



GULF SHORES
CITY SCHOOLS

CODE OF CONDUCT
2019-2020

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INTRODUCTION

The Gulf Shores City Schools Board of Education (“Board”) is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal.

The Board has a set of expectations for conduct on school property and at school functions. These expectations are based on six pillars of character: respect, responsibility, fairness, trustworthiness, caring, and citizenship.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“Code”).

Unless otherwise indicated, this Code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

PROACTIVE GUIDANCE FOR POSITIVE BEHAVIOR

Proactive guidance focuses on preventing problems by providing students with meaningful, positive feedback to enhance motivation, engagement and performance, and teaching expectations at the beginning of each year, reviewing expectations as necessary and treating minor misbehavior as a learning opportunity. Teaching desired behaviors to minimize misconduct is based on:

- All behavior is learned
- Any repeated behavior is serving a function for the student
- Student behavior can change

Schools will proactively teach, reinforce, correct, and supervise student behavior. Proactively teaching and reinforcing positive behaviors greatly reduces the number of subsequent misconducts, and modeling for students how they are expected to interact and perform in an education setting improves learning and engagement. Whether guiding, correcting, or rendering consequences for behavior, all staff will:

- Have high expectations for student success
- Build positive relationships with students
- Create consistent, predictable school and class routines
- Teach students how to behave successfully in all school settings (classrooms, cafeteria, halls, bathrooms, ETC)
- Provide frequent, positive feedback for appropriate behavior
- Correct misbehavior in a calm, consistent, and logical manner

Schools should consider the following research-based practices as a guide to creating a safe, respectful and productive learning climate and implement these minimum expectations for proactive behavioral support systems:

- There is an established set of common expectations and beliefs that student success and engagement in school are the responsibility of all school stakeholders. The common expectations and beliefs define interactions for the entire school community.
- There are clearly articulated, school-wide expectations for behavior that are consistently posted, taught, modeled, and positively reinforced by all staff.
- There are established classroom management practices that link to school-wide expectations for behavior.
- Classroom management practices promote student engagement and support high quality instruction.
- The school-wide expectations for behavior are aligned with the Board and focused on maximizing instructional time for students.
- Social and emotional learning skills are explicitly taught if needed to assist students in meeting established expectations and to increase student participation in teaching and learning activities.
- A leadership team is in place; the team uses and reviews behavioral as well as academic data to improve support for students, refine teacher/staff practices, and drive school-wide improvement.

The Board strongly encourages school leaders to clearly describe what they expect from students as learners in their school at the beginning of each school year and after each break.

DISSEMINATION AND REVIEW

The Board will work to ensure the community is aware of this Code by:

- Providing an overview of the Code for all students at the building-level during the first week of school

- Making electronic copies available to all students, parents/guardians, faculty/staff, and community members via the district website
- Making paper copies available in the Main Office of each building

The adoption of the revisions to the Code will occur in a public session on an annual basis.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board views the school as a place where students have the opportunity to experience academic and social success. Success contributes to positive student self-esteem, which, in turn, translates into positive student behavior. By providing opportunities for students to learn concepts, practice skills, and reinforce learning, a positive environment shall be created which promotes academic and social success.

The total school program focuses on developing each student into a competent, self-disciplined and self-directed learner of good character. Thus, emphasis is placed on teaching responsibility for one's behavior, modeling the behaviors desired of students, and identifying and resolving inappropriate behaviors. At all times, discipline is built within an atmosphere of self-respect, respect for others, and respect for the learning environment.

School policies are intended to allow for opportunities for students to develop self-discipline while providing boundaries within which individuals find emotional and physical security. It is essential that all persons (students, school personnel, and parents) accept responsibility for their actions. It is equally important that inappropriate behaviors be appropriately confronted and redirected.

Students must understand that, while these policies provide a means for resolving misconduct or inappropriate behaviors, certain violations will result in removal from the regular instructional program. In all such cases, and throughout all other phases of school activities, students and parents have a right to expect assistance from and professional involvement with school personnel.

Students, parents, and staff must work cooperatively to support the rights of students while helping students accept responsibility for their academic and social growth.

The Board authorizes the Superintendent to establish procedures to accomplish the intent and spirit of Board policies related to student rights and responsibilities.

All students have the right to:

- Attend a school that is a safe and supportive environment free from distraction, intimidation, taunting, harassment, and bullying on school property, a school bus, and/or a school function
- Always be treated with respect by other students, faculty/staff, and school personnel
- Actively participate and take part in a rigorous school program that is aimed at preparing students for career and college readiness in the 21st century
- Take part in all district activities on an equal basis regardless of race, color, creed, gender, national origin, disability, religion, or sexual orientation
- Have school rules and conditions available for review and, whenever necessary, explained by school personnel
- In all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction
- Be suspended from instruction only after his/her rights have been observed
- To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law

All students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property
- Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible
- Respond to direction given by teachers, administrators, and other school personnel in a respectful, positive manner
- Seek help in solving problems that might lead to a disruption in the learning environment
- Accept responsibility for their actions
- Conduct themselves as representatives of the district when participating in or attending school functions and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship

ESSENTIAL PARTNERS

The Board recognizes the importance of developing positive and supportive relationships with all stakeholders in the educational process. The success of our students is incumbent upon the collective responsibility of everyone within the school community. With this in mind, it is important that each stakeholder assist in the following ways:

BOARD MEMBERS

All board members are expected to:

- Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions
- Adopt and review at least annually the district's Code of Conduct to evaluate the Code's effectiveness and the fairness and consistency of its implementation
- Lead by example by conducting board meetings in a professional, respectful, courteous manner; be responsive to the concerns and needs of all stakeholders
- Dress appropriately and professionally

GUIDANCE COUNSELORS

All guidance counselors are expected to:

- Assist students in coping with peer pressure and emerging personal, social, and emotional problems
- Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems
- Regularly review with students their educational progress and career plans
- Provide information to assist students with career planning
- Encourage students to benefit from the curriculum and extracurricular programs
- Dress appropriately and professionally

PARENTS

All parents are expected to:

- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community
- Send their child(ren) to school ready to participate and learn
- Ensure their child(ren) attends school regularly and on time
- Ensure absences are excused

- Insist their child(ren) be dressed and groomed in a manner consistent with the student dress code
- Help their child(ren) understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment
- Know school rules and help their children understand them
- Convey to their child(ren) a supportive attitude toward education and the district
- Build good relationships with teachers, other parents, and their child(ren)'s friends
- Help their child(ren) deal effectively with peer pressure
- Inform school officials of changes in the home situation that may affect student conduct or performance
- Provide a place for study and ensure homework assignments are completed
- Dress appropriately while attending school functions

PRINCIPALS

All principals are expected to:

- Assist students in coping with peer pressure and emerging personal, social, and emotional problems
- Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for resolution of a problem
- Evaluate on a regular basis all instructional programs
- Support the development of and student participation in appropriate extracurricular activities
- Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly
- Dress appropriately and professionally

SCHOOL PERSONNEL

All school personnel are expected to:

- Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn
- Communicate to students and parents about course objectives and requirements, marking/grading procedures, assignment deadlines, expectations for students, and classroom discipline plan, where it is appropriate for such support staff to do so
- Communicate regularly with students, parents, and other teachers concerning growth and achievement, when appropriate
- Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning
- Dress appropriately and professionally

SUPERINTENDENT

The superintendent is expected to:

- Promote a safe, orderly, and stimulating school environment for supporting active teaching and learning
- Review with district administrators the policies of the board of education and state and federal laws relating to school operations and management
- Inform the board about educational trends relating to student discipline
- Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs
- Work with district administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly
- Dress appropriately and professionally

TEACHERS

All teachers are expected to:

- Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn
- Be prepared to teach
- Demonstrate interest in teaching and concern for student achievement
- Know school policies and rules, and enforce them in a fair and consistent manner
- Communicate to parents and students:
 - Course objectives and requirements
 - Marking/grading procedures
 - Assignment deadlines
 - Expectations for students
 - Classroom discipline plan
- Communicate regularly with students, parents, and other teachers concerning growth and achievement
- Dress appropriately and professionally

ALTERNATIVE SOLUTIONS

The district promotes age-appropriate solutions to behavioral issues. The district reserves the option of seeking or accepting family engagement in the process of developing optional, alternative solutions. These optional alternatives may include, but are not limited to, community service, research projects, assigned mentors, voluntary counseling, and restorative justice practices.

ANTI-HARASSMENT POLICY

6.20.1 Harassment, Violence, and Threats of Violence Prohibited:

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

6.20.2 Definitions:

- The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:
 - Place a student in reasonable fear of harm to his or her person or damage to his or her property;
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student;
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school;
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function;
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and is directed to another student.
- The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity, or opportunity for which the student is or would be eligible.

- The term “student” as used in this policy means a student who is enrolled in the Gulf Shores City school system.

6.20.3 Description of Behavior Expected of Students:

- Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
 - The student’s race;
 - The student’s gender;
 - The student’s religion;
 - The student’s national origin;
 - The student’s disability;
 - The student’s sexual orientation,
 - The student’s imbalance of strength, power, or influence; or
 - Other personal characteristics which motivate the prohibited action.
- Except as otherwise provided in this policy, the expectations of students expressed herein are not limited to behaviors which occur only on school grounds. This policy is premised on the notion that violence, threats of violence, intimidation, bullying and cyberbullying of one student by another may be detrimental to the best interest and welfare of students and disruptive of the opportunity for student learning in Gulf Shores City Schools without regard to the location where such behaviors occur. It is acknowledged that in some situations the nexus between the regulation of such unacceptable behaviors and Gulf Shores City Schools’ interest in providing a safe environment for its students may be remote and thus not an appropriate basis for school disciplinary action. However, where the offending behavior causes a material and substantial disruption to school activities or undermines the ability of a student to learn in a non-hostile environment, students violating this policy may be subject to discipline regardless of where the offending conduct occurs.

6.20.4 Consequences for Violations:

A series of graduated consequences for any violation of this policy are outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

6.20.5 Reporting, Investigation, and Complaint Resolution Procedure:

- Complaints alleging violations of this policy must be made on district approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.
- Upon receipt of the complaint, the principal or the principal's designee will, in his/her sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

6.20.6 Promulgation of Policy and Related Procedures, Rules, and Forms:

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and

legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Gulf Shores City Schools website.

Construction of Policy

This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, violence, threats of violence, or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, violence, and threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in harassment, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

Reporting Forms

Forms to report bullying, harassment, or intimidation are available at the school.

CHILD PROTECTIVE SERVICES INVESTIGATIONS

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, child neglect, or custody investigations. All school officials are mandated reporters and, as such, are required to report suspected cases of child abuse or neglect.

All request by child protective services to interview a student on school property shall be made directly to the building principal or his/her designee. The principal or his/her designee shall set the time and place of the interview. The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court

order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

CROWDFUNDING

Students may not use crowdfunding (such as Go Fund Me or like means) to raise money for a school fundraiser.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Gulf Shores City Schools obtain written consent from parent/legal guardian prior to the disclosure of personally identifiable information about a child's education records. However, Gulf Shores City Schools may disclose appropriately designated "directory information" without written consent, unless the parent/legal guardian has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Gulf Shores City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy, can also be disclosed to outside organizations without a parent/legal guardian written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Acts of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings for students – unless parent/legal guardian has advised the LEA that they do not want the student's information disclosed without prior written consent.

If parent/legal guardian does not want Gulf Shores City Schools to disclose directory information from the child's records without prior written consent, the parent/legal guardian must notify the child's school in writing prior to the end of August of the current school year or no later than two weeks after enrollment. Gulf Shores City Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address (email)
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

For more information, contact your school principal or visit the FERPA Web Site at: www2.ed.gov/ferpa.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

- The right to inspect and review the student's education records
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate
- The right to consent to release of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (i.e. directory information)
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by Gulf Shores City Schools to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U. S. Department of Education

REFERRALS TO OUTSIDE AGENCIES

COUNSELING

The guidance counselor or building principal shall handle all referrals of students to counseling.

CHINS PETITION

The district may file a CHINS (child in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- Being habitually truant and not attending school as required by law
- Engaging in ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the control of the school
- Knowingly and unlawfully possess illegal drugs
- Knowingly and unlawfully possess any weapons

JUVENILE DELINQUENCY AND JUVENILE OFFENDERS

The district will report any violations of the Code of Conduct which constitute a crime when the student is under the age of 16 to the appropriate law enforcement agency. When necessary, the district will file a juvenile delinquency petition in Family Court.

RESTRAINT & SECLUSION NOTIFICATION AND PROCEDURES

6.14.1 Policy Purpose:

- Gulf Shores City Schools acknowledges that maintaining a school environment conducive to learning requires that the environment be orderly and safe. Accordingly, the system recognizes that physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.
- The purpose of this policy is to provide for the appropriate use of physical restraint only when needed to protect a student and/or member of the school community from imminent, serious physical harm, to prevent or minimize any harm to a student as a result of the use of physical restraint, and to prohibit other inappropriate forms of restraint.

- It is the intent of this policy to emphasize and encourage the use of techniques for the prevention and de-escalation of inappropriate behavior, in order to reduce the risk of injury to students and program staff, as well as facilitate the care, safety, and welfare of students.

6.14.2 Definitions:

- Physical restraint – is direct physical contact from an adult that prevents or significantly restricts a student’s movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student when teaching a skill; redirecting attention; providing guidance to a location; providing comfort; or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.
- Chemical restraint – is any medication that is used to control violent physical behavior or to restrict the student’s freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.
- Mechanical restraint – is the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.
- Seclusion – is a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.
- Exclusion Time-out – is a behavioral intervention in which the student is temporarily removed from the immediate learning activity. Time-out is appropriately used and is not deemed to be seclusion when:
 - The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.

- The duration of the time-out is reasonable in light of the purpose of the time-out, the age of the child and the capability of the child; however, each time-out should not exceed the equivalency of one minute per year of the child age. For example, a 6 year-old student should not exceed a six-minute time-out.
- The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
- The time-out space is free of objects that unreasonably expose the student or others to harm.
- Students who are receiving special education services, the IEP team should be involved in making decisions concerning the use of behavior modification procedures such as time-out.

6.14.3 Prohibitions:

- The use of physical restraint is prohibited in the school system and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to reasonably implemented and less intensive behavioral interventions, such as verbal directives and other de-escalation techniques. Physical restraint as a form of discipline or punishment is prohibited.
- All physical restraint must be immediately terminated when the student is deemed to no longer be an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student's body in such a manner as to restrict the flow of air into the student's lungs is prohibited in the school system and its educational programs.
- The use of chemical restraint is prohibited in the school system and its educational programs.
- The use of mechanical restraint is prohibited in the school system and its educational programs.
- The use of seclusion is prohibited in the school system and its educational programs.

6.14.4 Requirements:

- Each designated staff person who engages or participates in any incident of any permitted or prohibited restraint or seclusion of a student has a duty to promptly report the incident to the local school principal.
- Each local school's principal or his/her designee and each educational program that utilize restraint under this policy should provide staff with guidelines and

procedural information regarding physical restraint and arrange for the appropriate training of those designated staff members that may be called upon to restrain a student. This training of designated staff members should be provided as a part of a program which addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible. Designated staff members will be trained regarding their responsibility to promptly report each incident of physical restraint, whether initiated, continued or discontinued in compliance with this policy or not, and each incident of prohibited chemical and/or mechanical restraint or seclusion. Each local school's principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.

- Each local school's principal or his/her designee and each educational program that utilize restraint is expected to maintain written or electronic documentation on training provided at the local school regarding permissible physical restraint as well as prohibited physical, chemical or mechanical restraint or seclusion. The principal or designee should also maintain the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.
- Each local school's principal or his/her designee and each educational program that utilize restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint or seclusion at the local school and for submitting monthly summary reports regarding such incidents to the school system's Board of Education and to the Alabama Department of Education annually. Each local school principal or his/her designee or program's coordinator is expected to monitor the use of physical restraint on an on-going basis to ensure fidelity of implementation. Following a restraint situation, the individuals involved will have a SWOT meeting to discuss the event. Follow-up training will also be provided following any situation in which policies and procedures are not followed.
- Each local school's principal or his/her designee and each educational program that utilize restraint shall endeavor to provide a debriefing session following each incident of permissible restraint, prohibited restraint and/or seclusion of a student. All school personnel involved in the incident and appropriate administrative staff will be expected to participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided notification of this debriefing session and afforded the opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion, unless the debriefing

session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.

- Each local school's principal or his/her designee and each educational program that utilize restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint.
- Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when their child is restrained and/or removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal.
- Each student's parent or legal guardian will be provided information regarding the school or program's policies governing the use of physical restraint. To effectuate this requirement, the school system's website and student handbook/code of conduct will contain the following statement:

As a part of the policies and procedures of the school system, the use of physical restraint is prohibited in the system and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to reasonably implemented and less intensive behavioral interventions such as verbal directives and other de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), written notice will be provided to the parent or legal guardian.

6.14.5 Clarifications:

- Nothing in this policy shall be construed to interfere with the school system's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom, not specifically addressed under this policy.

- Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12.
- Nothing in this policy shall be construed to prohibit the school system or school personnel from taking reasonable actions to diffuse or break up a student fight or altercation.
- Nothing in this policy shall be construed to prohibit the school system or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.
- Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.
- Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees.
- Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights of the school system or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.
- Violation of this policy by school system personnel may be deemed to be a failure to perform duties in a satisfactory manner and may be deemed to provide grounds for disciplinary action, including dismissal, if appropriate under the circumstances.

SAFE AND DRUG FREE SCHOOLS

Gulf Shores City Schools is committed to providing learning environments free from alcohol, drugs, controlled substances and weapons. The Code of Conduct includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The possession, use, sale, attempted sale, attempted possession or any other involvement with tobacco, drugs, alcohol, controlled substances, or dangerous instruments/weapons will not be tolerated and will subject the violating individual to immediate disciplinary action up to and including expulsion. Such prohibition applies not only to firearms, guns, deadly weapons or dangerous instruments carried by a person, but extends also to said prohibited items in automobiles, personal items such as purses or backpacks, or otherwise in the actual possession of any person. Any violations regarding firearms will result in involvement by appropriate law enforcement authorities and will result in a recommendation to the School Board for

expulsion. Per State law, safety drills including severe weather, fire, and active shooter are periodically completed at the required time points.

- 4.2.1 Prohibition on the Possession of Firearms: The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or school-sponsored functions is prohibited except for authorized law enforcement personnel and as provided by law. For purposes of this policy, the term "firearm" has the same definition as is found in 18 U.S.C. 921.
 - Penalties for Violations – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of firearms:
 - Students will be expelled for a period of one year. The expulsion requirement may be modified in writing by the Board upon recommendation of the Superintendent on a case-by-case basis. Discipline of students with disabilities who violate the firearm possession policy will be determined on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy will also be notified by the principal or designee of violations.
 - Employees will be subject to adverse personnel action, which may include termination.
 - Other persons will be denied reentry to school property.
 - Notification of Law Enforcement – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal or designee of violations of this policy. [Reference: ALA. Code §§16-1-24.1, 24.3 (1975); ALA. Admin. Code 290-3-1-.02; Federal Gun Free Schools Act, 20 U.S.C. 7151; Federal Gun Free School Zone Act of 1995, 18 U.S.C. §§922(q)]
- 4.2.2 Prohibition on the Possession of Weapons: The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or while attending any Board sponsored or sanctioned event, program, activity, or function is prohibited except for authorized law enforcement personnel. For purposes of this policy, the terms “deadly weapon” and “dangerous instruments” include but are not limited to explosives, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such manner as to inflict bodily harm, provided that the terms “deadly weapon” and “dangerous instruments” will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of

and in connection with school or Board sanctioned educational, team, or competitive activities.

- 4.2.3 Illegal Drugs and Alcohol: The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited.
 - Penalties for Violations – In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of illegal drugs or alcohol;
 - Students will be disciplined in accordance with the Board's Code of Student Conduct.
 - Employees will be subject to adverse personnel action which may include termination.
 - Other persons will be denied reentry to school property.
 - Notification of Law Enforcement – The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal or designee of violations of this policy.
- 4.2.4 Tobacco: The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes, and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation.
 - Penalties for Violations
 - Students who violate the tobacco prohibition will be disciplined in accordance with the Board's Code of Student Conduct.
 - Employees who violate the tobacco prohibition will be subject to adverse personnel action, which may include termination.
 - Other persons who violate the tobacco prohibition may be denied reentry to school property.
 - Parental Notification – Parents and/or guardians may be notified of actual or suspected violations of the tobacco prohibition whether or not the student is charged with a violation of Board policy, which includes the Code of Student Conduct. [Reference: ALA. Code §§16-1-24.1 (1975); ALA. Admin. Code §§290-3-1-, 02(l)(b)]

SEARCHES

5.20 Searches (Personnel)

- Board Property – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or

their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, storage areas, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.

- Employee Property – The Board reserves the right to inspect employees' vehicles, purses, files, and other personal property if a supervisor forms a reasonable individualized suspicion that the property contains evidence of a violation of Board policy or contains any material, object, or substance that otherwise creates or presents a risk of harm or injury to the school, the workplace, or persons therein.
- Use of Recovered Items – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

Search of Property

Desks, lockers, and other equipment at any school belong to the Board of Education. Any school property, including electronic devices, may be searched by school administrators or designee. Law enforcement agencies are allowed to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs or other justifiable reasons. These visits may be unannounced to anyone except the local Superintendent and building principal. Further, school property may be examined by the school administrator/designee for other justifiable reasons. Students' property such as backpacks, handbags, automobiles, electronic devices, etc., may be entered and searched by school administrators/designee whenever there is reasonable suspicion that some substance or material is contained therein which is illegal, harmful to the safety of students, or significantly disruptive to the overall discipline of the school or is evidence of a crime or violation of this code. Any items which are specifically prohibited by law or by Board policy may be impounded by school administrators/designee. Such prohibited items shall include, but not be limited to, the following: (1) knives of any size or type, including pocket knives, (2) other weapons, (3) tobacco/vapes, (4) drugs or drug paraphernalia of any sort, (5) alcoholic beverages, (6) pornographic material, (7) property that is alleged to belong to another party, and (8) unauthorized electronic devices (i.e., phones, iPads, etc.).

Search of a Student's Person

When there is a reasonable suspicion that a search will yield evidence of a violation of law or Code of Student Conduct, an administrator or designee has the authority to conduct a search of a student's person, including the check of coats, jackets, and other outerwear, shirt and pants pockets, purses and wallets, shoes, caps and hats, and other

such items. An appropriate law enforcement officer may be called to conduct the search of a student's person when an administrator has reasonable suspicion that the student is in possession of contraband, other items harmful to the health and safety of students and staff, or evidence of a crime or a violation of this code. The search shall be conducted in private by the police officer and in the presence of a school administrator or by a school administrator with another school employee present. Should items which are illegal or contrary to Board policy be found, the board's discipline process will be followed.

SEXUAL HARASSMENT

Prohibited Conduct

Students shall not engage in conduct constituting sexual harassment as defined hereafter. Sexual harassment, whether between students or between a student and an employee, is illegal and will not be tolerated. Administrators will investigate all allegations of sexual harassment and take appropriate action against students who engage in sexual harassment. Sanctions against students for violation of this policy may include verbal or written warning, suspension, or expulsion.

Definition

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the advances, requests, or conduct have the effect of interfering with performance of school-related activities or creating an intimidating, hostile, or otherwise offensive environment in or about the school or school facility.

Complaint Procedure

A student who believes he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, school counselor, principal, or the Superintendent/designee. A student's request to make his or her report of sexual harassment to someone of the same sex as the student shall be granted.

No student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

If the complaint is received by someone other than the school principal, the person receiving the complaint shall promptly inform the school principal. The principal shall start an immediate investigation into the matter. The custodial parent(s)/guardian of the student will be informed of the complaint. The completed investigation shall be reviewed by the Superintendent/designee for prompt and appropriate action, if warranted. A

written response to the student's complaint will be provided to the custodial parent(s)/guardian of the student and the student within forty-five (45) days of the date the student first registered the complaint. The student or the custodial parent(s)/guardian of the student may appeal the decision within ten (10) days of receipt of the decision by filing a written notice of appeal with the Superintendent. The Superintendent shall present the decision and notice of appeal to the Board at the next scheduled meeting of the Board. The Board shall make a final decision and notify the student and the custodial parent(s)/guardian of the student in writing of the Board's decision.

Protection of Complainant

No student shall be subject to adverse action for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

THREAT ASSESSMENT PROTOCOL

The purpose of this protocol is to establish a procedure for members of the Gulf Shores School System and community to work together to recognize and assess threats of violence in a school setting and, if possible, to prevent acts of violence from occurring. The protocol is intended to help school administrators and law enforcement officials identify credible threats of violence, establish procedures for addressing them, and develop guidelines for follow-up once a threat has occurred.

Threatened Act of Violence:

Any threat or action that suggests the possibility that serious physical injury or death may be caused to another.

Procedure:

The following procedure is separated into several sections to highlight the responsibilities of different members of the school community.

- Any student, parent or guardian, or school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume the threat is serious;
 - Immediately report the threat to a school administrator or law enforcement officer;
 - Take measures to preserve the evidence;
 - Be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible.

- Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume the threat is serious
 - Arrange for threat assessment interviews to be conducted
- The SRO/police officer, upon receiving information that a person is threatening to commit an act of violence or upon notification from a school administrator that a threat to commit an act of violence has occurred, shall:
 - Assume the threat is serious;
 - Immediately notify a school administrator and provide complete information;
 - Work with the school administrator to make arrangements for the threat assessment interviews to be completed.

Threat Assessment Interviews

The primary purpose of the interviews are to engage in an assessment of the available information in an attempt to determine the veracity of the threat in order to decide what level of follow-up action is needed and appropriate.

- The school administrator will make arrangements for the threat assessment interview to be conducted at the time of the threat or as closely to the time of the threat as possible.
- Administrators will work with law enforcement personnel to determine an appropriate time to conduct the assessment if law enforcement determines there is need/cause for immediate removal of the student from the school campus.

Once the assessment is complete, the SRO/police officer and school administrator shall convene privately to discuss the threat and consider options for further assessment and follow-up action. If the result of the threat assessment indicates that the threat is credible, school administrators will follow standard procedures regarding disciplinary actions for the student, notification of the parent, etc. Gulf Shores City Schools will cooperate with law enforcement and diligently seek criminal prosecution for any incident involving threats of violence.

If the result of the threat assessment indicates that the threat is not credible, the school administrator will determine if any further action is necessary and contact the parents/guardians of the students involved in the incident.

VISITORS TO THE SCHOOL

The board encourages parents to visit the district's schools and classrooms to observe the work of students, teachers, and other staff. Since schools are a place of work and learning; however, certain limits must be set for such visits. The building principal or

his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school, sign in on the visitor's log, and show positive identification (e.g. - drivers' license). The visitor's badge must be prominently displayed on their person at all times on school property during the course of their duties. The visitor must return the identification badge to the principal's office before leaving the building, and sign out on the visitor's log.
3. Visitors who do not comply with the district's requirement for identification shall be asked to leave the school grounds.
4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
5. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher, so that class disruption is kept to a minimum.
6. Teachers are expected not to take class time to discuss individual matters with visitors.
7. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
8. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct, including appropriate attire.

ACADEMIC INTEGRITY

It is expected that all students in the Gulf Shores City School District will complete their own academic work to the best of their ability.

Examples of violations may include, but are not limited to:

- Cheating (plagiarism, forgery, copying another's work, etc.)
- Plagiarism is the use of anyone else's words or ideas without proper citation. This includes, but is not limited to copying all or portions of a paper from the internet or book sources, using a paper of one's own from another year, or submitting work created by someone else (a student, parent/guardian, etc.) as one's own

Examples of consequences may include, but are not limited to:

- First offense:

- Teacher contacts parents/guardian
- Academic consequence to be determined by the teacher (zero may be assigned)
- Each offense thereafter:
 - Teacher contacts parent/guardian
 - Academic consequence to be determined by teacher (zero may be assigned)
 - Admin detention and/or OCS may be assigned

ACCEPTABLE USE PROCEDURE

The most current Acceptable Use Agreement can always be found on the district website. By signing the Code of Student Conduct, you are agreeing to the terms of the Acceptable Use Agreement. It is the responsibility of each GSCS student and parent to read and abide by the Technology Acceptable Use Agreement.

COMPUTER ACCESS AND USE BY STUDENTS

Gulf Shores City Schools uses instructional technology as one way of enhancing the mission to prepare and inspire all students for lifelong success by teaching the skills, knowledge and behaviors students will need as responsible citizens in the global community. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, GSCS has made it a goal to offer students regular accessibility to digital devices. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Students may be required to pay for any repair and replacement damages, including labor costs.

ATTENDANCE

The Board believes that the right to attend public school places upon students the accompanying responsibility to be faithful in attendance. Regular attendance is essential for a student's successful progress in the instructional program. Failure to comply with attendance procedures can result in Educational Neglect and Truancy, Title 16-28-12, Code of Alabama.

All Gulf Shores policies and procedures are in alignment with Alabama State Law. The right to attend school and arrive on time is the responsibility of both the student and the parent (in the case of children under 17 years of age). Nothing hinders student success more than absences, tardies, and checkouts. Nine (9) excused absences per year is the maximum number of parent notes that can be excused. Each case will be evaluated on an individual basis. Illness, when supported by a physician verification, may be

considered as a mitigating circumstance. If you need further explanation of the policies, please contact your school's registrar or principal.

EXCUSED ABSENCES

Absences are excused for the following reasons:

- illness
- death in the immediate family
- inclement weather
- legal quarantine
- emergency conditions as determined by the Principal/Designee or Superintendent/Designee
- permission of Principal and consent of parent

When a student returns, the parent must provide in writing within three (3) days of the student's return to school an excuse which includes the following:

- a written statement from the parent or doctor stating the reason for the absence
- the date of the absence(s)
- the parent's signature
- Only nine (9) absences in a year, Gulf Shores City Schools may not excuse other absences unless verified by a physician explanation.

UNEXCUSED ABSENCES

Any absence that does not fall under the category of Excused Absence is recorded as an Unexcused Absence. Any student with 5 (five) unexcused absences during the school year may be referred to Early Warning Court in the court division of the student's school zone.

Absences are unexcused for the following:

- the student and parent fail to provide the above EXCUSED ABSENCE written statement with required information to the school officials within 3 days (including the return date) of the student's return to school;
- the student has been suspended

For unexcused absences, the student may only be permitted to receive credit for makeup work for major tests/assignments.

SUSPENSION

School days missed as a result of suspension are considered unexcused; however, a suspended student will have the opportunity to make up and receive credit for major projects and tests (not daily assignments, homework, or quizzes) if it is the student's

first suspension. Grade level counselors will work with teachers to determine assignments that will be accepted and will communicate this to students. Students will have 3 days from the last day of the suspension to turn in assignments to their teachers at their base school. The student is responsible for completing the work missed during the time of suspension and getting the agreed upon work to the base school within the 3 day period.

EXCESSIVE ABSENCES

If unexcused absences total five (5) days or more during the school year (not semester), the student may be referred to the District's Office of Attendance. Gulf Shores' Student Services Representative and the Principal will proceed with the following:

- investigate the reasons for the excessive absences
- meet with parent(s) and student to resolve the attendance problem
- refer the parent and student to the Early Warning Court of the student's school zone and follow all policies and laws concerning truancy

Once truancy has been filed, all further actions reside with the Judge of Juvenile Court.

The Driver Improvement Unit of the Driver's License Division in the Department of Public Safety will be notified of students who have more than ten (10) consecutive or fifteen (15) cumulative unexcused absences during a single semester and/or students who drop out of school under the age of nineteen (19). This notification is required by Alabama Code 16-28-40 (School Enrollment Law) and will result in suspending or denying the license or permit of the student.

TARDIES

Being tardy to school greatly affects student success and routine. Once fifteen (15) unexcused tardies have accumulated during the school year, referral will be made to District Office and the same Early Warning Court procedures may apply. The school may also impose disciplinary procedures for excessive tardies. Tardies are considered excused for the same reason(s) as excused student absences. Excessive absences and tardies may result in a home visit from the School Resource Officer – Gulf Shores Police Department and/or the Student Services Representative.

CHECKOUTS

While checkouts from school are discouraged by the Board, necessary checkouts must be processed by the parent through the school's office. The Board encourages that appointments not of a critical nature be scheduled for times and days when school is not in session. Checkouts are considered excused for the same reasons as excused absences. An unexcused checkout will be treated as a tardy.

When severe weather conditions exist, parents are asked to comply with emergency school dismissal procedures established by building level administrators.

What to Expect for Excessive Absences and Tardies

- A warning letter will be sent from the student's school.
- A School Administrative Meeting will be held.
- A home visit may be made by a School Resources Officer-Gulf Shores Police Department and/or Student Services Representative.
- Continued excessive absences and/or tardies will require a parent/legal custodian to attend a district attendance intervention/meeting.
- Continued excessive absences and/or tardies will require a parent/legal custodian, along with the student if over 10 years old, to attend Early Warning Court in that school's jurisdiction.
- After attending Early Warning Court, if excessive absences and/or tardies continue, a petition for Educational Neglect and/or Truancy will be issued to the courts.

Educational Neglect /Violation of Parents Responsibility Act (VOPRA)/Violation of Alabama Compulsory School Attendance Law (VACSAL)

School personnel are considered "mandatory reporters." If neglect is suspected or observed, a report MUST be made to proper authorities.

- Warrant issued for parent/legal custodian's arrest
- Parent/legal custodian will be arrested and taken to jail. There will be a \$2,500 bond.
- Parent/legal custodian will appear for a court hearing.
- If found guilty, the parent will be given a 90-day jail sentence.
- Court-ordered to make sure the child is in school every day and on time.
- If the child has unexcused absences, the parent could be ordered to spend 30 days in jail.
- If there continue to be unexcused absences, the parent could be ordered to serve the remainder of the jail sentence.
- The parent could lose custody of the children.
- Department of Human Resources (DHR) could be involved in the case.

DRESS CODE

Gulf Shores City Schools in collaboration with the Gulf Shores parents, students, and employees have created the following dress code. The process was thoughtful, intentional, and focused on ensuring an updated dress code.

Gulf Shores City Schools recognize the importance of student appearance, including the need to partner with parents/guardians in maintaining a positive learning environment that is free of distraction due to clothing and/or accessories. Students are expected to dress with respect toward self, family, school, and community using reasonable standards of cleanliness and decency throughout various situations. All students must follow the dress code while attending school, riding buses to and from school, and participating in school functions, unless otherwise indicated by the principal. Final dress code interpretation is at the discretion of the administration.

6.27.1 Clothing and/or Accessories Guidelines:

- Tops:
 - No pictures, emblems or writings on clothing that are lewd, offensive, vulgar or obscene. Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, profanity, violence, gangs, may not be worn.
 - Spaghetti straps and strapless are not permitted. No garments that are see-through or show midriff, lower back or cleavage. Fabric should cover your front, back, sides, and under the arms.
 - No oversized or overly tight tops.
 - Tank tops or undershirts are not permitted to be worn as tops.
 - Tops and bottoms must overlap at all times, including when arms raised.
- Pants:
 - No sagging or baggy fit and must be worn at the waist.
 - No see-through pants/leggings may be worn.
 - Leggings may be worn only under shirts or dresses that come to the top of the thigh.
 - No oversized or tight pants.
 - No holes in jeans in inappropriate areas.
 - Sweat pants and warm-up suits are permitted.
 - Pajama pants are not permitted.
- Shorts:
 - Must be visible under shirts.
 - Spandex, biker, or see-through shorts are prohibited.
 - Shorts must have a minimum of a four inch inseam - including athletic shorts (i.e. - Nike shorts).
- Dresses & Skirts:
 - Spaghetti straps and strapless dresses are not permitted.
 - Bottom of skirt and/or slit cannot go above mid-thigh.
 - Elementary Students: Shorts/Leggings must be worn under all dress/skirts.

- Shoes:
 - Must be worn at all times and fastened properly.
 - No bedroom slippers.
 - Classes may require certain shoes. Example: P.E., Chemistry.
 - Elementary Students: Tennis shoes or totally enclosed shoes are required for the school day.
- Accessories:
 - Hats, caps, sweatbands or other head covering will not be worn in the school building (religious and themed dress-up day are exceptions). Headbands are allowed but not as head covering.

Students may have specific attire required for certain field trips, classes or labs. Students are expected to adhere to these requirements as directed by the teacher.

6.27.2 Progressive Disciplinary Action for Dress Code Violations:

- 1st Offense – Warning and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options are available, student spends day in OCS. Parents will be notified that dress code policy has been violated.
- 2nd - 3rd Offenses – Break detention and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options are available, student spends day in OCS. Parent must be notified of break detention placement.
- 4th Offense – Meeting with a counselor to discuss violations, appropriate clothing, and needs. Student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. Parent must be notified of meeting with counselor and invited to attend the meeting.
- 5th Offense – 1 Day OCS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. Parent must be notified of OCS placement.
- 6th Offense – 2 Days OCS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. Parent must be notified of OCS placement.
- 7th+ Offenses – 1 Day suspension. Parent must be notified of suspension.

ELECTRONIC DEVICES

6.17 Electronic Communication Devices

Personal, wireless communication devices include, but are not limited to cellular telephones, smart phones, e-mail devices, tablets, or any other electronic communication device. Students may possess a cell phone or other personal, wireless

communication device on school property, but use of such devices during the school day is limited to uses expressly permitted by the supervising teacher or administrator. The Board assumes no responsibility for theft, loss, or damage to any personal, wireless communication device. Principals or designees have the authority to restrict and deny the use of personal, wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of law, Board policy, the Code of Student Conduct, or other rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation. ALA. CODE §16-1-27 (1975)

SCHOOL BUS BEHAVIOR EXPECTATIONS

Responsibilities of Students Transported on Buses

The School Bus Behavior Expectations enhance safety for all students, staff, and general public. The school bus is considered an extension of the classroom, and all Gulf Shores City Schools rules apply.

Because bus safety depends on the driver being able to operate the bus in a safe manner, any student behavior that causes the driver to be distracted from safely operating the bus will be reported to the school administrator for appropriate intervention and discipline and may result in the student being removed from riding the bus for a period of time. Any student behavior that necessitates the bus stopping for the driver to correct behavior, restore order, or request assistance from administrators or the police department will also result in the student being disciplined for the behavior and being removed from riding the bus for a number of days appropriate to reflect the safety breach and/or severity or repeated nature of the behavior. Repeated violations of the bus behavior expectations will result in increased disciplinary consequences and time the student is removed from riding the bus or permanent revocation of bus riding privileges. Should misconduct on a Gulf Shores school bus create a danger to the driver or students, the bus driver is authorized to drive immediately to the nearest school for removal of the student(s) creating the danger or pull the bus into a safe area and request assistance.

Students and parents/guardians should note the following information:

1. Transportation services are a privilege and inappropriate conduct can result in a loss of that privilege.
2. Bus drivers are in charge of their buses at all times. Students will respectfully follow the directions of the bus driver and behave in a responsible manner which

demonstrates respect for property and consideration for others while riding the bus.

3. Transportation is available to all Gulf Shores City students who live beyond the legally prescribed two (2) mile walking distance from their zoned school or those students with authorized exception; therefore, only students authorized to ride the bus should do so. Students found to be riding the bus without authorization are in defiance of authority and will be disciplined accordingly.
4. Students are assigned to a particular school bus by the appropriate transportation personnel. Students are not permitted to ride any bus other than their regularly assigned bus. Students found to be riding the bus without authorization are in defiance of authority and will be disciplined accordingly.
5. There will be no transportation provided for students wishing to go to another address other than their assigned bus stop.
6. The location of all bus stops will be determined at the discretion of the Transportation Department. All requests for a new/change bus stop location must be made to the Transportation Department.
7. Only students living along a bus route will be assigned to the bus serving that route.
8. Transportation is not provided for in-district or out-of-district transfer students.
9. Video cameras are placed on all school buses as a tool for school personnel to monitor behavior, and shall not limit the bus driver's authority or the discretion of school officials in implementing and enforcing the provisions of the Code of Student Conduct.
10. Any carry-on equipment (e.g., book bags, band instruments or uniforms, sports equipment or bags, science projects, school fundraiser items, personal items, etc.) must be held by the student owner or safely placed under the student's seat and must not interfere with either the seating or the safety of other students on the bus (i.e., block any emergency exits).

DISCIPLINARY INFRACTIONS PERTAINING TO STUDENTS TRANSPORTED ON BUSES

Every student who utilizes transportation services is subject to the Code of Student Conduct. Violation of the Code of Student Conduct will result in disciplinary consequences and possible removal from riding the bus for a period of time or permanently.

Expectations for Student Behavior on Gulf Shores School Buses

- Always follow the bus driver's/aide's instructions.
- Show respect for everyone.
- Remain seated in your assigned seat, facing forward.

- Keep your head and arms inside the bus.
- Keep your feet and backpacks out of the aisle.
- Keep your hands, feet, books, pencils, etc. to yourself.
- Keep voice at a low volume (inside voice) so that the driver is not distracted and can hear traffic warnings or other danger alerts.
- No eating or drinking on the bus. (Administrator may approve for documented medical reasons.)

DISCIPLINE AND STUDENTS WITH DISABILITIES

Discipline of students with disabilities will be subject to applicable legal implications and requirements as determined by the Americans with Disabilities Act (IDEA), its associated regulations, and Section 504.

DISCIPLINE PROCESSES

Violations of the Code of Student Conduct are generally grouped into categories of increasing severity- Class I Offenses, Class II Offenses, and Class III Offenses. Because the Code of Student Conduct applies to all students in Gulf Shores City Schools, pre-kindergarten through 12th grade, administrators determine the level of the offense and disciplinary consequences based on multiple factors, including the age of the student, and have the discretion to apply the disciplinary process accordingly.

Some problems are best handled by classroom personnel without resorting to the more formal procedures contained within this Code of Student Conduct. Accordingly, each classroom teacher may deal with general classroom disruption by taking in-class disciplinary action, by making oral or written contact with the child's parent or guardian when feasible, and by scheduling conferences with parents, guardians, and other school staff. If the action taken by the teacher is ineffective or the disruption is, in the teacher's judgment, sufficiently severe, the student may be referred to the principal or his/her designee.

When a student is referred to the principal or his/her designee, the principal will have the discretion to determine the nature and classification of the offense committed by the student. Each student will be allowed due process to provide an explanation – to admit or refute any charges – prior to any final disciplinary action taken.

For any offense for which an in-school parent conference is required, it is the parent's or guardian's responsibility to make arrangements for the conference within twenty-four (24) hours of being notified of the problem. The administrator will advise the parent/guardian whether a conference is required before the student returns to school.

For offenses which are being investigated as a Class III offense, the principal or designee should apprise the student of the suspected or pending charges and should provide the student with an opportunity for due process to admit or refute those charges. Any charges involving alcohol, drugs, weapons, violence, or a suspected crime may result in intervention by law enforcement authorities. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

Student misbehaviors that occur during school, on school property, on school buses, or at school-sponsored or related events are serious and require administrative intervention. While some misconduct would require repeated violations to be considered "serious," a single incident of other misconduct may warrant serious consequences. Students who break the law will also be reported to the police. Law enforcement action or the lack thereof does not dictate or govern school disciplinary action.

Procedural due process, to the extent of its applicability in any particular situation, shall be afforded students prior to imposing consequences. Due process afforded shall be commensurate both with the gravity of the offense and with the severity of the contemplated penalty.

The Board expects all school personnel, including bus drivers, lunchroom personnel, custodians, office staff, and substitutes to be treated with respect and dignity. It is imperative that the teacher be in charge of the class; anything less would lead to a poor educational opportunity for all. All schools in the Gulf Shores School System operate on a "closed campus" policy. This means students must stay in the school building or on the campus from the time they arrive, even if the daily schedule has not begun, until they are dismissed. All staff members are responsible for the supervision of students anywhere on school property as well as at any school activities away from school property and have the authority to require students to meet behavior expectations. Gulf Shores City School students who fail to follow the discipline policy on all Gulf Shores City School property, while riding on a Gulf Shores City School bus, or participating/attending extracurricular activities on or off campus will be subject to the Code of Student Conduct.

Students are expected to behave in a respectful, responsible, and resourceful manner while traveling on a Gulf Shores City School bus. Any behavior that has the potential to compromise bus safety will be considered a serious violation of these behavior expectations.

Discipline Processes Follow Three Levels of Responses: Classroom, Office/Administrative, and Alternative Placement/Expulsion. This document organizes disciplinary infractions into these three categories with consequences for each category limited to the specific consequences.

APPEALS AND COMPLAINTS

Students charged with and disciplined under Class I or Class II procedures will not have the right to appeal any decision beyond the local school level.

Class III consequences may be appealed to the Superintendent or designee. Procedures for appealing Class III consequences are defined in the Code of Conduct under the heading “Complaints, Grievances, and Appeals.”

Class III offenses resulting in an expulsion recommendation by the Superintendent to the Board of Education may be appealed to the Board prior to Board members voting on the expulsion recommendation.

Complaints, Grievances, and Appeals for Disciplinary Consequences

The primary purpose of this procedure is to provide for prompt and equitable resolution of students’ complaints and grievances. These procedures can also be used by students for complaints on the basis of sex or disability.

Students charged with and disciplined under Class I or Class II procedures will not have the right to appeal any decision beyond the local school level.

Class III consequences may be appealed through the process defined below.

Level One – The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student or parent with a grievance must first take it in written form to the school principal. The principal will review the grievance with the school administrative team and apprise the student or parent either by meeting, phone conversation, or follow up email of the outcome of the appeal.

Level Two – In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file an appeal with the Superintendent or designee. Within ten (10) school days from receipt of the grievance, the Superintendent or his designee shall arrange a conference with the aggrieved person to discuss the appeal or render a written decision if the appeal can be resolved at that point. Once the Level II Appeal investigation is complete, the Superintendent or designee will meet with the

student and parent in person or by phone to share the outcome of the appeal, and the parent will receive a written summary of investigation. If the parent is unable to meet with the Superintendent or designee in person, the summary of investigation will be mailed to the parent. While every effort will be made to resolve the appeal, a Level II Appeal may not reach an outcome for up to two weeks after the initial appeal conference.

Level Three – In the event that a principal recommends expulsion for a student and the Superintendent concurs that the recommendation is appropriate, the aggrieved person has the right to appeal the recommendation for expulsion to the Board of Education. The Board will set a hearing date within a reasonable time. When the Board renders a decision on the appeal, the aggrieved person will be provided with a written response.

DISCIPLINE VIOLATIONS AND CONSEQUENCES

CLASS I OFFENSES: CLASSROOM MANAGED

- DISRUPTION OF THE LEARNING ENVIRONMENT OR UNCOOPERATIVE BEHAVIOR- Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom, or any similar grouping for instruction, which cannot be corrected by appropriate classroom management or refusal to comply with direction from an GSCS employee or request to correct a misbehavior.
- UNEXCUSED TARDIES – See the section on Tardies
- BEHAVIOR INVOLVING VERBAL DISRESPECT OR INAPPROPRIATE LANGUAGE – Minor insults, name-calling, jeering, embarrassing statements, teasing, etc. (see bullying policy for definition of incidents rising to bullying and procedures for handling bullying)
- BEHAVIOR INVOLVING PHYSICAL DISRESPECT OR CONTACT – Minor, not harmful physical poking, prodding, tripping, pulling, drawing on, horseplay, shoving, or other unwanted non-sexual physical contact
- INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION – Single, minor incidents of consensual hugging, kissing, etc.
- FAILURE TO BRING MATERIALS TO CLASS – Repeated incidents of not having required materials, not related to caregiver resources (e.g., parents not having funds available to purchase materials)
- UNAUTHORIZED POSSESSION OF AUDIO AND/OR VIDEO DEVICES OR OTHER TECHNOLOGY DEVICES/MATERIALS- see Technology Use Policy
- NONCOMPLIANCE TO DRESS CODE - See the section on Dress Code

CONSEQUENCE OPTIONS FOR CLASS I INFRACTIONS

(as deemed appropriate by the administrator and must be matched to the seriousness of problem behavior, presented in order of intensity):

- Redirection and verbal warning
- Ask student to take a break to calm down
- De-escalation techniques
- Teacher/student conferences
- Teacher/parent/guardian conferences
- Teacher/student/parent/guardian conferences
- Counseling services
- Instructional support will be used as is appropriate in an attempt to redirect student behavior.
- Loss of privileges
- Tier 2 interventions with Problem Solving Team involvement

CLASS II OFFENSES: OFFICE MANAGED

- DEFIANCE OF AUTHORITY – Confrontational or derogatory response or non-compliant response to the corrective action taken by an adult.
- POSSESSION AND/OR USE OF TOBACCO PRODUCTS, INCLUDING LIGHTERS, MATCHES, ELECTRONIC CIGARETTES, VAPES, AND OTHER SIMILAR/RELATED PRODUCTS – Unidentified substances intended to be used with electronic cigarettes and/or vapes may be classified as a drug and coded as a Class III.
- VERBAL ALTERCATION – An argument between individuals which disrupts the learning environment or has the potential to create a violent situation.
- VANDALISM - Intentional and deliberate action resulting in or having the potential to result in damages less than \$200.00 to public property or the real estate or personal property of another. Restitution for GSCS property will be required.
- THEFT (amounts equal to or less than retail value of \$100) - The intentional taking and/or carrying away of property belonging to someone else without that person's express permission. Restitution will be required for theft of GSCS property.
- POSSESSION OF STOLEN OR LOST PROPERTY – Possession of any property that does not belong to the person in possession.
- TRESPASSING - Willfully entering or remaining in any Gulf Shores City Board of Education structure, school bus, or school property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so or who remains in a GSCS

structure, school bus or on Gulf Shores City School property without express permission of school authorities.

- POSSESSION OF PROHIBITED ITEMS - Including but not limited to items that are distractions to the educational process and/or certain types of foods, drinks, or items which can be harmful (i.e. a single dose of medication based upon product directions)
- FAILURE TO SERVE SCHOOL-BASED DISCIPLINE ASSIGNMENT SUCH AS DETENTION, SATURDAY SCHOOL, ETC.
- USE OF PROFANE, OBSCENE, DEROGATORY, OR INFLAMMATORY LANGUAGE OR GESTURES TOWARD ANOTHER STUDENT or ADULT OR AS A GENERAL CONVERSATION, OUTBURST, OR STATEMENT/GESTURE
- LEAVING SCHOOL BUILDING AND/OR GROUNDS WITHOUT PERMISSION
- FALSE INFORMATION - Intentionally providing false information to a School Board employee including giving false student information or concealment of information directly relating to school business. Intentionally providing false or misleading information or withholding information regarding a school investigation. Submitting false/forged documents, including but not limited to absence excuses, tardy slips, excuse slips, report cards, hall passes, field trip forms, notes from parents or guardians, or any other material required by the school.
- IDENTIFICATION WITH OR PARTICIPATION AT SCHOOL OR AT SCHOOL SPONSORED ACTIVITIES IN AN UNAUTHORIZED ORGANIZATION OR GROUP – Including but not limited to groups, gangs, or clubs which exhibit or promote drug use, violence, criminal or disruptive behavior. Prohibited activity shall also include, but not be limited to, wearing clothing or other attire which has an identifiable name or identifying sign or symbol of an unauthorized organization or group, the possession of writings or drawings that indicate affiliation with unauthorized organizations or groups, and the use of gestures or signals which indicate affiliation with unauthorized organizations or groups.
- THREAT, HARASSMENT, BULLYING, OR INTIMIDATION OF A STUDENT OR ADULT - Verbal or nonverbal behavior that causes physical and/or emotional harm to another or disrupts the learning environment. Such behavior may include, but is not limited to, teasing, taunting, threatening, hitting, stealing or destroying personal property.
 - Threat includes causing another person to be fearful for his/her physical safety
 - Harassing behavior includes unwanted, unwelcome and uninvited behavior, including cyberbullying, which demeans, threatens or offends the victim and results in a hostile environment for the victim.

- Cyberbullying includes, but is not limited to, the use of email, text messages, picture messaging, video messaging, instant messaging, social networking sites, and all other forms of electronic communication to spread rumors, harass, intimidate, or threaten another student.
- Bullying behavior is when someone, or a group of people, upset or create a risk to another person's health and safety – either emotionally, psychologically, or physically – or their property, reputation or social acceptance on more than one occasion.
 - Bullying occurs when someone repeatedly and on purpose says or does mean or hurtful things to another person.
 - Bullying behavior that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic will not be tolerated.
- Intimidation includes but is not limited to the use of threats, insults, or aggressive behavior to frighten, coerce, or force compliance.

Threat, Harassment, Bullying, or Intimidation are serious offenses that should be reported immediately. Administrators, counselors, parents, and others as appropriate, should collaborate on a written plan of action which includes documented follow-up review to address this behavior.

Threat, Harassment, Bullying, or Intimidation events that occur off campus, but are disruptive to the school learning environment, may be subject to investigation and discipline by school administrators.

- VIOLATION OF THE STUDENT NETWORK ACCESS AND ACCEPTABLE USE AGREEMENT OR VIOLATION OF ANY OF THE FOLLOWING:
 - Students must not access or intentionally attempt to circumvent the school's computer filtering or security system; the unauthorized use, misuse, and/or abuse of the school computer equipment or network.
 - Students must not install or download a computer program from any source outside the school without authorization from the principal/instructor.
 - Sending inappropriate messages and/or images via electronic communication devices or any other form of technology, whether personally owned or owned by the school district, at any time may result in serious school, personal, and/or civil or criminal legal consequences. There is an expectation of privacy in restrooms, locker rooms, and

performance areas; therefore, cell phones or other recording devices are banned from use in these areas.

- Or any other offense in the use of technology the principal may deem falls in Class II.
- POSSESSION OR ACCESSING VIA THE USE OF SCHOOL RESOURCES TO INCLUDE EQUIPMENT AND/OR DISTRICT WI-FI OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL.
- THE UNAUTHORIZED USE OF ELECTRONIC DEVICES (such as cell phones, computers, or wearable such as an i-watch). Students are not permitted to use wireless/electronic devices at school without express permission from the school principal or designee
- ACADEMIC DISHONESTY - Copying or sharing another's work without the teacher's permission; using materials on quizzes/tests without the teacher's permission; and sharing of material through the use of electronic devices without the teacher's permission are examples of academic dishonesty.
- GAMBLING - Any participation in unauthorized games of chance or unauthorized possession of items used in games of chance
- CLASS II BUS SAFETY INFRACTION
 - All bus infractions are listed as Class II violations based on the seriousness of safety issues that may arise Failing to follow proper procedures at bus stops, including but not limited to the failure to do any of the following:
 - Walk on the left, facing traffic, to the bus stop and stay off the roadway at all times while waiting for a bus.
 - Be at the bus stop ahead of the scheduled bus arrival time.
 - Wait until the bus comes to a COMPLETE stop before attempting to get on or off.
 - Cross the roadway, if necessary, after leaving the bus in the following manner:
 - Make certain that the bus is stationary.
 - Upon exiting from the bus, stand on the side of the road at a point 10 feet in front of the bus and wait for the proper signal to cross.
 - Upon signal from the driver, look to both the right and left and proceed across the roadway in front of the bus; never cross behind the bus.
 - Removing seat belts before coming to a complete stop on buses for exceptional education students

- Bringing prohibited items aboard the bus including, but not limited to gum, candy, drink, and most toys - Exceptions are made for medically documented conditions
 - Moving from assigned seat - Seats may be assigned or be reassigned at any time. Students should remain seated facing forward with feet on the floor and legs out of the aisle from the time they board the bus until they arrive at their destination, and the bus door is opened.
 - Yelling or speaking in a loud or disruptive manner
 - Speaking when approaching or crossing railroad tracks
 - Blocking, restricting, or otherwise placing objects on or in the aisles, steps, or emergency exits
 - Failing to secure all items such as book bags, backpacks, and cases.
 - Entering or exiting before the bus has come to a stop; or entering or exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a bona fide emergency.
 - Shoving, tripping, or striking another student or any other aggressive physical contact with another student.
 - Bringing prohibited objects on the bus
 - Throwing or dropping anything inside or outside the bus at any time.
 - Failing to keep head, limbs, and/or hands inside the bus at all times.
 - Entering or leaving the bus without the consent of the driver.
 - Tampering with door handles and/or other safety equipment at any time unless directed to do so by the driver or the aide.
 - Cutting, scratching, writing on, or otherwise defacing any part of the bus. Restitution will be required.
 - Changing seats or standing while the bus is in motion.
 - Any other violation which the principal may reasonably deem falls in this class.
- INTENTIONAL PHYSICAL AGGRESSION - Incident of physical aggression including hitting, kicking, tripping, and pushing that cause physical harm.
 - BEING TRUANT FROM CLASS OR SCHOOL – Not being in the scheduled location at the scheduled time for the scheduled duration, i.e. “Skipping”
 - 2.25 Multiple or Continuous Class 1 Offenses – Documented, repeated Class I violations as outlined below.

- INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A STUDENT DISORDER – Leading, encouraging, or assisting in disruptions to the school environment that do not result in damage of private or public property or personal injury to participants or others.
- CONSENSUAL EXCESSIVE OR REPEATED INAPPROPRIATE DISPLAY OF AFFECTION OR INAPPROPRIATE PHYSICAL CONTACT- Excessive or repeated hugging, touching, or kissing
- PROVIDING FALSE INFORMATION OR WITHHOLDING INFORMATION THAT SERIOUSLY COMPROMISES A SCHOOL INVESTIGATION AND/OR HAS THE POTENTIAL TO COMPROMISE THE SAFETY OF ANOTHER INDIVIDUAL
- UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM

After a student receives two (2) class II violations, he/she may be referred to tier 2 - Problem Solving Team for intervention.

CONSEQUENCE OPTIONS FOR CLASS II INFRACTIONS

(as deemed appropriate by the administrator and must be matched to the seriousness of problem behavior, presented in order of intensity):

- Administrative Intervention
- Parent Conference
- Supervised plan for correction of misbehavior
- Counseling
- Tier 2 - Problem Solving Interventions
- Detention
- On Campus Suspension (short or long term)
- Extended or permanent bus suspension
- Saturday School
- Loss of driving privileges
- Suspension
- Restitution for GSCS property
- Supervised school assigned community service
- Limited access to or revoked technology

CLASS III OFFENSES: ALTERNATIVE PLACEMENT OR EXPULSION UNLAWFUL CONDUCT

Misconduct that violates local, state, or federal laws and which occurs at school, on a school bus, or at a school-sponsored activity may result in notification of the appropriate law enforcement agency. The Board reserves the right to file charges and to prosecute students engaged in conduct which violates local, state, or federal laws. If a student is

arrested and charged with a felony or with a drug, alcohol, or weapons related misdemeanor, the school's disciplinary procedure, up to and including expulsion, may be implemented.

Unless otherwise modified in connection with Alabama Code 16-1-24.3, the Superintendent will recommend expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

Firearms, as defined by Alabama State Department of Education Prevention and Support Services, is as follows: 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 firearm 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 firearms of any kind (loaded or unloaded). Includes, but is not limited to, handgun, zip gun, pistol, rifle, shotgun, starter gun, and flare gun.

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

- Attendance and Conduct (Act 94-782) (Ala. Code § 16-28-12) Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).
- Teacher Assault (Act 94-794) (Ala. Code § 13A-6-21) A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.
- Drug Dealing (Act 94-783) (Ala. Code § 6-5-72) A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.
- Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) (Ala. Code § 16-1-24.1) The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies

concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five school days.

- Weapons in Schools (Act 94-817) (Ala. Code § 13A-11-72) No person shall knowingly with intent to do bodily harm carry or possess a weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term “deadly weapon” means a firearm or anything manifestly designed, made, or adapted for the purpose 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, or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)
- Possession of Firearms—Expulsion Recommendation (Al Code 16-1-24) All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.
- Vandalism (Act 94-819) (Ala. Code §16-5-380) The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.
- Pistol Possession/Driver’s License (Act 94-820) (Ala. Code §16-28-40) Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver’s permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver’s license on the date of conviction, the driver’s license will be suspended for 180 days.
- Drop-Out/Driver’s License (Act 94-820 which amended Act 93-368 as codified in Ala. Code 16- 28-40(1975) & Ala. Code §16-8-40) The Department of Public Safety shall deny a driver’s license or learner’s permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are

gainfully employed, are parents of a minor or unborn child, or are the sole source of transportation for the parent.

Theft of Lost Property (Acts 1977, No. 607, p. 812, §3205)

- Theft of lost property – Definition A person commits the crime of theft of lost property if he actively obtains or exerts control over the property of another which he knows to have been lost or mislaid, or to have been delivered under a mistake as to the identity of the recipient or as to the nature or the amount of the property, and with intent to deprive the owner permanently of it, he fails to take reasonable measures to discover and notify the owner.
- Theft of lost property in the first degree Section 13A-8-7 (a) the theft of lost property which exceeds two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the first degree. (b) Theft of lost property in the first degree is a Class B felony.
- Theft of lost property in the second degree Section 13A-8-8 (a) the theft of lost property which exceeds five hundred dollars (\$500) in value but does not exceed two thousand five hundred dollars (\$2,500) in value constitutes theft of lost property in the second degree. (b) Theft of lost property in the second degree is a Class C felony.
- Theft of lost property in the third degree Section 13A-8-9 (a) the theft of lost property which does not exceed five hundred dollars (\$500) in value constitutes theft of lost property in the third degree. (b) Theft of lost property in the third degree is a Class A misdemeanor.

Mandatory Reporting of Suspected Child Abuse or Neglect (Code of Ala. § 26-14-3(f))

According to Alabama laws, all nurses, school teachers and officials, peace officers, law enforcement officials, social workers, day care workers or employees, mental health professionals, as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child shall report or cause to report incidents where a child below the age of 18 is known or suspected to be a victim of child abuse or neglect.

- ALCOHOL – Unauthorized possession, transfer, use or sale of alcoholic beverages; intent to use, buy, or sell alcoholic beverages; being under the influence of alcoholic beverages.
- DRUGS/DRUG PARAPHERNALIA – Unauthorized possession, transfer, use or sale of drugs or drug paraphernalia; intent to use, buy, or sell drugs/drug paraphernalia; being under the influence of drugs. “Drugs” also includes all illegal controlled substances, synthetic drugs, prescription drugs, more than a single dose based on product directions of over-the-counter medications, and over-the-

counter medications that must be released for purchase by a pharmacist or the sale of which is restricted based on the purchaser's age. Possession of any other substance which might create a hazard to the user's health or safety or the health or safety of another is prohibited.

- ARSON – The burning of any part of a building or its contents and/or other school property or the property of a person on school grounds or school buses.
- ASSAULT UPON A SCHOOL BOARD EMPLOYEE– The intentional physical aggression, touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee.
- ROBBERY – Taking money or other property from a person by force and/or intimidation
- THEFT/LARCENY (amounts EXCEEDING retail value of \$100) – The intentional taking and/or carrying away of property belonging to or in the lawful possession or custody of another. Restitution will be required for theft/larceny of GSCS property.
- AGGRAVATED MISCHIEF – Willful and malicious injury or serious damage to public property, or to real or personal property belonging to another. Restitution will be required for GSCS property.
- ILLEGAL SCHOOL ENTRY – Breaking, entering or remaining in a Gulf Shores School structure or school vehicles without permission or justification during the hours the premises are closed to the public.
- POSSESSION OF FIREARMS – Discharge, possession, transfer, or sale of any gun or any firearm or any device which will, or is designed to, or may readily be converted to expel a projectile; any similar destructive device. Using a firearms facsimile in a manner which is perceived as threatening or capable of inflicting physical harm. 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 firearm 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 firearms of any kind (loaded or unloaded). Includes, but is not limited to, handgun, zip gun, pistol, rifle, shotgun, starter gun, or flare gun.

AL Code 16-1-24.3 – All City and County Boards of Education shall develop and implement local policies and procedures requiring the expulsion of students, for a period of one year, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.

- POSSESSION OR USE OF A KNIFE - Possession of a knife including but not limited to: pocket knives, switchblades, hunting knives, razor blades, or box cutters. Reported or discovered possession of any knife or other object which can be used in a threatening manner and is capable of inflicting physical harm.
- POSSESSION OR USE OF PROHIBITED OBJECTS - Possession or use of a gun, other than a firearm (including, but not limited to, “BB” gun, pellet gun, paintball gun/marker, or airsoft gun), metallic knuckles, tear gas gun, chemical weapon or device, martial arts weapon, projectile device including, but not limited to, slingshot, crossbow, taser, or any other similar object; possession or use of any other object that can be used as a weapon or dangerous instrument. Possession of an unidentified or unidentifiable substance.
- BOMB THREATS – Any such communication(s) which has the effect of interrupting the educational environment.
- EXPLOSIVES – Preparing, possessing, or igniting on School Board property, explosives (including live projectiles) which have the potential to cause bodily injury or property damage.
- POSSESSION OF FIREARMS FACSIMILES - Discharge, possession, transfer, or sale of any facsimile or toy-type replica of a firearm or any other item resembling a firearm.
- SEXUAL OR LEWD ACTS – Acts of a sexual or lewd nature including, but not limited to, battery, intercourse, attempted rape, rape, or indecent exposure.
- ASSAULT UPON STUDENT OR OTHER PERSON – Intentionally striking another student or other person against that person’s will.
- AGGRAVATED ASSAULT – Intentionally causing bodily harm, disability, or permanent disfigurement; use of a weapon or other instrument causing physical harm.
- ANY OTHER OFFENSE WHICH IS REASONABLY LIKELY TO CAUSE HARM TO PERSON OR PROPERTY OR SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS.
- AGGRAVATED THREAT, HARASSMENT, BULLYING OR INTIMIDATION OF A STUDENT OR ADULT - A threat to do bodily harm or violence to another student or adult by word or act; a threat to kill, maim or inflict bodily harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object, or other object which is capable of inflicting bodily harm;
 - Violation of the Anti-Harassment Policy - policy required by Alabama’s antibullying law (See the section on Anti-Harassment Policy)
 - Aggravated Threat stated or written intent to do harm to another person

- Aggravated Harassment includes repeated, unwanted, unwelcome and uninvited behavior, including cyberbullying, which threatens the victim and results in the victim feeling fear for his/her physical safety.
- Aggravated Cyberbullying; any threat in the form of a “hit list,” writing, statement, or communication evidencing a plan or intent to do violence to another. Cyberbullying includes, but is not limited to, the use of email, text messages, picture messaging, video messaging, instant messaging, social networking sites, and all other forms of electronic communication to spread rumors, harass, intimidate, or threaten another student.
- Aggravated Bullying behavior is when someone, or a group of people, create a risk to another person’s health and safety, either emotionally, psychologically, or physically, or their property, on more than one occasion.
 - Bullying occurs when someone repeatedly and on purpose does mean or hurtful things to another person.
 - Bullying behavior that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic will not be tolerated.
- Aggravated Intimidation includes but is not limited to the use of threats or aggressive behavior to frighten, coerce, or force compliance.

Threat, Harassment, Bullying, or Intimidation that occur off campus but not at school activities/events but which disrupts the school learning environment in any way are subject to investigation and discipline by school administrators.

Aggravated Threat, Harassment, Bullying, or Intimidation are serious offenses that should be reported immediately. Administrators, counselors, parents, and others as appropriate should collaborate on a written plan of action which includes documented follow-up review to address this behavior both in the alternative setting and once the student is released back into the general school population.

- **THREATS TO EXTORT** - Any communication maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any monetary advantage whatsoever; or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.
- **EXTORTION** – Compelling someone by threat or physical injury to pay money or otherwise do an act or refrain from doing an act against his/her will.

- INCITING, PROMOTING, PUBLICIZING, OR PARTICIPATING IN A MAJOR STUDENT DISORDER – Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property or personal injury to participants or others.
- UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULTS IN, BUT IS NOT LIMITED TO, THE FOLLOWING:
 - Students must not use or possess, on or off school property, a computer program capable of modifying or destroying other school programs or school data. Prohibited programs include but are not limited to "Virus," "Trojan Horse," "Malware," and the like.
 - Students must not use or possess, on or off school property, a computer program designed to access, read, or modify the security system installed on the information networks of Gulf Shores City Schools.
 - Students must not modify or attempt to modify any program or data belonging to Gulf Shores City Schools.
 - Students must not delete or attempt to delete any program or data other than their own.
 - Students must not attempt to disrupt the networks through vandalism. Vandalism includes the destruction and/or theft of hardware, software, data, or files of another user.
 - Malicious attempts to harm, modify, or destroy technology resources could result in suspension, expulsion, legal action, restitution, and prosecution by authorities.
 - Students must not use the school network or personal technology to break laws involving theft, identity theft, and distribution of stolen and/or illegal items.
 - Other computer violations the principal may deem falls in Class III
- POSSESSION/USE/LIGHTING OR OTHERWISE DISCHARGING OF FIREWORKS, FIRECRACKERS, STINK BOMBS, BULLETS, OR OTHER SIMILAR DEVICES - Possession or use of any device/object that can cause injury or creates a situation of panic, fear, threat, or other potentially unsafe environment
- DIRECTING OBSCENE OR PROFANE LANGUAGE OR GESTURES TOWARD A SCHOOL BOARD EMPLOYEE OR ANY OTHER ADULT AT THE SCHOOL
- HAZING AT SCHOOL OR AT SCHOOL SANCTIONED EVENTS, WHICH IS DEFINED AS FOLLOWS:
 - Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of any student.
 - Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or threatening, or attempting to strike, beat,

bruise or maim or to do or threaten or attempt to do physical violence to any student of any educational institution or any assault upon any such student made for the purpose of committing any of the acts or producing any of the results to such student as defined herein.

- DISPLAY OR DISTRIBUTION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL – Including having this material visible where others can intentionally or unintentionally see it
- IMITATION CONTROLLED SUBSTANCES – Unauthorized possession, transfer, use or sale of a substance other than a drug, which, by dosage unit, appearance (including color, size, shape, and markings), and/or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.
- CLASS 3 BUS SAFETY INFRACTION – Any act on a school bus that has the potential to cause harm to the passengers, driver, or property surrounding the bus, as well as, any Class III infraction occurring on a bus or at a bus stop
- SEXUAL HARASSMENT INCLUDING, BUT NOT LIMITED TO THE FOLLOWING: OFFENSIVE TOUCHING WITH SEXUAL CONNOTATIONS, WRITTEN OR VERBAL PROPOSITIONS, ENGAGEMENT IN SEXUAL ACTS, USE OF OBSCENE MANIFESTATIONS (VERBAL, WRITTEN, GESTURE) TOWARD ANOTHER PERSON - Unwanted verbal, non-verbal, and/or physical contact of a sexual nature that occurs on multiple occasions or multiple times on one occasion or is of such a serious nature that it creates an environment of sexual harassment for another person or group of people
- CONTINUED ACTIVITIES THAT INDICATE GANG INVOLVEMENT AND WHICH CAUSE DISRUPTION ON THE SCHOOL CAMPUS, THE SCHOOL BUS, AND/OR SCHOOL-SPONSORED ACTIVITIES
- FIGHTING - 2 or more students in physical conflict; potential/actual injury; potential/actual escalation involving other students; potential/actual major disruption
- THREAT OF OR ACT OF TERRORISM - Notification of law enforcement is required.
- ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM FALLS IN THIS CLASS

CONSEQUENCE OPTIONS FOR CLASS III INFRACTIONS

(as deemed appropriate by the administrator and must be matched to the seriousness of problem behavior, presented in order of intensity)

REQUIRED FOR ALL CLASS III DISPOSITIONS – Parent/Guardian notification and face-to-face parent/guardian conference in addition to one or more of the following dispositions:

- ALTERNATIVE SCHOOL PLACEMENT- Days must be earned according to behavior system
 - 1st Offense: 45 DAYS
 - 2nd Offense: 90 days
 - 3rd Offense: 180 days
 - May extend if student is noncompliant
- Recommendation for expulsion
- Notification of law enforcement officials as appropriate and as the law requires
- Permanent removal from the school bus
- Restitution for GSCS property - in addition to other consequence(s)
- Revoke technology

SUSPENSION

6.15 Student Suspension (including Students with Disabilities)

In order to maintain order, minimize the risk of potential personal injury, property damage or disruption, or to permit an orderly investigation and evaluation of a suspected violation of school or school system rules, standards, or policies, principals may temporarily suspend a student pending a conference with the parent or guardian of the student and a final disciplinary decision. Suspension may also be imposed as a disciplinary measure as provided in the Code of Student Conduct. Suspension of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act (“IDEA”) and its implementing regulations.

EXPULSION

6.16 Student Expulsion (including Students with Disabilities)

Students may be expelled from school for offenses serious enough to warrant such action as provided in the Code of Student Conduct or other Board disciplinary policies. Students who are recommended for expulsion may be suspended until such time as the Board meets to consider the recommendation for expulsion. Reasonable notice of the proposed action, the reasons therefore, and an opportunity to be heard will be afforded to the student and the student’s parent or guardian prior to a final decision by the Board regarding expulsion. The superintendent will notify the student or the student’s parents or guardian, in writing, of any action taken by the Board. The Term of an expulsion may extend to the maximum permitted by law. The Board may impose such reasonable limitations on the student’s right to re-enroll in the school system following expiration of

expulsion as may be permitted by law. A student who withdraws from school prior to the Board's consideration of a proposed expulsion may not re-enroll in the school system until the Board holds a hearing or other appropriate proceedings regarding the recommended expulsion. Expulsion of students with disabilities will be subject to applicable limitations and requirements imposed by the Individual with Disabilities Education Act ("IDEA") and its implementing regulations.

DISCIPLINE CONSEQUENCES: ENROLLMENT AND TRANSFER IMPLICATIONS

Students who withdraw from Gulf Shores City Schools while under review for a Class II or Class III offense will resume this review should he/she choose to re-enter any Gulf Shores school in the future. Upon re-entry to any Gulf Shores school, pending disciplinary consequences will be enforced. If a student transfers into a Gulf Shores City school and is under disciplinary actions at his/her former school, the recommendation for disciplinary actions from the former school will be applied.

REPORTING VIOLATIONS

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the building principal, or his/her designee. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee, or the superintendent.

All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair, and lawful manner, District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol, or illegal substance or other unauthorized or banned substances shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his/her designee must notify the appropriate law enforcement agency of those Code violations that constitute a crime and substantially affect the order

or security of a school as soon as practical, but in no event later than the close of business the day the principal or his/her designee learns of the violation. The notification may be made by telephone, followed by an appropriate documentation. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.