copies of records should be sent to schools making the proper requests, if the school is within the Pickens County School system. All schools should retain the original cumulative record and should send a copy of the cumulative record to the school making the proper request.

Regardless of the time spent on a school in the Pickens County School System, a record of the student's progress to the time he transfers should be sent to the school to which the student is transferred.

II. EXAMINATION OF STUDENT RECORDS

The following persons shall have access and the right to inspect and review any and all official records, files, and data of students attending any school or contracted agency of the Pickens County School System when the relationship is one of the following:

1. The involved student if he has attained 18 years of age.
2. Natural parents of, in case of divorce, the parent who has legal custody of the student.
3. Legal custodian of the student as decreed by a Circuit Court Judge.

These records include all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive or be informed of that part of such record or data as pertains to their child.

III. RELEASE OF STUDENT RECORDS

Written consent of parents (or the student who has attained the age of 18 years) must be obtained

before identifiable records or file of students are released to any individual agency or organization other than:

1. Pickens County School System officials, including teachers who have legitimate educational interests.
2. Officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer and of the right to a copy of the student's record upon request.
3. Authorized representatives as identified by the superintendent or his delegate for the purpose of auditing and evaluating federally supported educational programs.
4. Representatives of the court in complying with judicial order or subpoena, upon condition that parents and the students are notified of all such orders or subpoenas when possible.
5. Authorized representatives of governmental agencies designated by the Superintendent of Education.
6. Education institutions may release information from education records to appropriate persons on connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. (Ref. 99.35,b - Federal Register, Vol. 40, #3)
7. Whenever the student has attained 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

Professionals working in the school may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnostic and other memory aids for their own use in counseling pupils. This material should be considered the personal property of the professionals for their use only. Should the material be relayed to a second party or added to a student's permanent record, the material must be open to examination and challenge by persons eligible for such examination and challenge.

IV. PROCEDURE FOR ACCESS TO STUDENT RECORDS

Upon receipt of a written request by parents for access to their child's school records, the school shall, within a reasonable period of time, but in no case more than 45 days after the request has been made, provide parents with such information in a conference with appropriate personnel.

Parents may inspect material in the student's file and may copy such information; however, no material may be removed from such files by the parent.

V. CHALLENGING OF CONTENTS OF RECORDS

Parents shall have an opportunity for a hearing to challenge the contents of their child's school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy, or other rights of students; and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

Such request for challenging of school records shall be in written form to the school principal. Upon receipt of such request, the principal will schedule, within ten days, a personal conference with parent and other appropriate professional staff deemed necessary.

If this procedure does not result in changes to the satisfaction of parents, at their request the principal will, within 10 days, schedule a hearing for the purpose of appealing the decision, with the superintendent for his designee. An opinion is to be rendered within 10 days. If the parent is still dissatisfied, it is his right to request a meeting with the members of the Board of Education. The superintendent shall place the parent's name on the agenda of the next meeting of the Board of Education.

Special education, health and psychological records may not be altered without the concurrence of the Supervisor of Special Education or county school nurse, as appropriate.

VI. RECORD OF INSPECTION OF PUPIL RECORDS

All persons, (excluding school personnel), agencies, or organizations desiring access to the records of a student shall be required to send a written signed permission request to release records which shall be kept permanently with the file of the student, but only for inspection by the parents or students, indicating specifically the legitimate educational, or other interest that each shall be available to parents and to the school official responsible for record maintenance as a means of auditing the operation of the system.

VII. THIRD PARTY EXAMINATION OF STUDENT RECORDS

Personal information shall only be transferred to a third party (other than school or parents) on the condition that such party will not permit any other party to have access to such information without the written consent of the Parents of the student, and/or the student if he is 18 years of age. It will be the schools responsibility to inform the third party of the above conditions in a written statement.

VIII. RESEARCH RELATION TO STUDENT PRIVACY

Requests by graduate students and others to do curriculum and other research in Pickens County Schools must have the approval of the school principal. Each request must include a letter form the sponsor of such research, that is, the major advisor of a graduate student or the director of the agency wishing to do research. A brief description of the procedures to be used in the research, along with a copy of the instrument to be used in the project, shall be made available when the request is made.

Approval of a request for research shall include consideration of the time involved by students and teacher, the value to educational research, and would include the stipulation that the results be make available to the school system. When appropriate, information gained from testing shall be made available to the school personnel for use in the student's educational program.

Information made available to researchers must be kept confidential and must be presented in research reports in a manner that insures individual anonymity.

IX. DIRECTORY INFORMATION

- A. Directory information includes the following:
1. Name
 2. Grade in which student is enrolled
 3. Date and place of birth
 4. Participation in officially recognized activities and sports
 5. Weight and height of members of athletic teams
 6. Dates and records of attendance and graduation
 7. Degrees and awards received
 8. The most recent educational agency or institution attended by the student
 9. Parents or guardian's name
- B. Students addresses and telephone listing may be released to other agencies designated by the Superintendent of Education.

X. FORMAL PROCEEDINGS

Upon the request of either party (the educational institution or the parent or eligible student), the hearing required shall be conducted under the procedures adopted and published by the Pickens County Board of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Responsibility for Texts and Library Books	Descriptor Code: JSA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 8-16-74

Pupils are responsible for all state-owned textbooks assigned to them. Pupils are responsible for reimbursement for state-owned textbooks and library books lost or unnecessarily mutilated. Penalty for non-reimbursement will be non-issuance of books and denial of transcript of credits. No pupil will be issued textbooks for the succeeding year until these provisions are met.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Fees for Elective Courses	Descriptor Code: JSB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 8-16-78, 7-23-78, 6-21-99, 7-23-01, 4-23-03

1. No fees shall be charged for courses required for graduation.
2. Career/Technical courses - \$20.00 per term
3. Driver's Education - \$25.00 per course
4. Band - \$15.00 per year with student owned instrument - \$25.00 - \$75.00 per year with school-owned instrument.
5. The local School Building Leadership Team shall establish a reasonable fee for all extra-curricular activities and make such provision for any hardship cases as determined.
6. A fee for a Fine Arts or other elective courses may be charged only if there is an option that does not require a fee.
7. A fee may be charged for credit earned for a course equivalent in content to a required course (Technical math/algebra) only if there is an option that does not require a fee.
8. Any funds collected shall be spent on the course for which the fee was levied.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Transcripts	Descriptor Code: JSC
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

One transcript of high school credits may be supplied each student without charge. Additional transcripts will be furnished the student for a fee of one dollar (\$1.00) each.

SECTION K

GENERAL PUBLIC RELATIONS

<u>DESCRIPTOR CODE</u>	<u>TITLE</u>
KG	Use of School Facilities
KM	Student Interviews, Visitors

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Use of School Facilities	Descriptor Code: KG
Legal Reference:	Passage Date: 4-1-78
	Amendment Date: 6-20-83, 3-27-89, 8-12-02, 5-25-07

The Board approves and encourages maximum use of school facilities, when not being used for public school purposes, can be made available to approved organizations and groups of the community. The operation of the school program will receive priority over all other use of the school facilities. It will be the responsibility of the principal to make monthly reports to the Superintendent of any use charges of the local school facility during out-of-school hours.

GENERAL REGULATIONS:

The Principal, in his role as school administrator, shall be responsible for maintaining proper relationships with those organizations which make application to use the school building or grounds.

A standard form, supplied by the Superintendent's office, submitted 30 days prior to use of facilities, will be completed and signed by the authorized representative responsible for the group desiring to use the facilities. Use and custodial charges, as per schedule, will be collected when application is made. Custodial charges may be refunded, at the Principal's discretion, if not used. Approval for use of facilities shall be made, within 10 workings days, by the principal of each local school.

Any group using school facilities will be liable for any loss or damage that may arise during or be caused in any way by such use of said facility. Should damage occur the principal and maintenance supervisor shall decide upon the amount of damage to be charged. Failure to pay the assessed damage or abuse of property in any way will result in immediate and permanent loss of use by that group.

In the event of disagreement as to use of school facilities or damage charges, the group/individual may appeal to the Superintendent. If agreement is not reached, the controversy will be appealed to the Board of Education.

There shall be no charge for use of any school facility for a school-related activity. Use charges and custodial fees will be made on facilities for non-school connected use according to the following schedule:

	<u>Charge</u>	<u>Custodial</u>	<u>Total</u>
Classrooms	\$10	\$10	\$20
Library	\$25	\$25	\$50
*Lunchroom Kitchen.			
*Lunchroom (no kitchen use)	\$50	\$50	\$100
Auditorium	\$200	\$50	\$250
Cafetorium	\$200	\$50	\$250
Gymnatorium	\$200	\$50	\$250
Grounds (only)	\$50	\$50	\$100
Grounds (building access)	\$50	\$50	\$100
Stadium (daytime)	\$250	\$100	\$350
Stadium (nighttime)	\$400	\$100	\$500

- See CNP Supervisor

Different use and custodial charges are necessitated due to differences in size of facility, time of day, time of year, length of time used, and other pertinent factors.

PICKENS COUNTY BOARD OF EDUCATION

P.O. Box 32 Phone (205) 367-2080

CARROLLTON, ALABAMA 35447

Dr. Leonard Duff
Superintendent

RESERVATION REQUEST FOR USE OF SCHOOL BUILDINGS

(Submitted 30 days prior to use of facilities)

SCHOOL: _____ PRINCIPAL _____

NAME OF GROUP OR ORGANIZATION: _____

BUILDING REQUESTED: _____ TIME: From _____ To _____
(Date)

TYPE OF FUNCTION: _____

APPROXIMATE NUMBER OF PEOPLE TO USE BUILDING: _____

CONTACT PERSON REGARDING DISPOSITION OF THIS REQUEST:

NAME: _____ TELEPHONE: _____

D.L. # _____ S.S. # _____

ADDRESS: _____

CITY _____ STATE: _____ ZIP: _____

ANY GROUP USING SCHOOL FACILITIES WILL BE LIABLE FOR ANY LOSS OR DAMAGE THAT MAY ARISE DURING OR BE CAUSED IN ANY WAY BY SUCH USE OF SAID FACILITY. SHOULD DAMAGES OCCUR, THE PRINCIPAL AND MAINTENANCE SUPERVISOR SHALL DECIDE UPON THE AMOUNT OF DAMAGE TO BE CHARGED. FAILURE TO PAY THE ASSESSED DAMAGE OR ABUSE OF PROPERTY IN ANY WAY WILL RESULT IN IMMEDIATE AND PERMANENT LOSS OF USE BY THAT GROUP.

IN THE EVENT OF DISAGREEMENT AS TO DAMAGE CHARGES, THE GROUP MAY APPEAL TO THE SUPERINTENDENT. IF AGREEMENT IS NOT REACHED, THE CONTROVERSY WILL BE APPEALED TO THE BOARD OF EDUCATION.

PART OR ALL CUSTODIAL FEES ARE SUBJECT TO REFUND BASED ON THE CONDITIONS OF THE BUILDING AFTER USE. "NO SMOKING"

	<u>CHARGE</u>	<u>CUSTODIAL</u>	<u>TOTAL</u>
1. Classrooms	\$10	\$10	\$20
2. Library	\$25	\$25	\$50
3. Lunchroom/Kitchen*	Contact Child Nutrition Supervisor		
4. Lunchroom/no kitchen use*	\$50	\$50	\$100
5. Auditorium	\$200	\$50	\$250
6. Cafetorium	\$200	\$50	\$250
7. Gymnatorium	\$200	\$50	\$250
8. Grounds (only)	\$50	\$50	\$100
9. Grounds (building access)	\$50	\$50	\$100
10. Stadium - daytime	\$250	\$100	\$350
11. Stadium - nighttime	\$400	\$100	\$500

* Contact Child Nutrition Supervisor

I will abide by the rules and regulations for the use of public school buildings as set down by the Pickens County Board of Education.

DATE: _____ SIGNATURE: _____

PICKENS COUNTY BOARD OF EDUCATION

Office of the Superintendent
P.O. Box 32 Phone (205) 367-2080
CARROLLTON, ALABAMA 35447

Dr. Leonard Duff
Superintendent

PERMIT FOR USE OF SCHOOL BUILDINGS AND GROUNDS
(Returned within 10 working days)

RESERVATION REQUEST: _____ Approved _____ Not Approved

REASON: _____

This is to certify that the _____
(Name of Building)

_____ has been reserved for _____

(Name of individual/organization)

From _____ Until _____
(Time) (Time)

On the Date(s) _____

At a Total Charge of _____

CUSTODIANS ASSIGNED:	REMARKS:
_____	_____
_____	_____
_____	_____

Date: _____ By: _____
(PRINCIPAL)

NOTE:

The holder of this permit should read carefully all "RULES AND REGULATIONS".

If a school conflicts, school activities will have preference, and you will be notified.

"NO SMOKING IN SCHOOL BUILDINGS."

Use Permits are limited to the specified room or rooms, during the hours and days specified. The permit holder shall insure that the remainder of the building used is not entered or molested. The scheduled times must be adhered to strictly.

Use of tobacco, possession or use of intoxicating liquor or illegal drugs, and fighting, betting or other forms of illegal gambling will not be allowed on the premises or within any facilities used.

USE AND CUSTODIAL CHARGES, AS PER SCHEDULE, WILL BE COLLECTED WHEN APPLICATION IS MADE.

CUSTODIAL CHARGES MAY BE REFUNDED AT THE PRINCIPAL'S DISCRETION, IF NOT USED.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Student Interviews, Visitors	Descriptor Code: KM
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 11-20-06

STUDENT INTERVIEWS

No student shall be interviewed on or off campus either during the normal school day or as part of a school-sponsored event. However, nothing herein shall prevent properly conducted interviews by law enforcement and/or child protection agencies of the State of Alabama or Pickens County.

VISITORS

It is the policy of the Board to have all school visitors report to the principal's office upon entering a school building. All visitors to any school shall certify with respective school principals who they are and their purpose for being in said school. The school principal or designee shall determine whether a person presenting himself as a visitor is entitled to remain on school premises for the purpose stated. All visitors, school officials, parents of school students, and other officials shall be welcomed in a cordial manner.

Conduct by any visitor during the school day or at any extracurricular school event, which in the opinion of the principal is inappropriate, which creates an unsafe situation, or which interferes with the proper learning atmosphere at the school will not be tolerated and the visitor shall be removed from the school campus or event. Upon the occurrence of any such incident, the principal shall endeavor to immediately notify the Superintendent who may take such additional action as he deems necessary.

SECTION L

INTERORGANIZATIONAL RELATIONS

<u>DESCRIPTOR CODE</u>	<u>TITLE</u>
LBA	School Trustees
LBB	Advisory Council Organizations (Voc. Ed.)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: School Trustees	Descriptor Code: LBA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Any adult person residing near the schoolhouse may be nominated to serve as a local school trustee.

Trustees will serve a term of four (4) years from the time of appointment by the County Board of Education.

1. Election Procedures:

- a. Each school must nominate six (6) or more persons as candidates for local trustees. Nominations may be made by any adult interested in the school. Ballots of all nominees will be prepared in the County Board of Education Office and forwarded to the schools.
- b. Patrons of the school are eligible to vote on the trustees. Patrons are defined as parents or guardians of children in school.
- c. The names of the six nominees who receive the highest number of votes will be sent to the County Board of Education.

2. Selection by the County Board:

The County Board of Education will appoint, from among the six persons elected by the local school patrons, three persons to serve as trustees.

3. Vacancies:

The Board of Education will fill all vacancies from the list of remaining nominees on file to serve the unexpired terms.

4. **Legal Status of Local Trustees:**

- a. Local school trustees will have the care of the building and grounds, school apparatus, and other school property and will keep the County Board advised about matters affecting the educational interest of the school. Trustees have the power to authorize the use of the school buildings for such civic, social, recreational, and community gatherings as, in their opinion, do not interfere with the principal use of the buildings or grounds.
- b. Local school trustees may file with the County Board written charges requesting the removal of the principal or any teacher in school.
- c. In the event a teacher not already employed in the system is assigned to a local school, the trustees may refuse to accept the teacher. (Note: Many of the above statements referring to the County Board of Education, and the local trustees are quoted from the Public School Laws, State of Alabama.)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Advisory Council Organizations (Voc. Ed)	Descriptor Code: LBB
Legal Reference:	Passage Date: 9-19-77
	Amendment Date:

I. Organization of the Advisory Council

A. **Membership**

1. The Pickens County Advisory on Vocational Education shall consist of five (5) or more members.
2. This Council shall be composed of representatives of the general public including at least a representative from: (1)Business, (2)Industry, (3)Labor, (4)Education, and (5)Government.
3. The members of this Council will be recommended to the Board of Education by the Superintendent, Local Vocational Director, and Vocational Instructors of Pickens County.

B. **Terms of Members**

1. The original members of the group will serve one or two years according to their appointment. After the original organization all members will be appointed for two (2) year terms.
2. When a vacancy occurs, the newly appointed member will serve during the unexpired term of the member he replaces.
3. A person who has served a term as a member is eligible for reappointment.

C. **Officers**

The officers will consist of a chairman, vice-chairman and a recording secretary. These officers will be elected annually.

D. Meetings

1. At least two (2) meetings will be held each year.
2. Meetings may be called, or canceled by the chairman.
3. The chairman in consulting with the group membership will be responsible for planning the meeting agenda.
4. Discussion leading toward a consensus of the members will be the prevailing procedure in meetings. Parliamentary procedure will be used when a decision of the group is to be recorded or transmitted.

E. Loss of Membership

Members who fail to attend two (2) consecutive meetings automatically lose their membership unless they present reasons for their absences acceptable to the appointing authority.

II. Operation of the Advisory Council

- A. An advisory group will organize itself, determine its meeting times, select its officers and subcommittees, make its rules and formulate its program and meeting agendas provided such do not conflict with Board policies on advisory groups.
- B. The Board will react to proposals submitted by the advisory groups.
- C. Minutes of the meetings of the advisory group will be sent to the members of the Board and to the members of the administrative staff.
- D. Publicity regarding the work and reports of the advisory group or its subcommittees will be released only after approval by the Board or its authorized agent.
- E. Advisory groups will discuss all proposed studies prior to inception with the Board or its authorized agent.
- F. Advisory groups will not recommend, support, or campaign for or against candidates for election or enter into a discussion regarding the employment, dismissal, promotion, or transfer of individual school employees; or encroach upon the prerogative of the administrative, instructional, or non-instructional staffs for the Board. This group is to function in an advisory capacity.