

# **BIBB COUNTY SCHOOLS**

## **CODE OF STUDENT CONDUCT and RELATED STUDENT POLICIES**

Revised: July 2007

*“Preparing Today’s Youth for Tomorrow’s World”*

**It is the official policy of the Bibb County Board of Education, including all schools and agencies under the control of the Bibb County Board of Education, that no person shall on the grounds of race, color, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.**

# BIBB COUNTY SCHOOLS

## Code of Conduct and Related Student Policies

### DOCUMENT RECEIPT ACKNOWLEDGEMENT

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_

Name of Parents or Guardians: \_\_\_\_\_

\_\_\_\_\_

We hereby acknowledge by our signatures that we have received and read, or have had read to us, the July 2007 Code of Conduct and Related Student Policies.

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Parent or Guardian Signature/Date

\_\_\_\_\_  
Parent or Guardian Signature/Date

### TECHNOLOGY USAGE PERMISSION (See Pages 35-39)

I acknowledge that I have read, understand and agree to all terms as outlined in the Technology Usage Policy.

\_\_\_ My child **may use** technology resources while at school according to the rules outlined.

\_\_\_ I would prefer that my child **not** use technology resources while at school.

\_\_\_\_\_  
Signature of Parent/Guardian/Date

\_\_\_\_\_  
Signature of Student/Date

### Photograph/Audiotape/Videotape/Interview Permission (See Page 39)

\_\_\_ I **agree** to permit the Bibb County School System to photograph/audiotape/videotape/interview my child engaged in school activities in the production of educational or promotional materials, or for publication in news media or the School System website.

\_\_\_ I would prefer that my child **not** be photographed/audiotaped/videotaped/interviewed.

\_\_\_\_\_  
Signature of Parent/Guardian/Date

\_\_\_\_\_  
Signature of Student/Date

***PLEASE SIGN, DETACH AND RETURN THIS FORM.  
THANK YOU!***

**BIBB COUNTY BOARD OF EDUCATION**

157 SW Davidson Drive  
Centreville, Alabama 35042

**SUPERINTENDENT OF EDUCATION**

Dr. Don Elam

**MEMBERS OF THE BIBB COUNTY BOARD OF EDUCATION**

Mr. Jimmy Bearden  
Mr. James McBride, Sr.  
Mr. Mike McMillan  
Mr. Gary Monk  
Mr. Mike Oakley

**BIBB COUNTY SCHOOLS DIRECTORY**

<u>School</u>	<u>Principal</u>	<u>School Phone Number</u>
Bibb County Career Technical Center	Mr. Dennis Duncan	(205)938-7434
Bibb County High School	Mr. Lee Van Fleet	(205)926-9071
Bibb County Junior High School	Mr. Ernie Cutts	(205)926-7751
Brent Elementary School	Dr. Mechelle Hollifield	(205)926-4993
Centreville Elementary School	Dr. Cheryl Fondren	(205)926-9861
Randolph Elementary School	Mrs. Karen Peak	(334)366-2897
West Blocton Elementary School	Mrs. Karen Hubbard	(205)938-9005
West Blocton High School	Dr. Douglas Milligan	(205)938-9002
West Blocton Middle School	Mr. Duane McGee	(205)938-2451
Woodstock Elementary School	Mrs. Delores Garner	(205)938-2028

**CENTRAL OFFICE STAFF**

<u>Position</u>	<u>Central Office Staff</u>	<u>Office Phone Number</u>
Administrative Assistant	Ms. Jan Dunn	(205)926-9881
Administrative Assistant	Dr. Alesa Judd	(205)926-9311
Administrative Assistant	Mr. Cecil LaGrone	(205)926-9881
Special Education Coordinator	Mr. James Gray	(205)926-9881
Child Nutrition Director	Ms. Beverly Brown	(205)926-9881
Technology Coordinator	Mr. Glen Judd	(205)926-9881

# **Bibb County Board of Education**

*Superintendent of Education*  
Dr. Don Elam

**157 SW Davidson Drive**  
**Centreville, Alabama 35042**

Telephone (205) 926-9881  
Fax (205) 926-5075  
E-mail: BibbBOE@bibbed.org

August 9, 2007

Dear Parents and Students,

Welcome back to school! This is your copy of the Bibb County School District student handbook which you should keep for reference. Please sign, as indicated, and return the cover page to your school principal.

Your support of the Bibb County School System and the educational process is essential. We seek your continued support in providing the best and most appropriate education for the children of Bibb County. We look forward to working with you this year.

Sincerely,  
*Dr. Don Elam*  
Superintendent

**PLEASE SIGN AND RETURN THE FORM.**  
**THANK YOU!**

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# **Bibb County Board of Education**

Superintendent of Education  
Dr. Don Elam

**157 SW Davidson Drive  
Centreville, Alabama 35042**

Telephone (205) 926-9881  
Fax (205) 926-5075  
E-mail: BibbBOE@bibbed.org

## **PARENT NOTIFICATION OF "PARENTS' RIGHT-TO-KNOW" (FILE: JBCAG)**

August 9, 2007

Dear Parent,

The purpose of this correspondence is to communicate to you the requirements under Title I, Part A, Section 1111(h)(6), *No Child Left Behind Act of 2001*, Public Law 107-110 in reference to Parents' Right-To-Know. At the beginning of each school year, schools receiving Title I funds will notify parents of all students in that school that the parents may request, and the school will provide the parents in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including the following:

- (a) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (b) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (c) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (d) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Additionally, schools receiving Title I funds will provide information to parents on the level of achievement of the parent's child in each of the State academic assessments as required by the *No Child Left Behind Act of 2001*.

Also, timely notice must be given that the parent's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

If you are interested in receiving information regarding your child's teacher(s)' qualifications, please make your request to the Bibb County Board of Education, 157 SW Davidson Drive, Centreville, Alabama 35042.

Sincerely,  
*Alesa Judd*  
Federal Programs Coordinator

# EQUAL EDUCATIONAL OPPORTUNITIES (FILE: JAA)

The Bibb County School System has been created by the Alabama State Legislature to execute educational law as defined by the State Constitution, the State Board of Education and the Bibb County Board of Education. It shall be the policy of the Bibb County School System to offer a quality educational program that will provide all children with the necessary skills and attitudes, commensurate with their ability, to become effective citizens who are able to take their places in society. It shall be the policy of the Bibb County Board of Education to strive to provide equal educational opportunities in the School System.

It is the official policy of the Bibb County Board of Education, including all schools and agencies under its control, that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Freedom of Expression

Freedom of speech is a constitutional right guaranteed to all citizens. The School System shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students.

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideals.

All students shall have the freedom to exercise the right of free speech and to protest deprivation thereof, through proper channels, providing that such protection does not interfere with the educational program of the School System or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to other individuals, to develop tolerance for the view points or opinions of others, and to recognize the right of other individuals to form or hold different points of view.

### Attendance

#### Philosophical Basis:

School administrators have an obligation under State Law to enforce compulsory school attendance laws which state that every child between the ages of 7 and 16 years shall be required to attend school.

#### Student Responsibilities:

To take advantage of their educational opportunity by attending all classes daily and on time.

To provide the school with an adequate explanation with appropriate documentation indicating the reasons for an absence.

To request make-up assignments from teachers upon return to school, and to complete this work within a reasonable length of time as determined by the teacher when there is an excused absence.

#### Student Rights:

To be informed of School Board policies and individual school rules regarding absenteeism and tardiness.

To appeal a decision pertaining to an absence.

To make up class work in a reasonable length of time when there is an excused absence.

### Respect for Persons and Property

#### Philosophical Basis:

All students have a right to attend school in an orderly environment, to be treated respectfully, and to own and possess property.

#### Student Responsibilities:

To treat each student with dignity and respect.

To recognize the diverse talents, characteristics and contributions of all students.

To respect both public property and the personal property of other students.

#### Student Rights:

To be treated with respect by other students.

To protection of individual property rights at school.

### Knowledge and Observation of Rules of Conduct

#### Philosophical Basis:

Basic to all organizations, including schools, is a set of rules and regulations that provide for the orderly operation of it. Rules of conduct deal with how students should act at school.

#### Student Responsibilities:

To abide by law and local board of education and individual school rules and policies regarding rules of conduct. To document receipt of the code of student conduct with his or her signature.

#### Student Rights:

To be informed of laws and local board of education and individual school rules and policies regarding rules of conduct.

To be informed as to the specific grounds of the violation(s) of the local board of education's code of student conduct.

## **The Right to Learn**

### Philosophical Basis:

All students have a right to learn to the limit of their abilities without interference by others. Disruptions should not be tolerated by school officials.

### Student Responsibilities:

To abide by laws and local board of education and individual school rules and policies regarding the right of learn. To take advantage of appropriate opportunities provided for learning.

To avoid hindering the teaching process.

To seek assistance, if needed, to aid learning.

### Student Rights:

To be informed of laws and local board of education and individual school rules and policies regarding the right to learn.

To be provided a safe school environment free of illegal drugs, alcohol, or weapons.

To be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn.

To be provided with the opportunity to express concerns regarding the operation of the school.

## **Free Speech/Expression**

### Philosophical Basis:

Citizens in our democracy are guaranteed self-expression under the 1<sup>st</sup> and 14<sup>th</sup> Amendments of the United States Constitution; therefore, one of the basic purposes of education is to prepare students for responsible self-expression.

### Student Responsibilities:

To respect the rights of other individuals, to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.

To act in a manner which preserves the dignity of patriotic observances.

To plan for, seek approval of, and conduct activities which are consistent with the educational objectives of the school.

### Student Rights:

To form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous, or libelous.

To affirm their identity with the American ideals.

To refrain from any activity which violates the precepts of their religion.

To assemble peaceably on school grounds or in school buildings. Such assembly shall be consistent with all applicable Federal, State, and local regulations.

## **Student Publications**

### Philosophical Basis:

One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the entire student body.

### Student Responsibilities:

To refrain from publishing libelous and obscene materials.

To seek full information on the topics about which they write.

To observe normally accepted rules for responsible journalism under the guidance of the faculty advisor.

### Student Rights:

To participate in the development and distribution of publications as a part of the educational process.

## **Assembly**

### Philosophical Basis:

The right to peaceable assembly is a constitutionally protected guarantee that should be exercised with caution in a school setting.

### Student Responsibilities:

To abide by laws and local board of education and individual school rules and policies in regards to assembly.

To seek approval, plan, and conduct meetings consistent with local board of education rules.

### Student Rights:

To be informed of laws and local board of education and individual school rules and policies regarding assembly. To assemble in a lawful manner for a lawful purpose with prior approval by local school officials.

## **Privacy**

### Philosophical Basis:

Federal and state laws provide persons, including students, with reasonable expectation of privacy in addition to freedom from unreasonable searches and seizures. Such guarantees must be balanced by the school's responsibility to protect the health, safety and welfare of all students.

Student Responsibilities:

To attend school and other School Board activities without bringing materials or objects prohibited by law or board policy or with items that will detract from the educational process.

To respect the personal privacy rights of other students.

Student Rights:

To maintain privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or board policy.

To protection of individual privacy from other students by school officials.

**Participation in School Programs and Activities**

Philosophical Basis:

The School Board recognizes the value of all extracurricular activities as they relate to the total education of students. It also recognizes and supports high academic standards that require minimum achievement levels for participation in all extracurricular activities.

Student Responsibilities:

To abide by laws and local board of education and individual school rules and policies regarding school programs and activities.

To be courteous and responsible at all school programs and activities.

To complete assignments related to his participation in school programs and activities.

Student Rights:

To be informed of laws and local board of education and individual school rules and policies regarding school programs and activities.

To develop or participate in student programs and activities consistent with local board of education and individual school policies.

To seek office in any student organization.

**STUDENT CONDUCT (FILE: JCD)**

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

All students of the School System shall have the policies of the Board and administrative rules and regulations to which they are subject made available to them in written form at the opening of school each year. These policies and rules and regulations shall be developed cooperatively by the Board and school personnel who shall consider any suggestions made by students. Said policies must be adopted by the Board. All rules and regulations must be approved by the Superintendent. The policies and rules and regulations contained in this manual have been approved as noted above and are applicable to all students enrolled in schools of the School System. Further, duly approved rules and regulations found in respective local school student handbooks are applicable to students enrolled in those respective schools. Such rules and regulations must be in compliance with Board policy. All local school student handbooks must be approved by the Superintendent.

All policies and rules and regulations in this manual shall be applicable to students while under the jurisdiction of the School System including all school facilities, buses, and rented/leased facilities to accommodate School System activities. Further, Board policy and rules and regulations of the administration shall be applicable to students while attending activities/contests/games sponsored by the School System.

**STUDENT CODE OF CONDUCT (FILE: JCDA)**

Classification of Violations

Violations of the Code of Conduct are grouped into four classifications of offenses. Each classification is followed by disciplinary procedures to be implemented by the principal or designee.

Procedures for the Administration of Formal Disciplinary Action

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel and student witnesses, if necessary, before determining the classification of the violation.

Requirement to Distribute Code of Conduct to Parents

In accordance with The Code of Alabama, 16-1-24.1 (e) (1) and (4), the Board requires that this Code of Conduct be printed annually in local school student/parent handbooks for distribution to parents/guardians and students.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action and making a personal call to the parents/guardians and/or scheduling a conference with them and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the principal or designee. **It is the**

**responsibility of the student to notify his/her parents/guardians of all written communication from school officials, unless a student's IEP requires otherwise.**

**CLASS I OFFENSES**

- 1.01 Dress Code Violation  
Non-conformity by students to the Student Dress Code
- 1.02 Excessive Distraction of Other Students  
Any conduct and/or behavior, which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction. Examples: talking excessively, interrupting class functions or provoking other students,
- 1.03 Excessive Tardies  
Reporting late to school or class
- 1.04 Failure to Follow Instructions  
Repeated refusal to complete class assignments and/or failure to bring required instructional materials to class.
- 1.05 Inappropriate Public Display of Affection  
This includes any physical contact between students such as holding hands, embracing, massaging, kissing, etc.
- 1.06 Loitering  
Out of assigned place on campus. This includes skipping/cutting class.
- 1.07 School Bus Problem  
Minor disruption on a school bus
- 1.08 Other Violations  
Any other violation which the principal may deem reasonable to fall within this category.

**DISCIPLINARY ACTIONS – CLASS I OFFENSES**

Elementary Students (Grades K-6) - First and Second Offenses

Secondary Students (Grades 7-12) – First Offense

- Parent contact when warranted and disciplinary action, such as,
- Student/Principal Conference
- Probation/warning
- Administrative Detention (Principal)
- Silent lunch
- In-School Detention (ISD)

Subsequent Offenses

- Parent contact and disciplinary action, such as,
- Silent lunch
- In-School Detention (ISD)
- In-school work assignments
- Academic or written assignments
- Physical exercise
- Restricted extracurricular participation
- Saturday School
- Bus Suspension
- Disciplinary Hearing- Special circumstances may warrant a recommendation by the principal to the Superintendent.
- Subsequent violations of Class I Offenses may result in them being punished at the next higher classification.
- Other appropriate discipline measures

**CLASS II OFFENSES**

- 2.01 Criminal Mischief (Vandalism)  
The individual inflicts damage to property of less than \$200, and has no right to do so or any reasonable grounds to believe that he/she has such a right. This includes graffiti and the destruction of school records.
- 2.02 Defiance of Authority  
Willful disobedience of a direct order of instruction from a school board employee or others having legal authority, openly expressed in words or actions. This conduct substantially disrupts the orderly conduct of a school function or is behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of the students, staff, or others.
- 2.03 Disobedience-Persistent, Willful  
Reoccurring, intentional violation of the Code of Student Conduct as determined

- by the school administrator which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff and others.
- 2.04 **Disorderly Conduct (Serious class or campus disruption, etc.)**  
Any act which substantially disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others.
- 2.05 **Drugs (Non-prescription, over the counter)**  
The unlawful or unauthorized use, cultivation, manufacture, distribution, sale purchase, possession, transportation or importation of any non-prescription, over the counter drugs.
- 2.06 **Electronic Pagers/Unauthorized Communication Device**  
This category includes the use or possession of any electronic communication device, such as a cell phone, which is disruptive to the instructional program and a violation of local board policy.
- 2.07 **Explosive/Incendiary (Firecrackers, fireworks, etc.)**  
An explosive weapon detonated by impact, proximity to an object, a timing mechanism or other predetermined means such as firecrackers, fireworks, etc.
- 2.08 **Fighting**  
Mutual participation in a fight involving physical violence where there is no one main offender and no major injury. This conduct creates a substantial **risk** of serious physical injury to another person. **Administrators need to consider age and developmentally appropriate behavior before using this category.**
- 2.09 **Gambling**  
To bet on the outcome of a game, contest or other event; play a game of chance for stakes; or take a risk in the hopes of gaining an advantage.
- 2.10 **Harassment (Battery)**  
A person commits the act of harassment if, with intent to harass, annoy or alarm another person, he/she:
  - Strikes, shoves, kicks or otherwise touches a person, without permission, or subjects him/her to physical contact causing bodily harm.
  - Directs abusive or obscene language or makes an obscene gesture towards another person.
  - Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written or electronic communication in a manner likely to harass or cause harm.
- 2.11 **Knife**  
This category includes possession of a knife, without intention of use to inflict harm on another person or to intimidate any person.
- 2.12 **Larceny/Theft/Possession of Stolen Property**  
The unlawful taking, carrying, leading, riding or driving away of another's property valued at less than \$100, without consent and with the intent to convert it or deprive the owner thereof. A key difference between robbery and larceny is that a threat or assault is involved in a robbery.
- 2.13 **Other Incidents Resulting in a State/Board Defined Disciplinary Action**  
Any offenses which were not enumerated in the SIR which are a violation of local board of education policy and resulted in one or more SDE/Board-defined disciplinary actions.
- Dishonesty and Cheating  
Intentionally providing false information to board employees and/or parents/guardians.
- Forgery (False information)  
A person commits the act of forgery if, with purpose to defraud or injure anyone or with knowledge that he/she is facilitating a fraud or injury to be perpetrated by anyone, the person:
  - Alters any writing of another without his authority.
  - Makes, completes, executes, authenticates, issues or transfers any writing so that it purports to be the act of another who did not authorize that act...
  - Utters any writing which he/she knows to be forged in a manner specified in the above paragraphs.
  - Intentionally providing false information to board employees or parents/guardians such as changing grades.
- Littering  
Intentionally disposing of trash on school or board property.
- Matches or Lighters  
Possession and/or use of these items on school property.
- 2.14 **Profanity or Vulgarity**  
The use of obscene, abusive, vulgar or irreverent language on the school grounds or at a school-related activity. This act substantially disrupts the orderly conduct of a school function; disrupts the orderly learning environment; or poses a threat to the health, safety and/or welfare of students, staff or others.

- 2.15 Threat/Intimidation (Physical or verbal threat or intimidation)  
To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack.
- 2.16 Tobacco (Possession, use)  
The possession, use, distribution or sale/transfer of tobacco products on school grounds, at school-sponsored events and on transportation to and from school or other school-sponsored transportation.
- 2.17 Trespassing (School property or school function)  
To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function.
- 2.18 Truancy/Unauthorized Absence  
Any unexcused absence as determined by the local school administrator. Included in this category is skipping and/or cutting class or leaving school grounds without permission.
- 2.19 Other Violations  
Any other violation which the principal may deem reasonable to fall within this classification.

### **DISCIPLINARY ACTIONS-CLASS II OFFENSES**

Elementary Students (Grades K-6)-First and Second Offenses

Secondary Students (Grades 7-12) - First Offense

- Parent contact and disciplinary actions, such as,
- Administrative Detention (Principal)
- In-School Detention (ISD)
- In-school work assignments
- Academic or written assignments
- Physical exercise
- Restricted extracurricular participation
- Silent lunch
- Other appropriate discipline measures

Subsequent Offenses

- Parent contact and disciplinary actions, such as,
- School detention before, during or after school
- Work assignments before, during or after school
- Extended academic or written assignments
- Behavior Contract
- Saturday School
- Corporal punishment
- Bus Suspension
- Suspension (1-5 days)
- Disciplinary Hearing- Special circumstances may warrant a recommendation by the principal to the Superintendent.
- Subsequent violations of Class II Offenses may result in them being punished at the next higher classification.
- Other appropriate discipline measures

### **CLASS III OFFENSES**

- 3.01 Alcohol (Liquor law violations; possession, use , sale/transfer)  
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated or under the influence of alcohol at school, school-sponsored events and on school sponsored transportation. Sale/transfer includes, but is not limited to, giving away, furnishing and distributing.
- 3.02 Assault (Student)  
An actual and intentional touching or striking of another person/student against his or her will or intentionally causing bodily harm to an individual/student. When one individual/student physically attacks or “beats up on” another individual/student. This includes an attack with a weapon or one that causes serious bodily harm to the victim. **This category should be used only when the attack is very serious. Administrators need to consider age and developmentally appropriate behavior before using this category.**

- 3.03 **Bomb Threat**  
To unlawfully place any person in fear of bodily harm by threat of explosives by any means of communication regardless as to whether or not a bomb actually exists.
- 3.04 **Burglary (School property)**  
The unlawful entry into a building or other structure with the intent to commit a crime.
- 3.05 **Criminal Mischief (Vandalism)**  
The individual inflicts damage to property of \$200 or more, and has no right to do so or any reasonable grounds to believe that he/she has such right.
- 3.06 **Disruptive Demonstrations**  
Demonstrations consist of five or more participants who, in a course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance or harm and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer or other public servant lawfully engaged in executing or enforcing the law. The demonstration substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others.
- 3.07 **Drugs (Prescription drugs authorized by a physician)**  
The unlawful or unauthorized use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any prescription drugs.
- 3.08 **Electronic Pagers/Unauthorized Communication Device (Internet and computer records)**  
This category includes the unauthorized use or possession of any electronic communication device such as a computer to access, view, change or transfer school data records in order to falsify, endanger, cause harm or to violate privacy laws and board policy.
- 3.09 **Fire Alarm (False)**  
Rendering a false fire alarm occurs when a person knowingly causes a false fire report to be transmitted to or within an official or volunteer fire department or to any government agency. This action also substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others.
- 3.10 **Gang (Illegal organizations)**  
A gang is a somewhat organized group of some duration, sometimes characterized by turf concerns, symbols, special dress and colors. Its members and others recognize or perceive the group as a gang. An illegal organization is a group of students such as a fraternity, sorority or secret society not approved as a school function.
- 3.11 **Inciting Other Students to Create a Disturbance**  
Leading encouraging or assisting in a major disturbance which results in one or more of the following:  
Destruction/damage to property and/or injury to others; a disruption of the normal routine operations and orderly conduct of the school/school function; a substantial disruption of the orderly learning environment which poses a threat to the health, safety and/or welfare of students, staff or others.
- 3.12 **Knife**  
This category includes using a knife or possession of a knife with intention of use to inflict harm on another person/student or to intimidate any person/student.
- 3.13 **Larceny/Theft/Possession of Stolen Property (Personal or school property or from a vehicle on school property)**  
The unlawful taking, carrying, leading, riding or driving away with another's property valued at \$100 or more, without consent and with the intent to convert it or deprive the owner thereof. A key difference between robbery and larceny is that a threat or assault is involved in a robbery.
- 3.14 **Motor Vehicle Theft or Unauthorized Use of a Motor Vehicle**  
Theft or attempted theft of a motor vehicle or other vehicle violations on the school campus or at school-related functions off campus.
- 3.15 **Other Incidents Resulting in a State/Board Defined Disciplinary Action**  
Any offenses which were not enumerated in the School Incident Report (SIR) which are a violation of local board of education policy and resulted in one or more SDE-defined disciplinary actions such as:  
Indecent Exposure  
A person/student commits the act of indecent exposure if he/she exposes his/her genitals or her breasts under circumstances in which he/she knows his/her conduct is likely to cause affront or alarm in any public place or on private premises or another so near thereto as to be seen from such premises.
- 3.16 **Other Weapon (Includes firearms and other weapons)**  
An individual is involved in the use of weapons if he/she possessed or used a weapon during the incident or if the incident is the result of or occurred during the possession, use or sale/transfer of weapons. This category includes a firearm, knife, or other weapon.

- 3.17 Other/Unknown Weapon  
Possession, use or intention of use of any instrument or object to inflict harm on another person/student or to intimidate or endanger any person/student. Included in this category are all types of knives, chains, pipe, razor blades, or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments, numchuks, brass knuckles, Chinese stars, billy clubs, tear gas gun, electrical weapons or device (stun gun), BB or pellet gun, explosives or propellants.
- 3.18 Robbery (Using force)  
The taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of or violence and/or putting the victim in fear. A key difference between robbery and larceny is that a threat or assault is involved in a robbery.
- 3.19 Sexual Harassment
- **To discriminate** against a student in any course or program of study in any educational institution in the evaluation of academic achievement or in providing benefits, privileges and placement services on the basis of that student's submission or rejection of sexual advances or requests for sexual favors by administrators, staff, teachers, students or other school board employees.
  - To create or allow to exist an **atmosphere** of sexual harassment, defined as deliberate, repeated and unsolicited physical actions, gestures or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile or offensive learning environment.
- 3.20 Other Violations  
Any other offense which the principal may deem reasonable to fall within this classification.

### DISCIPLINARY ACTIONS-CLASS III OFFENSES

#### Elementary and Secondary Students (Grades K-12)

- Parent contact and disciplinary actions, such as,
- In-School Detention
- Saturday school
- Bus Suspension
- Suspension (1-10 days)
- Disciplinary hearing with the Superintendent and/or Board
- Change of placement/Discipline School (7<sup>th</sup> grade or age 13 and above)
- Expulsion
- Legal Action
- Subsequent violations of Class III Offenses may result in them being punished at the next higher classification.
- Other appropriate discipline measures

### CLASS IV OFFENSES

- 4.01 Arson  
An individual commits the offense of arson if he/she intentionally damages a building or structure or puts a building or structure at risk of damage by starting or maintaining a fire or causing an explosion. In accordance with The Code of Alabama, 16-1-2224.1(e) (2) (a) and (e) (3) and Legislative ACT 94-819, parents/guardians are liable for damage to school property caused by their children.
- 4.02 Assault (Safety of Board Employees)  
An actual and intentional touching or striking of another person/Board employee against his or her will or intentionally causing bodily harm to an individual/Board employee. No student or other person shall cause fear or injury to any teacher or Board employee. The Bibb County Board of Education shall consider such action as a Class IV Offense and upon the recommendation of the Superintendent shall provide for a disciplinary hearing, which may lead to expulsion, legal action or other appropriate discipline. The Board recognizes that the student or students involved in the creation of any such fear or injury would be involved in an assault where intention, circumstances and appropriate ADA regulations would be considered. The Board requests that all parties involved be present at the appropriate hearing.
- 4.03 Drugs (Illegal Drug Possession, Sale or Use/Under the Influence)  
The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. In accordance with The Code of Alabama, 16-1-24.1(a)(b)(c)(d) and Legislative Act 94-783, a person/student who unlawfully sells, furnishes or gives a controlled substance to a minor may be liable for injury or damage or both. (Also see policy JCDAD).

- 4.04 **Explosives**  
An explosive weapon detonated by impact, proximity to an object, a timing mechanism or other predetermined means. This includes any of various weapons detonated to release destructive material such as smoke, gas or shrapnel likely to cause bodily injury or property damage.
- 4.05 **Firearms**  
A firearm is any weapon (including a starter gun) which will, 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 weapons, any firearm muffler or silencer; any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes, but is not limited to, hand, zip, pistol, rifle, shotgun, starter gun or flare gun. In accordance with the Federal Gun-Free School Zone Act of 1994, students found to be in possession of a firearm on school premises will be expelled for not less than one (1) year. Further, the Code of Alabama, 13 A-11-72 (d) states that the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony. (Also see policy JCDAF).
- 4.06 **Homicide (On School Campus)**  
Homicide refers to murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.
- 4.07 **Kidnapping**  
The unlawful seizure, transportation and/or detention of a person against his/her will or of a minor without the consent of his/her custodial parent(s) or legal guardian.
- 4.08 **Sexual Acts**  
Sexual Battery (Forcible Sex Offenses, Includes Attempted)  
Sexual acts, which includes rape, fondling which includes touching of private body parts of another person, indecent liberties, child molestation and sodomy.  
Sexual Offenses-Other (Lewd Behavior, Indecent Exposure)  
This includes sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the participants are capable of giving consent.
- 4.09 **Terrorist Threat/Intimidation (Physical or Verbal)**  
To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. A student who threatens by any means to commit any crime of violence or to damage any property by intentionally or recklessly terrorizing another person, causing the disruption of school activities or causing the evacuation of a school building or school bus or other serious inconvenience. The Code of Alabama, 13-A-10-15(b) makes the crime of a terrorist threat a Class C felony.

#### **DISCIPLINARY ACTIONS-CLASS IV OFFENSES**

##### Elementary and Secondary Students

- Parent contact and disciplinary action
- Disciplinary hearing before the Bibb County Board of Education
- Expulsion
- Legal action

#### **Definitions Related to Disciplinary Action**

1. Academic or Written Assignments  
An assignment of academic or written exercises for punishment.
2. Change of Placement  
Assignment to the least restrictive environment for a student experiencing serious and repeated discipline violations.
3. Corporal Punishment  
Reasonable use of physical force by a principal or designee to help maintain discipline or to enforce school rules. (See police JDA)
4. Detention  
Assignment of a designated room on campus either before school, after school or on Saturday for discipline purposes. (Also see policy JDB)
5. Disciplinary Hearing  
A private hearing conducted by the principal/superintendent or designee with the parties involved in a discipline problem. (See policy JDE)

6. Disciplinary Probation  
A specified period of time to monitor the student's compliance with the Code of Student Conduct rules.
7. Discipline School  
Assignment to an off-campus school setting for a period of 10-30 days for serious and repeated discipline violations. (Also see policy JDC)
8. Expulsion  
Removal of the right and obligation of a student to attend a public school under conditions set by the School Board for a period of time (See policy JDE)
9. Grievance Procedure  
A process for trying to resolve school-related concerns, complaints or problems by students with school officials (Also see policy JCE)
10. In-School Conference  
A conference at school between the student/s and school officials
11. In-School Detention  
Provision of tutorial and guidance services to students with discipline problems in a restricted and structured on-campus environment, when available, for a specified period of time (Also see policy JDDA)
12. Legal Actions  
Referral and/or prosecution of students to/by public agencies or the judicial system.(Also see policy JCDA)
13. Physical Restraint  
A School Board employee has the authority to use reasonable force to restrain a student from abusing or attempting to abuse himself/herself or others. This action may be taken when it is necessary to maintain discipline or to enforce school rules.
14. Restricted Extracurricular Participation  
The denial of a student's privilege to participate in some or all of an extracurricular activity for discipline purposes.
15. Saturday School  
A detention option schools may utilize on Saturdays to cope with students who have had discipline problems.
16. School Board Hearing  
A hearing by the School Board relating to a discipline problem caused by a student. (Also see policies JCE and JDE)
17. School Bus Suspension  
The denial of the privilege of riding a school bus for a specified period of time due to misconduct by a student occurring while the student is being transported at public expense.
18. Suspension  
The removal of students from the regular school setting for violating school rules for specified period not to exceed ten (10) school days. (Also see policy JDD)
19. Time Out  
A space for students to be alone, free from distractions for short periods of time, to regain control of their behavior, emotions and/or concentration.
20. Work assignments  
Supervised work activities related to the upkeep and maintenance of school facilities and grounds. Work assignments are not intended to interfere with any student's regular schedule.

## **STUDENT DRESS CODE (FILE: JCDB)**

The policy of the Bibb County Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students of the purposes of public school education.

It is the responsibility of the parents/guardians to monitor the dress of their children to ensure compliance with the Student Dress Code. The school principal shall determine if a student's dress and appearance comply with the Student Dress code when questions arise.

Students should comply with the following guidelines:

1. Students must be neatly dressed, clean and well-groomed while at school.
2. Shoes or sandals must be worn at school. Open-heeled or loose fitting shoes may be prohibited by the principal due to safety concerns or the inability of the student to participate in required physical activities.
3. Hair must be clean, free of head lice or nits, well-groomed, not in the eyes, and of a length not dangerous around equipment.
4. With approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in specific activities.
5. Hats, head wear or head coverings and sunglasses are not to be worn inside school building unless for medical reasons or designated activities.
6. Length of shorts, skirts and dresses will be determined by measure of "arm's length" with extended fingers. Shorts, skirts and dresses must be below finger-tips when standing.
7. Students must secure loose pants around waist to prevent "sagging". Boys must wear belts fastened at the waist with the shirttail tucked inside the pants except for sweatshirts or sweaters that are no more than five (5) inches below the waist.
8. Tight fitting spandex-type shorts or body suits, such as, bicycle shorts or leotards, must not be worn as outer garments at school.
9. Halters, cut-off or see-through shirts and blouses, tank tops, mesh shirts, spaghetti strap blouses, shirts, blouses or pants that expose the mid portion of the body, undergarments worn as outer garments or any other clothing that is determined to be too tight and revealing, suggestive or disruptive shall not be worn to school.
10. Clothing or paraphernalia with slogans, flags, pictures or writings which are obscene, offensive, suggestive, controversial or which promote affiliation, activities or products prohibited by the Code of Student Conduct shall not be permitted at school, such as, gangs, gambling, obscenity, profanity, etc.
11. Clothing or paraphernalia with slogans, graphics or pictures that refer to alcohol, illegal drugs, or tobacco shall not be worn at school.
12. Clothes with holes above the knee are not to be worn to school.
13. Book bags are permitted at school for students in grades K-8 at the discretion of the principal.
14. Trench coats or other type long coats shall not be worn in the school building.
15. Boys shall not wear earrings or other body-piercing jewelry at school.  
Girls shall not wear any body-piercing jewelry except earrings at school.

## **STUDENTS' USE OF TOBACCO (FILE: JCDAB)**

Students in the School System shall not be permitted to smoke, use tobacco, or have tobacco in any form in their possession on the school grounds or in school buildings during the school day, or when riding school buses. Furthermore, students shall not be permitted to smoke or use tobacco in any form at school functions or activities while under the direct supervision of school personnel. Parental permission to possess, smoke, or otherwise use tobacco does not exempt a student from this policy. Certified school personnel shall organize and maintain programs of education designed to make students fully aware of the hazards of smoking and other usage of tobacco.

Students who violate this policy will be subject to appropriate disciplinary action.

## **ALCOHOL USE AND DRUG USE (FILE: JCDAD)**

### **Alcohol Use**

No student shall use or have in possession or be under the influence of any alcoholic beverage while he/she is on the school premises, attending or participating in school activities or on the way to school or a school activity.

Professional school personnel shall organize and maintain programs of education designed to make students fully aware of the hazards of alcohol.

Students violating this policy may be subject to punishment by law and/or disciplinary action by appropriate school officials.

### **Drug Use**

The Board, recognizing possible incidence of drug use by certain students, instructs the Superintendent to take steps to improve the educational program so that students are made aware of the physical and psychological dangers incurred through the improper use of drugs.

The Superintendent is also instructed to take steps to prevent any person from coming on the campus of any school in the School System who is in possession of or under the influence of alcohol, marijuana, hallucinogenic drugs, narcotics of any kind, or any substance, including the misuse of prescription drugs, which may alter behavior.

The administration will make arrangements to cooperate with the local, state, and federal narcotic officers in the detection, prevention and prosecution of any and all possible violations. Law enforcement agencies shall be allowed to make periodic, unannounced visits to any Bibb County School campus for the purpose of detecting the presence of illegal drugs (See Policy JCAF). All local school principals are instructed to cooperate fully with law enforcement agencies and are to report to them any and all information that would be considered beneficial in their efforts to control illegal drug use.

Students violating this policy may be subject to punishment by law and/or disciplinary action by appropriate school officials.

## **POSSESSION OF FIREARMS OR OTHER DEADLY WEAPONS BY STUDENTS (FILE: JCDAF)**

Students are prohibited from bringing or possessing firearms or other deadly weapons on school property or at any school function or activity.

### **Firearms Defined**

For purposes of this policy, the term firearm is defined in Section 921 of Title 18, United States Code. According to Section 921, the following are included:

- any weapon (including a starter gun) 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 weapon described above
- any firearm muffler or firearm silencer
- any destructive device, which includes:
  - (a) any explosive, incendiary, or poison gas
    - (1) bomb,
    - (2) grenade,
    - (3) rocket having a propellant charge of more than four ounces,
    - (4) missile having an explosive or incendiary charge of more than one-quarter ounce,
    - (5) mine, or
    - (6) similar device

- (b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- (c) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

#### Deadly Weapon Defined

Section 13-A-72 (g), The Code of Alabama, defines a “deadly weapon” as: “a firearm or anything manifestly designed, made, or adapted for the purposes of inflicting death or serious physical injury, and such term includes, but is not limited to , a bazooka, hand-grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; a switch-blade knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles”.

#### Discipline Measures

Any student charged with bringing or possessing a firearm or other deadly weapon on school property or at any school function or activity shall be suspended and automatically referred to the Superintendent and the Board for investigation and possible disciplinary/legal proceedings.

The principal shall notify the appropriate law enforcement officials for any firearm or deadly weapon violation. If a criminal charge results from the conduct, the principal is authorized to sign the warrant. In addition to notification of law enforcement officials, the school principal shall notify the parents of students who violate the firearm-free school environment provided for in this policy.

If it is determined by the Board that the student was in violation of this policy the student shall be expelled from school for a period of one year. Students who are expelled for violation of this policy shall not be allowed to attend regular school classes in any public school in the state during the expulsion period. Also, the student shall be referred to the criminal justice or juvenile delinquency system. Such expulsion and referral are in compliance with the requirements of Public Law 103-382, “Improving America’s Schools Act of 1994”, Part F, Section 14601, Gun-Free Requirements; and The Code of Alabama, 16-1-24. 1—3. The student must petition the Board and receive its approval to return to school at the end of the expulsion period.

#### Exceptions

Notwithstanding the foregoing guidelines, the Board may modify the expulsion requirement for a student on a case-by-case basis. Students who are expelled from school/s for a firearm or other deadly weapon violation may be permitted to attend the Bibb County Discipline School, an alternative program, for education services.

Discipline of students with disabilities who violate the firearm possession policy shall also be determined on a case-by-case basis in accordance with the requirements of the “Individuals with Disabilities Education Act (IDEA)” and Section 504 of the “Rehabilitation Act”.

#### Suspension of Driver’s License

According to The Code of Alabama, 16-28-40, a student under 19 years of age may have his/her driver’s license suspended for the possession of a pistol on school premises.

#### Criminal Penalties

Section 13 A-11-72(d), The Code of Alabama, states that possession of a deadly weapon with intent to do bodily harm on public school premises is a Class C Felony.

Title 18 of the United States Code, Part 1, Chapter 44, Section 922(q)(2)(A), states that “It shall be unlawful for any individual knowingly to possess a firearm that has moved in or that otherwise affects interstate or foreign commerce at a place that the individual knows, or has reasonable cause to believe, is a school zone.”

### **"NO-FIGHT" POLICY (FILE: JCDBC)**

The Board is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of this school system that fighting in school buildings, on school grounds, at any school-sponsored event, or on a school-owned/maintained vehicle will not be tolerated. A fight is defined as any conduct falling within the Alabama statutes defining assault, menacing and reckless endangerment, or criminal coercion. Refer to Title 13A of The Code of Alabama 1975.

The Superintendent, working cooperatively with the local police and/ or sheriff, the district attorney, and the juvenile court, shall enforce this "no-fight" policy at all middle/junior high schools and senior schools within the system.

The procedures outlined below shall be followed:

1. Fighting in a school building, on school grounds, at any school sponsored event, or on a school-owned/maintained vehicle shall be classified as a Class II violation of the Code of Student Conduct.
2. The principal or designee shall investigate the fight and take the appropriate action as identified in the Code of Student Conduct.

3. The principal or designee may secure the cooperation of witnesses to the fight and secure written statements from all witnesses.
4. The principal or designee shall secure reliable witnesses for court appearances if warranted.
5. The principal or designee may call the police and file a complaint/petition with the juvenile court.
6. A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officers.

All students and parents/guardians of students within the system and system employees shall receive sufficient and ample notice of the passage of this policy. This policy shall be outlined in the Code of Student Conduct and shall be communicated to all students on the first day of school and at intervals throughout the school year. In addition, this policy shall be discussed at meetings involving parents/guardians.

## **SEXUAL HARASSMENT POLICY (FILE: JN)**

### **I. POLICY**

- A. It is the policy of the Board to maintain a learning and environment that is free from sexual harassment. No student of the School System shall be subjected to sexual harassment.
- B. It shall be a violation of this policy for any student of the School System to harass another student or employee through conduct or communications of a sexual nature as defined in Section II below.
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within her or his school or office.
- D. Violations of this policy or procedure will be cause for disciplinary action.

### **II. DEFINITION**

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature from students or employees when:
  1. submission to such conduct is made either explicitly or implicitly as a term or condition of the student's maintaining his/her good name, character and other legal rights, academic progress, completion of a school-related activity; or
  2. submission to or rejection of such conduct is used as a basis in evaluating the student's eligibility for academic courses and extracurricular activities, performance in a course of study or other school-related activity; or
  3. such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive learning environment.
- B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to, the following:
  - \*verbal harassment or abuse; \*pressure for sexual activity; \*repeated remarks with sexual or demeaning implications; \*unwelcome touching; \*sexual jokes, posters, etc. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

### **III. REPORTING PROCEDURES**

- A. Any student who that feels he/she has been sexually harassed by another student or employee of the School System should present the complaint directly to his/her teacher or principal. The complaint should be reported as soon as possible after the incident or the latest occurrence if a series of incidents are involved.
- B. A formal complaint should be made to the Title IX Coordinator or Superintendent/designee, if the problem is not resolved in the local school
 

It may be made in person or in writing. If the initial complaint is made verbally, the complainant will then be responsible for preparing a signed, written complaint detailing the events/occurrences giving rise to the sexual harassment charge.
- C. Such complaint of sexual harassment will not reflect upon the complainant's status, nor will it affect future educational assignments.

### **IV. INVESTIGATION - HEARING PROCEDURES FOR FORMAL COMPLAINTS**

- A. The Title IX Coordinator or the Superintendent/designee will promptly initiate an investigation of the allegations. Due process shall be accorded to all parties involved in the allegation throughout the investigation. The person(s) accused will be given an opportunity to present a written, signed statement detailing his/her recall of the events/occurrences leading to the sexual harassment complaint against him/her.
- B. When the investigation is completed the person conducting the investigation shall report the findings to the Superintendent. The findings of the investigation shall be reduced to writing and copies presented to the complainant and the accused student. The Superintendent and investigating officer shall meet with the complainant and accused student to attempt to resolve the complaint.

- C. If the complaint cannot be resolved as noted above, the Superintendent shall report the matter to the Board. The Board, at its discretion, may conduct a hearing in accordance with applicable laws and attempt to resolve the complaint.
- D. If the complaint cannot be resolved by the Board, the complainant may seek redress in an appropriate court.
- E. In all situations, the confidentiality of both the complainant and the accused, will be respected consistent with the School System's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

V. SANCTIONS

A substantiated charge against a student of the School System shall subject that student to disciplinary action, up to and including expulsion.

**IN-SCHOOL DETENTION (FILE: JDDA)**

In-school detention is a structured disciplinary action in which a student is isolated or removed from regular classroom and extracurricular activities but is not dismissed from the school setting nor counted absent during the period of in-school detention. The principal or designee has the authority to assign students to the in-school detention program for a reasonable and specified period of time not to exceed five (5) days. The principals and their staffs should determine the scope of in-school detention in their respective schools. The parent or guardian must be notified by the procedure outlined in the out of school suspension policy filed JDD. In addition, the local school principal shall ensure that the following safeguards are met:

1. The student must be supervised by a member of the certified staff during in-school detention or by an aide/substitute who holds a valid Alabama Professional Teaching Certificate or a valid Alabama Substitute Teaching Certificate and has received training from certified personnel.
2. The confinement area assigned to the student should be adequate and conducive to completing school assignments.
3. The student shall be responsible for completing all class assignments, homework, examinations, etc. that are applicable to other students in his/her class(es), except that students on in-school detention shall not be permitted to complete assignments that require class attendance (oral reports, recitations, etc.).
4. The days a student is on in-school detention cannot be counted against the excessive absence policy.
5. A student to be suspended with a recommendation for expulsion may not be placed on in-school detention.
6. In-school detention may be administered to Special Education students in the same manner as to regular education students.

**DETENTION (FILE: JDB)**

Grades 7-12

Students may be detained for disciplinary purposes at the discretion of the local school principal and professional staff of individual schools. Provided a student is detained before or after regular school hours or on Saturday, the student must be given notice of such detention in time to notify parents/guardians and to arrange for necessary transportation. Students shall not be required to attend before or after school for more than one (1) hour daily for detention purposes. Transported students shall not be detained after school on an involuntary basis without reasonable prior notification of the parents/guardians. Students assigned to detention may be required to complete work assignments as well as academic assignments under the supervision of a School Board employee. Parents/guardians are responsible for providing transportation for students in detention.

Grades K-6

Provided an elementary student is detained before or after regular school hours or on Saturday, the above provisions shall be observed, and in addition, the local school principal or professional staff member shall notify said student's parents/guardians prior to detention.

**CORPORAL PUNISHMENT (FILE: JDA)**

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 System. Corporal punishment shall be defined as any action resulting in discomfort of a student, for example: paddling or exercise. If such punishment is used, it shall be administered with care, tact and caution by the principal or his/her designee.

The use of corporal punishment should follow specific failures of other corrective measures to improve student behavior. School officials should be prepared to provide information concerning alternate corrective measures used.

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

1. A parent/guardian may make a written request that their child be exempted from corporal punishment and that an alternative punishment be used.
2. A Special Education student may be corporally punished as any other student, unless prohibited by his/her I.E.P.
3. Students shall be advised why they are being punished and be provided with the opportunity to present their explanation of the accusation prior to the administration of corporal punishment.
4. Corporal punishment shall be administered under conditions not calculated to hold the student/s up to ridicule or shame.
5. Corporal punishment shall be administered in the presence of another professional employee who is informed beforehand and in the presence of the student the reason for the punishment.
6. Corporal punishment shall not be administered in anger or with malice.
7. Those school officials administering corporal punishment shall consider the age, size, sex and overall physical condition of the student/s.
8. All cases of corporal punishment shall be documented and the student's parent/guardian shall be notified when warranted.

**Paddling-**

9. The instrument used for paddling a student should be of reasonable construction and size.
10. Paddling should not include more than three (3) licks administered to the buttocks.

**SUSPENSION (FILE: JDD)**

The Board recognizes its authority to maintain good order and discipline within the schools of the School System. Therefore, the Board gives the school principal the authority to suspend a student. The principal shall advise the Superintendent of all student suspensions.

The principal shall make an immediate effort (same day) to contact the student's parents/guardians about the suspension. No suspended student shall be allowed to leave the school premises during the school day until the student's parent, guardian, or other designated individuals assume responsibility for him/her. When a student's parent, guardian, or other designated individual(s) cannot be notified, the student must remain on the school premises until the end of the school day. At the end of the school day, the student will return home via normal transportation methods.

**Procedures and Regulations**

Authority

The school principal or designee has the authority to suspend students from school based upon the Student Code of Conduct violation. The length will be determined by the Code violation

Notification

Prior to suspension, the student will be made aware of the charges and supporting evidence, and given an opportunity to respond to them. The local school principal/designee shall complete and provide the student with a copy of the Notice of Suspension Form prior to departure from campus. A copy of the notice shall be personally handed or mailed within 48 hours to the parents/guardians stating the reason(s) such action was taken.

Immediate removal of the student from school premises is justified only when his/her presence threatens himself/ herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, the parents/guardians must be notified by phone or personally by the principal or other school official. In extreme emergencies, the principal/designee is given the authority to call upon law enforcement agencies to remove such students. The principal/designee shall advise the Superintendent by phone regarding forced removals and shall follow the oral contact with a written confirmation to the Superintendent.

Out-of-School Suspension - SPE Students (excluding Gifted)

The School System will comply with P.L. 105-17; also know as IDEA 1997 and the final regulations pertaining to this mandate, when they become available. Prior to suspending a special education student, a student's IEP shall be reviewed by the IEP team to determine if out-of-school suspension is appropriate based on the IEP disciplinary plan and if the student's behavior warranting out-of-school suspension is related to the disability.

Following an incident where suspension for more than 10 cumulative days or more or expulsion is considered for a special education student, the IEP team will complete the following actions.

1. The IEP team will conduct a functional behavior assessment, or review one already in place.
2. A behavior plan, based on the results of the functional behavior assessment, will be developed to address the behavior so that it does not recur, or the behavior plan in place will be reviewed and revised as necessary.
3. A manifestation determination will be conducted to determine whether or not the behavior is related to the disability. Services will not cease regardless of the determination. That is, on the 11<sup>th</sup> day of suspension in a school year, the services determined by the IEP team will be provided.
4. The IEP team will consider least restrictive environment and whether a change is appropriate. The IEP team may also consider whether an interim alternative educational setting is appropriate. In either case, the IEP team will develop the education plan to conform to the special education student's needs and the current law.

If it is determined by the IEP team that the student's behavior is not related to the disability and the IEP disciplinary plan specifies out-of-school suspension is appropriate, the student shall be treated as any other student and out-of-school suspension may be used as a discipline measure.

If the IEP team determines that the disability is related to the student's behavior, or if it is determined that the IEP does not specify out-of-school suspension as appropriate, then out-of-school suspension shall not be used as a disciplinary measure for the student without convening the IEP team to reconsider and approve or disapprove the use of out-of-school suspension as a discipline measure.

In addition, special education students placed on out-of-school suspension for more than 10 school days during the academic year must be provided appropriate educational services.

#### Terms

1. While suspended, a student may not attend school functions or enter school property for any reason during or after the school day except to attend a school except with the permission of the principal.
2. When a student is suspended, his/her teachers must be notified immediately concerning the date and duration of the suspension. Teachers shall not give make-up work to students who are suspended from school.
3. A suspended student must comply with the full length of the suspension unless the principal approves an alternative.

#### Readmission

The student is readmitted on approval of the principal or designee and is given an admission slip to return to class.

### **DISCIPLINE SCHOOL (FILE: JDC)**

The Discipline School serves as an alternative school setting for students in grades 7-12 or age 13 and older who become severe behavior problems in their assigned school. A referral is made by the school principal or designee after other discipline techniques have been tried but failed to correct the misbehavior. (See policy JDC-F1).

Placement in the Discipline School may be for a minimum of 10 school days up to a maximum of 45 school days. Students assigned are expected to be in attendance, to abide by all of the rules and to put forth an effort in their class assignments. Days spent in the Discipline School will not count against the yearly accumulation of absences. Class assignments will be graded and grades assigned based upon student performance.

A referral regarding a Special Education student will require contact with the Special Education Coordinator to insure that correct procedures are followed.

### **EXPULSION/DISCIPLINARY HEARING (FILE: JDE)**

The Board may expel a student from school when in its judgment, a student has engaged in a serious rule violation(s). The authority to expel shall be retained solely by the Board. The principal shall make a recommendation to the Superintendent for the expulsion of a student(s) who has violated rules that would warrant such action. Upon conferring with the principal, the Superintendent or designee shall consider the recommendation and render a decision to accept the principal's recommendation or to require alternative measures. The local school principal may suspend a student pending the outcome of the Superintendent of School's decision regarding expulsion. If the Superintendent concurs with the principal's recommendation to expel, the recommendation will be forwarded to the Board by the Superintendent.

All due process criteria specified in Board Policy filed JCAA shall be strictly observed in any expulsion proceeding as well as any preliminary steps prior to the hearing.

## Procedures and Regulations

### A. Responsibilities of the Principal

1. Immediately following an incident or violation of school regulations which may result in a recommendation for expulsion the principal is authorized to suspend the student pending a recommendation of expulsion by the Superintendent at the next Board Meeting.
2. The principal / designee shall conduct a thorough investigation of the school violation and schedule a disciplinary hearing with the student and parents / guardians involved. If the discipline matter is unresolved at the school level the principal shall make a recommendation of expulsion to the Superintendent and shall inform the parents/guardians.

### B. Responsibilities of the Superintendent

1. The Superintendent / designee shall schedule a disciplinary hearing with the student, parents/guardians and the principal / designee involved. If the discipline matter is unresolved at this conference the Superintendent shall recommend expulsion to the Board and shall inform the parents/guardians. A Notice of Expulsion Hearing Letter will be mailed to the parents/guardians.
2. The Superintendent shall notify each Board member, prior to their next meeting, of the recommendation to have a disciplinary hearing to consider the expulsion of a student.

### C. Responsibilities of the Board

1. The Board will go into Executive Session and allow the Superintendent, principal and any witness requested by the Superintendent to present testimony relevant to the findings that resulted in the hearing. After the Superintendent, school officials or other witnesses have presented testimony, the student, parents/guardians or person representing the student will be permitted to question them concerning their statements and testimony.
2. Upon completion of the presentation by the Superintendent and witnesses, the student will be allowed to present matters relevant to the student's proposed expulsion. This would include the right to testify and call witnesses on the student's behalf.
3. The Board and Superintendent will then excuse all parties concerned to discuss the evidence presented against and for the student. Upon reconvening, the Superintendent shall recommend the formal action deemed appropriate and just. The Board will vote and authorize notification of interested parties of the action taken. Such notification will specify the terms of any expulsion.

### Expulsion - SPE Students (excluding Gifted)

The School System will comply with P.L. 105-17, also known as IDEA 1997 and the final regulations pertaining to this mandate, when they become available. Prior to expelling a special education student, a student's IEP shall be reviewed by the IEP team to determine if expulsion is appropriate based on the IEP disciplinary plan and if the student's behavior warranting expulsion is related to the disability.

Following an incident where expulsion for more than 10 days is considered for a special education student, the IEP team will complete the following actions.

1. The IEP team will conduct a functional behavior assessment, or review one already in place.
2. A behavior plan, based on the results of the functional behavior assessment, will be developed to address the behavior so that it does not recur, or the behavior plan in place will be reviewed and revised as necessary.
3. A manifestation determination will be conducted to determine whether or not the behavior is related to the disability. Services will not cease regardless of the determination. That is, on the 11th day of expulsion or suspension pending expulsion in a school year, the services determined by the IEP team will be provided.
4. The IEP team will consider least restrictive environment and whether a change is appropriate. The IEP team may also consider whether an interim alternative educational setting is appropriate. In either case, the IEP team will develop the education plan to conform to the special education student's needs and the current law.

If it is determined by the IEP team that the student's behavior is not related to the disability and the IEP disciplinary plan specifies expulsion is appropriate, the student shall be treated as any other student and expulsion may be used as a discipline measure.

If the IEP team determines that the disability is related to the student's behavior, or if it is determined that the IEP does not specify expulsion as appropriate, then expulsion shall not be used as a disciplinary measure for the student without convening the IEP team to reconsider and approve or disapprove the use of expulsion as a discipline measure.

In addition, special education students placed on expulsion for more than 10 school days during the academic year must be provided appropriate educational services.

#### Terms

1. Expelled students will lose academic credit if passing grades are not maintained; based on the combined judgments of the teacher(s) and principal.
2. A student cannot request makeup work if expelled from school.
3. A student may not participate in extra-curricular or other school activities during the period of the expulsion.
4. Any student who is expelled from school cannot visit or otherwise be in attendance on any school campus in the School System.
5. A student may be expelled by the Board for a period of time not to exceed the remainder of the present school year and one (1) additional year of attendance.
6. A student who has been expelled must appear before the Board and receive its approval prior to re-enrolling in school.

### **ABSENCES AND EXCUSES (FILE: JBD)**

#### Excused Absences

All student absences shall be designated as either excused or unexcused. A student shall be excused for absence from school for the following reasons:

1. Student is too ill to attend school;
2. Inclement weather that would be dangerous for students to attend school as determined by the Superintendent or principal;
3. Legal quarantine or legal requirement;
4. Death in the immediate family;
5. Emergency conditions as determined by the Superintendent or principal;
6. Absence with prior permission of principal or a designee and consent of parent/ guardian.

#### Unexcused Absences

Absence for reasons other than those defined above shall be considered as unexcused. Students will receive a zero (0) for all graded assignments missed. See: TRUANCY (FILE: JBDC & JBDE)

#### Written Excuses Required

In accordance with State Law, a parent or guardian must explain the cause of every absence, including tardies and checkouts, of students under his/her control or charge. Every student, upon return to school, must bring a verifiable written excuse from home signed by the student's parent or guardian for each absence up to five (5) school days for grades 7-12 on block scheduling and ten (10) school days for grades K-8 not on a block scheduling. All absences beyond these numbers of days must be substantiated by a doctor's or legal statement unless excused by the principal or designee for mitigating circumstances, such as, an extended illness. The written excuse should be presented to the principal or designee on the day the student returns to school, but no later than two (2) school days after his/her return or the absence(s) will be recorded as unexcused.

The principal or designee shall ensure that the student's teacher(s) are notified whether the absence is excused or unexcused. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

#### Absences Defined

**School Day** - A school day absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present more than fifty (50%) percent of the scheduled school day.

**Class** - A class absence is defined as non-attendance for more than fifteen minutes of a regularly scheduled class. To be counted present, a student must not miss more than 15 minutes of the scheduled class time.

## Tardies

A tardy is defined as a student's arrival after the official time set for the beginning of each respective school regular daily activities or class periods. Students are required to report to schools no later than the official beginning of the school day and to be on time for all classes during the day. Students who are tardy must check in through the designated office and receive a permit to class. Tardies are excused for the same reasons as absences. Only an excused tardy permits the make-up of assignments. Principals, with the advice and counsel of staff members at respective schools, shall be responsible for establishing specific rules and regulations governing tardies.

## Check Outs

Checkouts shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent or guardian the checkout was for an excused reason. Students must checkout through the school office in compliance with policy JBE under this cover.

## Make-up Work - Excused Absences

If a student is absent for any excused reason, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. The student shall be responsible for contacting the teacher or teachers to arrange for make-up work. Said student shall contact the teacher or teachers within two (2) days upon return to school to arrange a time within a two (2) week period to make up work and/or examinations. Teachers may allow additional time due to extenuating circumstances. Teachers shall not be required to reteach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences. Graded assignments not made up after an excused absence by a student will be assigned a zero (0).

## Make - up Work - Unexcused Absences

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Students will receive a grade of zero (o) for all graded assignments missed.

## Exemplary Attendance

1. Perfect attendance - The student met ALL class periods for the entire period, ALL YEAR. Any absence that is school related and approved by the Board of Education or designee will not be counted as an absence.
2. Outstanding Attendance - The student had no absences for the school year (met state requirements of being present at least half of each day of school) and did not check in late or out early more than three times each semester.
- 3.

## Excessive Absences

Students in grades 7-12 on block scheduling who exceed 5 unexcused absences in a term course will not receive credit. Other students not on block scheduling in grades K-8 who exceed 20 unexcused absences for the school year will not receive credit.

Any student who has three (3) or more unexcused absences in any class in one (1) term shall be reported to the Attendance Officer who shall consider filing a truancy complaint/petition with the Juvenile Court. Parents will be notified before a complaint is filed with the Juvenile Court.

## School Participation Absences

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

Students who are absent from school for an unexcused reason shall not participate in any school extracurricular or co-curricular activities that day (athletic contests, cheerleading, scholars bowl, etc.) except in extenuating circumstances as determined by the principal.

## Religious Absences

A student will be excused for religious holidays when the student's parent or guardian comes in person to the school and signs a request for the student to be absent for this purpose. When this procedure is followed, the student's absences will be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences.

## TRUANCY (FILE: JBDC)

Truancy is the habitual and unlawful absence from school. In accordance with The Code of Alabama, the parent or guardian is responsible for requiring any student under his/her control or charge and under 16 years of age to attend school regularly except for legal absences as defined by The Code of Alabama and State Board of Education rules and regulations. Provided a student under 16 years of age becomes a truant, the parent or guardian of said student may be guilty of a misdemeanor and subject to punishment by law. Provided the parent or guardian files a written statement in court stating that he/she is unable to control such student, the student may then be subject to action of the juvenile court. (Also see policy JBD)

According to The Code of Alabama, 12-15-13. Causing, etc., of delinquency, dependency or need of supervision of children.

- (a) It shall be unlawful for any parent, guardian or other person to willfully aid, encourage or cause any child to become or remain delinquent, dependent or in need of supervision or by words, acts, threats, commands or persuasions, to induce or endeavor to induce, aid or encourage any child to do or perform any act or to follow any course of conduct which would cause or manifestly tend to cause such child to become or remain delinquent, dependent or in need of supervision or by the neglect of any lawful duty or in any other manner contribute to the delinquency, dependency or need of supervision of a child. The employment of any child in violation of any of the provisions of the child labor law, or permitting, conniving at, aiding or abetting such employment shall be held to be encouraging, causing and contributing to the delinquency, dependency or need of supervision of such child. Failure on the part of any parent, guardian or other person having custody of the child to cause such child to attend school as required by the compulsory attendance law shall be held to be encouraging, causing and contributing to the delinquency, dependency or need of supervision of such child.
- (b) Whoever violates any provision of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$500.00 or sentenced to hard labor for the county for a period not to exceed 12 months or both.

## TRUANCY (FILE: JBDE) PARENT/PERSONNEL RESPONSIBILITIES

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation presumes the child was truant each day he/she was absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee of Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (warning)
  - (i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - (ii) 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.
2. Third Truancy/Unexcused Absence (second warning)
  - (i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - (ii) 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.
3. No earlier than the fifth unexcused absence (conference)
  - (i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer or his/her designee and principal or his/her designee.
  - (ii) Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists.
  - (iii) Failure to appear at the school conference 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.
4. No earlier than the seventh unexcused absence, but within ten (10) school days (court)
  - (i) File complaint/petition against the child and/or parent/guardian, if appropriate.
5. Child under probation
  - (i) The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, *Code of Alabama* (1975), §12-15-100 and 105.

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

## **STUDENTS LEAVING SCHOOL CAMPUS (FILE: JBE)**

A student is not permitted to leave the school campus during regular school hours except in accordance with the provisions that follow:

1. A student's custodial parent or guardian may come to the school in person and check his/her child out of school. A student may also be checked out of school by persons specifically designated by the student's custodial Parent/guardian.
2. No student is to leave school during the school day without permission. If a student knows that he/she will need to leave during the day the following procedures apply:
  - (1) Bring a written verifiable request stating the reason from your custodial parent or guardian and present this at the office when you arrive at school. You will be given a permit to check-out which you will give to the teacher of the class at the time that you leave. The principal or designee may verify the request by phone.
  - (2) Sign out in the office at the time of departure. If you return to school sign back in through the office.
  - (3) If you are checking out for a doctor's or dentist's appointment his/her name should be included on the note.
  - (4) Students are not allowed to check-out to eat lunch, get books, assignments, uniforms, etc.
  - (5) The telephone in the office is to be used only by students who need to leave school for a medical reason or other emergencies. In emergency situations the principal or designee may permit a student to leave the school campus based upon a telephone request from the student's parent/guardian. In such instances the principal or designee shall document the request and attempt to re-contact the student's parent/guardian by telephone to confirm it.
  - (6) All written or documented parent/guardian requests shall remain on file in the principal's office for the remainder of the school year.

Any student violating this policy shall be subject to disciplinary action by the local school principal.

## **INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS (FILE: JCAB)**

### School Property

Desks and lockers are public property and school authorities may make regulations regarding their use. School officials may conduct unannounced searches of desks and lockers.

### Individuals

School officials (school principal or approved designee only) may make searches of a student and attendant personal belongings if there is reasonable cause to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations of the Board. If a student is searched, it shall be in private by a school official of the same sex with a professional staff member of the same sex present. In all cases, the principal or designee shall make a reasonable attempt to notify the student's parent/guardian regarding to the search.

### Automobiles

School officials may search selected vehicles while on school property when there is reasonable cause to believe that the vehicle contains articles that may endanger other individuals or are contrary to law or regulations of the Board. (Also see policy JGFF)

### By Law Enforcement Officials

The Board respects the rights of all persons in the schools and will uphold those rights. At the same time, school property cannot be regarded as a sanctuary from enforcement of the law. School officials should seek to cooperate with law enforcement officials in their effort to enforce the law; however, school officials must not permit warrantless searches by law officials on school property.

## **AUTOMOBILE AND MOTORIZED VEHICLE USE BY STUDENTS (FILE: JGFF)**

Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws and such rules and regulations as may be formulated by local school officials. The privilege to operate a private vehicle on school property will be revoked if safety rules are violated or for sitting in automobiles parked on school property during school hours.

Students may be required to present evidence of an Alabama drivers' license, proof of current liability insurance and purchase a parking permit before they are authorized to bring a vehicle on school premises.

Violation of this policy may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.

School officials may search selected vehicles while on school property when there is reasonable cause to believe that the vehicle contains articles that may endanger other individuals or are contrary to law or regulations of the Board. (Also see policy JCAB).

## **STUDENT TRANSPORTATION/SCHOOL BUS CONDUCT** (FILE: JGG)

All transportation programs shall be operated in accordance with provisions of The Code of Alabama and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of the students.

The policies listed below shall be followed by students when being transported via Board-owned vehicles, including the activity buses:

1. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus and shall be subject to all school rules and regulations applicable during regular school hours.
2. Students will board and leave the bus only at an approved stop.
3. Students should not attempt to talk to the bus driver while the bus is in motion.
4. Students will not throw objects on the bus or from the bus at any time.
5. Students are not to get off the bus at any time from the point of departure until they reach their designated stop except in cases of emergency or upon notification of the bus driver by written note signed by the school principal or designee.
6. Students should not have their arms or any parts of their bodies out of the windows at any time.
7. Students should remain seated until the bus comes to a full stop; no moving around while the bus is in motion.
8. The bus driver has full authority over the students while they are riding the bus, including assigning seats. He/she will be firm but fair with each student. Failure to obey a driver can result in suspension from riding the bus by the school principal. Violations will be reported promptly to the local principal by the driver.
9. Profane, indecent, or abusive language will not be permitted.
10. Objects that block the vision of the driver to the rear of the bus shall not be permitted on any school bus during the course of its regular daily route. Violations will be reported promptly to the local principal by the driver.
11. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student or his/her parent or guardian.
12. The Superintendent/principal or designee is authorized to suspend a student's transportation privilege to which transportation is now provided by the Board due to misconduct or misbehavior while en route to and from school.
13. The school bus may be used for transporting athletic teams and bands to events in which they participate and for school-sponsored field trips.
14. Surveillance cameras may be used by the drivers to help monitor student conduct while being transported on a school bus.

Student transportation for selected activities is provided by the Board as a service to the students of the School System. The Board reserves the right to deny a student or students the privilege of being transported at public expense, provided the policies and school rules and regulations outlined above are not followed.

## **REPORT CARDS** (FILE: JFAA)

Report cards are for the purpose of transmitting an evaluation of student progress to the student and his/her parent(s) or guardian(s). Report cards shall be issued at least four (4) times during the scholastic year to all students enrolled in grades K-12 in the schools of the School System.

All report cards used by the schools of the School System shall be approved by the Board. Report cards approved for use within the School System must include a section outlining grading symbols with specific explanations defining said symbols and grade placement categories.

#### Academic Grades

Letter grades shall be used in grades 2 – 6 and numerical grades in grades 7-12 in schools of the School System based on the following scale:

- A = 90 -100
- B = 80 - 89
- C = 70 -79
- D = 60 -69
- F = 59 and below

Letter grades shall be mandatory in kindergarten and first grade classes in the schools of the School System based on the following scale:

- E= Excellent
- S = Satisfactory
- N= Needs Improvement
- U= Unsatisfactory

#### Conduct Grades

Conduct grades or comments may be included on the report cards..

#### Absences and Tardies

The number of absences and tardies shall be included on the report cards.

#### Distribution of Report Cards

Report cards shall be sent home by students not later than ten (10) school days after the completion of each nine (9) weeks grading period as defined by the Annual School Calendar.

#### Return of Report Cards

Students and parents/guardians are responsible for returning report cards to school personnel within five (5) school days after they are issued.

#### Altering Report Cards

Report cards are not to be altered in any manner by students. Any corrections that are needed on report cards should be reported promptly to the applicable teacher(s).

Violation of any parts of this policy by students may result in disciplinary action by school officials.

## **PROMOTION, PLACEMENT, AND RETENTION POLICY (FILE: JFED**

It is the policy of the Board to require that the academic, social and emotional welfare of students be given serious attention when a grade level or program promotion, placement, or retention is to be made. Grade level or program assignment will be made without regard to race, sex, religion, belief, national origin, or ethnic group.

Promotion, placement, or retention of students shall be made in the best interests of the student after a careful evaluation of all factors relating to the advantages and disadvantages of the alternatives.

#### Grades K-8

Students in grades 1-6 must pass reading, language, math, and either science or social studies to be considered for promotion to the next grade. Students in grades 7 and 8 must pass English and math and two of the remaining core courses (science, social studies and P.E.). A final passing grade will be based on an end of course average.

Promotion, placement, or retention of students shall be made in the best interests of the student after consideration of all the following:

- A. Academic Aptitude/Achievement - A comparison of a student's academic aptitude and current level of achievement.
- B. Social and Emotional Maturity - A student whose social and emotional development is such that he/she would be unable to relate effectively to and interact with other students assigned to the grade level.
- C. Physical Growth - A student whose physical size and development is such that retention would result in the student being significantly larger than the other students.
- D. Age - A student whose age is such that retention would result in the student being considerably older than the other students.

- E. Attendance Pattern - An evaluation of the student's absences should be conducted to determine the effect on his/her progress.
- F. Teacher Judgment - Students will be considered for retention if they are functioning below grade level in reading and math. The teacher will make this determination based upon standardized test scores, formal and informal assessments, and classroom observation.
- G. Other Factors - The principal and professional staff should consider any other unusual factors they feel appropriate.

Placement Committee

- 1. A Placement Committee will determine cases in question when a student, who has repeated a grade, continues to make little or no progress.
- 2. After a reasonable amount of time and in the professional judgment of the teacher, the Placement Committee may be asked to determine if testing is needed.
- 3. At the end of the school year, the Placement Committee will meet to recommend that the student be either RETAINED or PLACED based upon available information.

The Placement Committee shall consist of (1) the student's teacher, (2) the principal, (3) the student's parent, and (4) the school counselor.

DOCUMENTATION of the committee's recommendation shall be placed in the student's Permanent Record Folder.

Grades 9-12

Beginning with students entering the ninth grade during 1997-98, the Bibb County Board of Education will require twenty-eight (28) credits for graduation from the Bibb County School System.

The minimum number of credits necessary to be promoted from one grade to the next is as follows:

End of Year Promotions:

<u>Current grade level:</u>	9	6 credits to be promoted
	10	12 credits needed to be promoted
	11	20 credits needed to be promoted

Mid Year Promotions:

<u>Current grade level:</u>	9	8 credits needed to be promoted
	10	16 credits needed to be promoted

Reclassification of High School Students

Students may earn sufficient credits during the first term to be classified as a tenth or eleventh grader for the second term in order to provide these students with the maximum number of opportunities to take the Alabama High School Graduation Exam (AHSGE) prior to exiting school. Reclassification of students applies only to those students who did not earn enough credits to be classified with their class in the fall of a given year. No students will be reclassified for acceleration purposes.

The Bibb County Board of Education will require the 1996-97 ninth grade class to earn twenty-four (24) credits for graduation from the Bibb County School System.

Exceptions to these requirements may be made only when a facility change is involved. The following criteria should be considered in making exceptions:

- 1. Particular courses passed including those required for graduation.
- 2. Age and maturity of the students.
- 3. At which campus the student can be most appropriately scheduled.
- 4. Other programs in which the student may be interested, and has experienced some success.

When an exception is granted, the principal should present a written notification to the parent and the supervisor of Instruction.

The decision of the principals, with appropriate input from the professional staff and parents/guardians, concerning a student's promotion, placement, or retention will be final.

**GRADUATION REQUIREMENTS - DIPLOMAS/CERTIFICATES** (FILE: JFE)

The following diplomas and certificates will be available for issuance at high schools of the School System:

- A. Alabama High School Diploma- Beginning with the 1996-1997 school year, the Alabama High School Diploma will be awarded to students who complete the requirements established for the Alabama High School Diploma and pass the required graduation examination.

Any student with a disability(s) (defined by the *Individuals with Disabilities Education Act*) may take the Alabama High School Graduation Exam (AHSGE) with or without accommodations (according to the IEP team) through 12<sup>th</sup> grade. If one subject-area test of the AHSGE is not passed, but all other graduation requirements have been met, then alternate

documentation (obtained all required course credits, documented the disability(s) in the area where a subject-area test of the AHSGE was not passed, participated in remediation, met attendance requirements, and holds a cumulative C average in grades) is used to confer the Alabama High School Diploma. The flexibility granted here is retroactive to first-time ninth graders in the 1997-1998 school year (Class of 2001) and applies only to students with disability(s) (defined by the Individuals with Disability Education Act) taking the Alabama High School Graduation Exam. (Refer to Conditions Pertaining to Issuance of Diploma, AAC Rule 290-3-1-.02(8) (g) 4; Student Assessment- Assessment Required For Alabama High School Diploma, AAC Rule 290-4-2- .02(1) (e), (2) (e).

- B. Alabama High School Diploma With Advanced Academic Endorsement - Beginning with the 1996-1997 school year, the Alabama High School Diploma with an Advanced Academic Endorsement will be awarded to students who complete the requisite requirements established for the Alabama High School Diploma With Advanced Academic Endorsement and pass the required graduation examination.
- C. Alabama High School Diploma with Career/Technical Endorsement-  
Effective for students who begin the ninth grade or tenth grade in the 1999-2000 school year, students may earn an Alabama High School Diploma with Career/Technical Education endorsement by completing the required credits, passing the required graduation examination and following a coherent sequence of three career/technical courses in a career major. (Refer to Substitution Subjects, AAC Rule 290-3-1-.02 (8) (e).
- D. Alabama High School Diploma with Advanced Career/Technical Endorsement-  
Effective for students who begin the ninth or tenth grade in the 1999-2000 school year, students may earn an Alabama High School Diploma with Advanced Career/Technical

Education endorsement by completing advanced level work in the core curriculum, passing the required graduation examination and following a coherent sequence of three career/technical education courses in a career major. Credit earned through applied academic courses, embedded credit, or substitute credit situations will satisfy the core curriculum requirements for a diploma with the advanced career/technical endorsement. (Refer to Substitution Subjects, AAC Rule 290-3-1-.02 (8) (e).

- E. Alternate Adult High School Diploma –Effective for students in the twelfth grade in the 2000-2001 school year, to earn an Alternate Adult High School Diploma, eligible students shall pass the Test of General Education Development (GED) and earn the required credits for the Alabama High School Diploma (AAC Rule 290-31.02(8)(a).
- F. Alabama Occupational Diploma - Beginning with the 1997-98 school year, the Alabama Occupational Diploma will be awarded to students with disabilities as defined by the IDEA who complete the requirements established for the Alabama Occupational Diploma.
- G. Graduation Certificate - Based on the State Board of Education’s mandate requiring students beginning with the graduating class of 1985 to pass the Alabama High School Graduation Examination and earn the required Carnegie units to receive the State-approved diploma, the Board authorizes the issuance of a graduation certificate to certain special education students based on the following provisions:

Special education students, with the exception of the gifted and the speech impaired, shall follow the objectives set out for them at the annual IEP meeting by the IEP Committee in reference to the required graduation examination. If the committee, after examining all pertinent data, decides that the student is not capable of attempting and/or passing the Examination and that his/her time should be directed toward other objectives, then the senior student will be issued the graduation certificate, instead of the State-approved diploma for having pursued those goals set out by the IEP Committee. The student will have the same opportunities to participate in all other activities associated with graduation from high school.

If the IEP Committee, after reviewing all pertinent data, decides that the student should attempt the High School Basic Skills Exit Examination, then he/she will receive the same opportunities, including remediation, as any other student taking the exam.

- H. Graduation Alternatives
1. Regular program students who have earned the Carnegie units commensurate with their grade level but have failed to pass the required graduation examination, shall receive remediation for their deficiencies as shown by the test results. If, after the four - (4) customary opportunities for taking the examination, the student still has failed to pass the test, the student may pursue the following options:
    - a. Continue to attempt the Graduation Examination at the regular times and settings for taking the test and upon passing the required graduation examination be issued the earned diploma.
    - b. Pursue the Alternate Adult High School Diploma according approved guidelines. (See policy JFD and IHF)
  2. Regular program students who have not earned the Carnegie Units necessary for graduation but who have passed the

required graduation examination may pursue the following options:

- a. Continue to pursue the Carnegie Units needed for graduation up to the age of 21 where upon earning the needed Carnegie Units the student will be issued the earned diploma and be eligible to proceed through the next scheduled graduation exercise, and or
- b. Enroll in the Shelton State Community College Adult Education Program and pursue the GED.

## **ELIGIBILITY FOR PARTICIPATING IN GRADUATION CEREMONY/EXERCISES (FILE: JFEB)**

The Board authorizes local high school principals and appropriate staff members to design and implement graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercises (marching) shall encompass the following provisions:

1. The Alabama High School Diploma, Alabama High School Diploma with Advanced Academic Endorsement, Alabama High School Diploma with Career/Technical Endorsement, Alabama High School Diploma with Advanced Career/Technical Endorsement, Alabama High School Standard Diploma, Alabama High School Advanced Diploma or an Alternate Adult High School Diploma can be awarded only if a student has passed the required graduation examination and met the Carnegie Unit requirement established by the Board. An Occupational Diploma can be awarded to a student with a disability as defined by the IDEA who has met all requirements for the Occupational Diploma (see policy JFE and/or IHFA for more information on specific diploma requirements).
2. A student who has not met the Carnegie Unit requirement established by the Board and who has passed all parts of the required graduation examination, will be eligible to participate in the graduation ceremony (marching).
3. A special education student who has NOT met the minimum requirements for a diploma shall be permitted to participate in the graduation ceremony and be will awarded the Graduation Certificate provided he/she has met all IEP requirements. See Policy JFE and/or IHFA for more information.
4. A student must have no outstanding indebtedness owed to the school or class.

## **ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES (FILE: JHCAAB)**

The Board recognizes the value of all extracurricular activities as they relate to the total education of students. The Board 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 2001 must earn in grades 9-12 a minimum of 28 credits to graduate with four (4) credits each in science, mathematics, social studies, and English.

Extracurricular Activity Participation – Academics First. Effective for all students entering Grades 8-12 beginning with the 1999-2000 school year, eligibility for participation in extracurricular activities shall be 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 and as is specifically provided in subsection (b) below. Local boards of education shall implement this policy as a minimum for all students in Grades 7-12 under their 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.

(a) Definitions.

1. 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).
2. Regular curricular activities are defined as those that are required for satisfactory course completion.

(b) Eligibility Requirements

1. Students entering Grades 10-12 must for the last two semesters of attendance and summer school, if applicable, 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 with a numerical composite average of 70. Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. Students promoted to the seventh grade for the first time are eligible. (A semester is defined as one-half of a school year as defined by the local board of education adopted school year calendar.)

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 or subject is repeated in summer school, the higher numerical grade for the unit or subject 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 in 2. (b) 1. above may regain their eligibility at the end of the first semester by meeting the requirements of 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. \*
  5. 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.
  6. 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.
  7. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
  8. 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 core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.
- (c) Participation Requirements
1. 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.
  2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and 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.
  3. Notwithstanding anything to the contrary in this regulation, activities offered by the school through math, science, and, 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.
  4. Decisions on a student's participation in extracurricular activities should be developed and reached on a local school/system level consistent with the requirements found in the Individuals with Disabilities Education Act (1997) and its implementing regulations, both federal and state, as well as Section 504 of the Rehabilitation Act of 1973 if the student is identified as eligible under these statutes, rules and regulations, and such participation is determined to be appropriate.
  5. Good conduct shall be a condition for student eligibility and participation in all extracurricular activities in the Bibb County Schools.

\* Note: Unit calculations for regaining eligibility at the end of the first semester may not coincide exactly with units for graduation for students in schools on six or seven period days.

## **Student Medication Policy (FILE: JGCDB)**

Goals of the Medication Policy:

- \*Assisting the student with the medication at school so an optimal state of wellness can be maintained in order to enhance his/her ability to learn.
- \*Protect the health, safety and welfare of the student.

The following policy is recommended guidelines by the Alabama State Department of Education and the Alabama Board of Nursing.

Requirements for ALL over-the-counter medications at school:

Signature/Authorizations:

- \*Parent/Guardian Signature Authorization  
"School Medication-Prescriber/Parent Authorization Form" must be completed and signed and dated.
- \*Licensed Healthcare Providers Signature Authorization  
"School Medication-Prescriber/Parent Authorization Form" must be completed for all daily medication. Exception: Over-the-counter "as needed" medication do not require physician signature.

Self Medicate:

- \*Diabetic and Asthma students can self medicate only with parent/guardian signature authorization on the "School Medication-Prescriber/Parent Authorization Form".
- \*Self medicating means the student is able to consume, or inject prescription medication such as asthma inhaler or insulin

injections in the manner directed by the licensed prescriber, without additional assistance or direction.

Medication:

- \*All medication must be delivered to school by the parent or parental designated adult.  
Under no circumstances should medication be transported on the school bus.
- \*Parent/guardian and Prescriber must complete any changes in medication dosage, strength, or intervals on a new “School Medication-Prescriber/Parent Authorization Form”.

All over-the counter medication requirements:

- \*Parent complete, sign and date “School Medication-Prescriber/Parent Authorization Form”.
- \*Licensed healthcare prescriber signature authorization (if routine dosage).
- \*Original manufactured container.
- \*Unopened, manufacture seal intact container.
- \*Student’s name will be placed on container.
- \*Medication will not be shared with siblings.
- \*No more than a 30-day supply will be accepted at the school.
- \*End of school medication not picked up by parent/guardian will be disposed of properly.

Medication storage at school:

- \*Medication will be stored in a securely locked, clean container or cabinet, unless prescriber authorizes a different arrangement (i.e.: inhaler).
- \*Parent/Guardian will pick up all medication that is unused or out-dated. If not picked up, the medication will be disposed of by counting, flushing tablets or liquid, and documenting on student’s medication form. Witness signature required.

School requirement:

- \*Principal and or licensed school nurse may designate medication assistants at the school.
- \*Medication assistants will attend annual training on assisting students with medication.
- \*Bibb County Board of Education policy and procedures will be followed on assisting students with medication.
- \*Proper handling, storage, and security measures will be followed during the school day.
- \*Proper procedures will be followed if a medication error should occur.

Requirements for all prescription medications at school:

In addition to the previous guidelines pertaining to over-the-counter medication, the following guidelines will be followed regarding all prescription medications:

- \*Alabama State Department of Education “School Medication-Prescriber/Parent Authorization Form” must be completed.
- \*Parent/guardian must complete, sign, and date form.
- \*Licensed healthcare provider’s signature is required.
- \*Original pharmacy container and label must be present.
- \*Label should include: Prescriber’s name, Name of medication, strength of medication, dosage and interval, route and date medication is to be started and discontinued.
- \*No more than 30 day supply of medication will be accepted at the school.
- \*If there are discrepancies of the above information, the medication will not be given until clarification is made.
- \*Pharmacy computer printout of side effects/contraindications/adverse reactions would be beneficial.
- \*The school should be given the most current bottle of medication. Label should match physician order and parental requests for dosage. When dosages are changed mid-month, the dosage change should be reflected on the next filled bottle.
- \*At no time will school personnel pour medication from bottle to bottle.
- \*If a parent would like to pour from bottle to bottle (for home use), the school must be given the newest prescription bottle.
- \*In cases when the medication is to be given at home and school, the parent should inform the pharmacist. Most pharmacies gladly divide the medication into two bottles (one for home and one for school).

## **Bibb County Schools Technology Usage Policy** (FILE: JCDBB)

The Bibb County Schools Technology Usage Policy is designed to provide guidelines for using technology resources in classrooms, school media centers, and computer labs of schools. All students must have a parent signature on file in order to be able to use technology resources. Please take time to read this policy. If you have any questions, please contact the district technology coordinator at (205) 926-9311.

**The signature box on the front page of the addendum must be completed by both parent/guardian and student in order for students to be able to use the technology resources.**

### **MISSION:**

The mission of the Bibb County School District is to provide a system of education which is committed to academic excellence and which provides education of the

highest quality to all Bibb County students.

**INTRODUCTION:**

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the goal of the Bibb County Schools to provide all students and employees with access to a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Bibb County Schools.

Thus, it is the intention of the Bibb County Schools that all technology resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Bibb County Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

- The administrators of each school will be responsible for enforcing this policy at individual schools.
- This policy will be communicated to all students, parents and employees. All technology users will have a signed Technology Use Policy on file.
- All Bibb County Schools technology resources, regardless of purchase date, location, or fund, are subject to this policy.
- Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Local and/or District Technology Coordinator before proceeding.
- Violators of this policy will be handled as specified in the policy and in the Student Code of Conduct.

**POLICY STATEMENT:**

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Bibb County Schools. Use of any and all technology resources is a privilege and not a right.

**I. ACCESS:**

- A. The use of all Bibb County Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- B. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
- C. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
- D. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Bibb County Schools.
- E. Individuals identified as a security risk may be denied access.
- F. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means.
- G. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
- H. The District/Local Technology Coordinators and/or school administrators will determine when inappropriate use has occurred and they have the right to recommend the denial, revocation, or suspension of specific user accounts.

**II. PRIVACY:**

- A. To maintain network integrity and to insure that the network is being used responsibly, District Technology Coordinators reserve the right to review files and network communications.
- B. Users should not expect that files stored on the Bibb County Schools'

- network will ever be private.
- C. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
  - D. The Bibb County School District does not guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
  - E. Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, user accounts, telephones, and telephone systems. During these procedures, it may be necessary to review e-mail and/or files stored on the network.
  - F. Users are encouraged to avoid storing personal and/or private information on the district and/or school technology resources.
  - G. The system-wide technology staff does perform routine backups. However, all users are responsible for storage of any critical files and/or data.

### **III. COPYRIGHT:**

- A. Illegal copies of software may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the District and/or Local Technology Coordinator.
- C. The legal and ethical practices of appropriate use of technology resources will be taught to all students in the system (i.e. during lab orientation, network orientation, etc).
- D. Copyright is implied for all information (text, data, and graphics) published on the Internet. Web page authors will be held responsible for the contents of their pages. Do not "borrow" icons or graphics from other pages without documented permission.
- E. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then, should occur only under the supervision and direction of the Technology department.

### **IV. ELECTRONIC MAIL:**

- A. Personal use of electronic mail is permitted as long as it does not violate Bibb County Schools' policy and/or adversely affect others or the speed of the network.
- B. Bibb County Schools' e-mail accounts may not be used for political or personal gain.
- C. Bibb County Schools' e-mail accounts may not be used for attempting or successfully sending anonymous messages.
- D. Bibb County Schools' e-mail accounts may not be used for sending mass e-mails outside the system. Internal mass e-mails should be used for communication related to educational/instructional purposes only.

### **V. INTERNET:**

- A. The intent of the Bibb County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.
- B. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- C. Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
- D. Students will gain access to the Internet and other technology resources by agreeing to abide by the Technology Usage Policy and by providing written permission from their parents.
- E. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.
- F. Students who are allowed independent access to the Internet will have the capability of accessing material that is filtered, but has not been screened.

### **VI. INTERNET FILTERING:**

- A. Internet access for all users is filtered, through one central point, by URL

and IP address.

- B. Internet searches are filtered by keyword.

#### **VII. WEB PUBLISHING:**

- A. The Bibb County Schools' web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
- B. All home pages will be reviewed by the Local and/or District Technology Coordinator before being added to the Bibb County Schools World Wide Web Server.
- C. The Technology Staff reserves the right to reject all or part of a proposed Home page.
- D. Home pages may only be placed on the Web server by a Local or District Technology Coordinator, or designated web manager.
- E. All pages posted on the Bibb County Schools' web server must be written with an approved editor.
- F. Each posted page must include: the school location, date of last update, and an e-mail address.
- G. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
- H. All web page authors are responsible for the maintenance of their own pages.
- I. All links should be checked monthly to make sure they are current and working.
- J. Pages that are not updated in a timely fashion; that contain inaccurate or inappropriate information; or contain links that do not work will be removed and the author will be notified.
- K. Unfinished pages will not be posted until they are fully functional.
- L. Teacher created web pages stored on a commercial or private server may be accessed via link from a teacher created web page stored on the Bibb County Schools Internet server, and must meet the same criteria as those pages hosted on the school system web server.
- M. Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used-only first name, last initial. No written permission is required for in-school broadcasts (i.e. morning news, announcements, class profiles, etc.)
- N. Student posting of personal information of any kind is prohibited. Personal information includes: home address, work address, home phone numbers, full name, social security number, etc.
- O. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

#### **VIII. PARENTAL PERMISSIONS:**

It is the responsibility of the staff posting information on the web, requesting videos, or designing publicity or public relations information to obtain written parental permission.

#### **IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:**

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

- A. Using another user's password or attempting to find out another user's password
- B. Sharing your own password
- C. Trespassing in another user's files, folders, home directory, or work
- D. Saving information on ANY network drive or directory other than your personal Home directory OR a teacher specified and approved location.
- E. Student downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive
- F. Harassing, insulting, or attacking others via technology resources
- G. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds,

- printers, BIOS information, preset passwords, etc., without teacher permission)
- H. Intentionally wasting limited resources such as disk space and printing capacity
- I. Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
- J. Sending, displaying, or downloading offensive messages or pictures
- K. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language
- L. Participating in on-line chat rooms without the permission/supervision of an adult staff member
- M. Posting any false or damaging information about other people, the school system, or other organizations
- N. Posting of any personal information about another person
- O. Participating in sending/perpetuating chain letters; student broadcasting of network messages
- P. Violating copyright laws
- Q. Plagiarism of materials that are found on the Internet
- R. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- S. Use of any Bibb County Schools Technology resources for personal gain, commercial or political purposes

#### **X. VIOLATIONS**

**Violations of any nature may subject the offending employee or student to discipline by the Administrative Staff or Board, including suspension of privileges, school suspension, school expulsion for students and termination for employees.**

## **Parent Permission Information Photograph/Audiotape/Videotape/Interview**

The Bibb County Board of Education occasionally uses photographs/audiotapes/videotapes of students engaged in school activities created for educational or promotional purposes. Students are sometimes filmed, photographed, or interviewed in the production of these materials. These materials may be used with the news media or on the school system website.

We would like to have your consent for inclusion of your child in these materials. We request your permission, and your child's consent, for inclusion. Even with permission, your child may decline to be interviewed or included in photographs at their discretion.

For newspaper publication, a student's first and last name will be used for identification. For website publication, only first name and last initial will be used.

If you decline permission for your child to be included, please be advised that we will make every effort to honor your request. It is necessary for parents to ensure that children understand that they are not to be filmed, taped, photographed or interviewed, and that they should make school personnel aware of this when the need arises.

If you have questions or need more information, please call Alesa Judd, Bibb County School System Public Relations Coordinator (205) 926-9881 or (205) 938-7191.

Permission may be granted by completing the form on the cover of this document.

### ***A Message from the Bibb County Gifted Education Program***

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

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

For each student referred, information is gathered in the following three areas.

1. Aptitude – Assessed through an individual or group test of intelligence or creativity.

2. Characteristics – A behavior rating scale designed to assess gifted behaviors is completed by the classroom teacher.
3. Performance – At least three indicators of performance at the gifted level such as achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessment/items used are entered on the matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

For more information contact your school counselor or Jackie Capps – Gifted Education Coordinator/Teacher.

## **STUDENT COMPLAINTS AND GRIEVANCES (FILE: JCE)**

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

### **GRIEVANCE PROCEDURE**

The following steps provide a fair resolution of student grievances, including those complaints alleging any action which would be prohibited by Title IX of the Educational Amendments of 1972 (sex discrimination) and other applicable laws relating to discrimination of any kind. For the purposes of this policy, a grievance is defined as a claim submitted by a student of a violation, misinterpretation, or inequitable application of local board policy, local school rule and regulation or local administrative procedure. The term “grievance” shall apply to matters which fall within the discretionary powers of the principal, Superintendent and/or Board but shall not apply to areas where the principal, Superintendent or Board have no authority to act.

The grievance procedure and time line should proceed according to the rules and regulations listed below.

#### Level of Progression

##### Level I – School

- a. Teachers – Support Personnel
- b. Counselors
- c. Administrative Assistants
- d. Principal

##### Level II – Superintendent

##### Level III – School Board

The first step taken by the student MUST be with the member of the staff involved in the alleged unfair action. If the grievance is not resolved after initial contact, the student may involve the parent(s), a guidance counselor or any other person of the student’s choice in a conference with the member of the staff involved.

If the grievance has not been resolved through the levels up to and including a conference at the principal’s level and the student wishes to proceed with the grievance, the student and/or parent(s) must submit a written statement signed by the parent(s) to the principal within five (5) school days of the principal’s verbal denial.

The statement at this level and all subsequent levels must include:

1. name(s) of any person(s) involved
2. date(s) on which the student feels there was unfair treatment
3. a brief statement as to why the student feels there was unfair treatment
4. what corrective action the student would like to see taken
5. copies of appropriate supporting documentation, which may include, but not necessarily be limited to, the following:
  - a. letters requesting previous hearings and actions taken
  - b. letter(s) of reference and witness statement(s)
  - c. student papers showing grades (i.e., daily work, if available), tests and exam grades, and report cards
  - d. attendance records and medical statement(s)

The student shall receive a written response to the statement from the principal within five (5) school days.

Following receipt of the written denial of the grievance by the principal if the student and/or parent(s) wish to proceed further with the grievance, the student, parent(s) and/or other representative(s) shall, within five (5) school days, request in writing an appointment with the Superintendent and shall include a statement of the grievance as outlined above.

The Superintendent and/or designated representative shall have the authority and responsibility for establishing a meeting time not later than five (5) school days following receipt of the initial written contact by the student, parent(s) and/or other representative(s). This meeting shall be attended by the student, parent(s) and/or other representative(s) and any legal representative(s) desired. The Superintendent shall be notified three (3) calendar days prior to the scheduled meeting if the student is to be represented by legal counsel. If a decision is not reached at the meeting, all parties involved shall be notified of the Superintendent's final decision by mail within five (5) school days following the meeting.

Should the Superintendent deny the grievance, the student, parent(s) and/or other representative(s) may appeal to the local school board following the same time schedule and procedures established above. The local school board shall hear the grievance at the first local school board meeting which occurs following receipt of the written request for a hearing. The decision of the local school board is final.

Copies of all appropriate documents shall be placed in the student's cumulative folder.

## **Important Information on Meningococcal Disease and Vaccine**

### ***What is meningococcal disease?***

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

### ***How do you catch the disease?***

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

### ***What are the symptoms of the disease?***

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

### ***Meningococcal vaccine: Who should get the vaccine and when?***

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

**For more information on this and other vaccine recommendations go to:**

**[www.adph.org/immunization](http://www.adph.org/immunization)**