

**Marshall County Schools  
Student Handbook  
Grades PK-5**



**Dr. Cindy Wigley  
Superintendent  
2024-2025**

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## Parental Notice

The Parental Responsibility Act of 1994 (Code of Alabama 16-28-12) requires the following:

1. Students and parents, or guardians or other persons having control or custody of a child, must sign that they have received a copy of the school board's policy on behavior standards.
2. Principals must report to the superintendent any parent, guardian, or other person having control or custody of a child who fails to attend school or who fails to have the child properly conduct him/herself at school. The superintendent must report the violators to the District Attorney within ten (10) days.
3. The parent, guardian, custodian or other person responsible for the care or control of the child is financially responsible for the child's destructive acts against school property or persons.
4. I am also verifying that I have read and understood the conduct, attendance and academic rules, laws and regulations contained within this Student Handbook and agree to support the school in administering these rules

**By signing the notice of receipt, I am verifying that I have read and understood the conduct, attendance and academic rules, laws and regulations contained within this Student Handbook and agree to support the school in administering these rules. I also understand that the Student Handbook not only applies during academic hours, but also at any time my child is a representative of the school and/or school system. Examples include but are not limited to field trips, summer camps/practices, overnight trips, extra-curricular activities during summer months/weekends/holidays, and any off-campus activities.**

# Notice of Receipt

(Please Print)

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

School \_\_\_\_\_

Date \_\_\_\_\_

We hereby acknowledge by our signatures that we have received and read, or had read to us, the Marshall County Board of Education Code of Conduct, to include the system's policy of Sexual Harassment, Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act and Acceptable Use and Internet Safety Policy, and Technology Usage Policy including the Media Waiver and Device Agreement. Also, we have read and understand the Attendance Policy, Grading Procedures, and Parental Notice. We understand both apply to any student enrolled in any grade in Marshall County Schools. We understand that all policies apply to all students and parents in the public schools, to school campuses, school buses, or other school-owned/operated vehicles, and school related activities and events.

My signature indicates that I did not receive a hard copy of the student handbook (code of conduct). It is provided to me online at [www.marshallk12.org](http://www.marshallk12.org). I may request a hard copy at my school office.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

NOTE: THE STUDENT AND PARENT(S) MUST sign the above statement. If the student lives with both parents, both are to sign the statement. If the student lives with only one parent, only one is to sign.

A separate statement is to be signed for each student in the household.

Please sign this page and have the student return it to the school. Keep the Student Handbook (Code of Conduct) for future references.

## **Annual Notification Regarding Mental Health Services provided by Marshall County Schools**

### ***Information Regarding How to Allow, Limit, or Prevent Your Child's Participation in Mental Health Services***

For children under fourteen years of age permission must be given, under Alabama law, no student under the age of fourteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others.

Therefore, *if your child is under fourteen*, he/she will only be allowed to participate in mental health services if you opt-in. **Please read, sign, and return this form**

If there is an imminent threat to your student's health or others, your child may be provided mental health services even if you don't opt-in. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

**Regular classes traditionally provided by the school counselors like those related to hygiene, respectfulness, course selection, and character education are not subject to the opt-in regulations. Furthermore, occasional interventions are not subject to opt-in requirements either, as these are regular type duties of school counselors and other educators.**

**Parents of students with disabilities:** Please note that the opt-in process is not applicable to any school counseling services or "mental health services" contained in a student's IEP or §504 plan. Consent for those services will be obtained and information regarding your child's mental health services will be provided through the usual special education process.

### ***Review of Materials***

You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's principal.

**\*\*Signature required on the back of this form\*\***



**MARSHALL COUNTY SCHOOLS  
OPT-IN FOR MENTAL HEALTH SERVICES**

**2024-2025**

**As of the date of my signature below, my child,**  
\_\_\_\_\_, ***is under the age of 14 years old:***

\_\_\_ Yes

\_\_\_ No

***If No, stop here.***

**If Yes, continue below.**

**School-Based Mental Health:** This includes on-going sustained services by school professionals or private practitioners in the school setting. Parent or legal guardian's permission will be obtained during an intake meeting before services are provided.

**Behavioral Counseling:** This includes on-going sustained services by school professionals or private practitioners in the school setting. Parental notification will take place prior to any child seeing a behavioral counselor.

**Assessments or Surveys-** Includes questionnaires provided to students related to social behaviors and foundational wellness that help the school counselor and principal to know how to best help students.

You may rescind permission for your student to participate in mental health services at any time by providing written notice to your child's school principal.

**Please return this completed form to your child's school counselor.**

\_\_\_/\_\_\_/\_\_\_

**DATE**

\_\_\_\_\_ **PARENT/GUARDIAN NAME (PRINTED)**

\_\_\_\_\_ **PARENT/GUARDIAN SIGNATURE (SIGNED)**

## **Technology Usage Policy**

Technology Usage Policy Available at [www.marshallk12.org](http://www.marshallk12.org)

### **Technology Usage Agreement Form**

#### **Parents/Students:**

Students may not be allowed technology access until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact the Principal at your school.

From time to time, your child's school or the district may wish to publish examples of student projects, quotes, photographs, student recognition and/or video that include your child on the Marshall County Schools' web pages, in publications authorized by school officials, or on Marshall County's Community Channel. Pictures or video posted on the Marshall County Schools' web sites, in publications authorized by the school or district, or shown on the Community Channel may include but are not limited to students when they are involved in projects, when they are in large groups, participating in a virtual lesson on or off campus, or when they receive recognition. Selected school materials published on the web could include but are not limited to; artwork, written papers, videos, and/or class projects.

#### **Students:**

I acknowledge that I have read, understand, and agree to all terms in the Marshall County Schools Technology Usage Policy as outlined in the Marshall County Schools' Policy Manual. I further understand that, as a student in Marshall County Schools, I am responsible for appropriate behavior when using any Marshall County Schools technology resource or any personal technology resource if allowed on campus.

I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:

- loss of access to any technology resources such as but not limited to computers, printers, the Internet, and/or video equipment;
- additional disciplinary action determined as appropriate at a specific school by school staff; and/or legal action, when applicable.

I also understand that this agreement will be binding during my entire career at my current school and as a student of Marshall County Schools, I understand and agree to comply with the Technology Usage Policy.

**Parent/Guardian:**

- My child may use the Internet while at school according to the rules outlined in the Marshall County Schools Technology Usage Policy.
- My child's picture (including those in a video format) may be published on Marshall County web pages, other district/school licensed sites and within virtual lessons shared among district teachers.
- My child's full name may be published on the Internet, in publications, authorized by school officials, and/or school and district TV channels.
- My child's selected school materials may be published on the Internet, in authorized publications, and/or school and district TV channels.
- My child may have an email account for school related purposes.

**Media Waiver**

As the parent/guardian, I hereby grant permission to Marshall County Schools to allow the publication of the picture and full name of child in school-related articles in the following publications: (1) The Sand Mountain Reporter, (2) Advertiser Gleam, (3) The Birmingham News, (4) Arab Tribune, (5) The Gadsden Times and (6) The Huntsville Times. This permission also applies to any and all Internet versions of those publications. I understand that if I deny this permission, my child will be excluded from having his or her photograph taken along with peers and classmates, for such publications.

I give my consent to Name, Photography and Statements (included in Notice of Receipt).

**Technological Device Agreement**

By signing the cell phone agreement, I understand the terms of the Cell Phone Policy as presented in the Student Handbook.

**Guidelines for the Use of Technological Devices**

The Marshall County Board of Education is committed to maintaining the highest quality instructional environment possible. The MCBOE has approved the adoption of a new policy that restricts the use of technological devices during the instructional day as follows:

1. Any use of personal technological devices (cell phones, ipads, smart watches, etc) during the school day will be prohibited. Any variation of this policy is only at the discretion of the PRINCIPAL.
1. Any technological device is subject to search in the event the school administrators believe reasonable suspicion exists to support the search.
2. If an emergency should occur and parents need to speak to their child, please contact

the campus' main number for assistance.

3. Additionally, the principal and/or his or her designated personnel have the authority to grant temporary usage of technological devices during declared emergencies or crisis.
4. During state mandated testing, students are expected to turn their technological devices into the classroom teacher before the test begins or abide by other procedures established by the principal.
5. The district will not assume responsibility for any item that is damaged, lost, or stolen. Administrators will not be responsible for recovery efforts.
6. If a student is caught using a technological device for text messaging during exams, photographing tests, taking inappropriate photos or movies, harassment or any other highly inappropriate use of the device, then more severe consequences may be administered at the Principal's discretion under the categories of academic dishonesty, production, or possession of pornography, harassment, etc. Students receiving these messages could be subject to the same offenses as the person who sent the message, unless the student reports this immediately to an administrator. Law enforcement may be contacted if it is deemed necessary.

Violation of the policy will result in the following:

1. First Violation: The device will be kept by the principal until the end of the school day.
2. Second Violation: The device will be kept by the principal until the end of the school day and a parent conference will be required.
3. Third Violation: The device will be kept by the principal until the end of the school day, a parent conference will be required, and 3 days of ISS may be assigned for defiance of authority.
4. Fourth Violation: The device will be kept by the principal until the end of the school day, a parent conference will be required, and 5 days of ISS may be assigned for defiance of authority.
5. Fifth Violation: The device will be kept by the principal until the end of the school day, a parent conference will be required, and 3 days of alternative school may be assigned for defiance of authority.

## Certificate of Insurance Coverage

We (I), the undersigned certify that we (I) are (am) either the parent/guardian of

\_\_\_\_\_  
student at \_\_\_\_\_ School, or have legal custody of such student, or are (am) the adult person(s) having his (her) actual custody and providing parental like supervision and exercising parental like authority over the said student; and do further certify that said student is covered by a medical insurance policy which is currently in force and which we (I) intend to keep in force for the remainder of the present school year.

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

We (I) therefore request that the said student be relieved of the requirement of taking medical insurance afforded through the school.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\*Both parents should sign if practical.

## School Insurance

School insurance is offered to the students of Marshall County as a service only. Guaranty Trust/George Hibbett Insurance, provides the school accident insurance for students and athletes. For grades PK-12, the nine month school time coverage is \$14.00 for grades K-6 and \$20.00 for grades 7-12. Twelve month full time coverage (24 hour) coverage is \$55.00 for grades PK-6 and \$75.00 for grades 7-12. Extended dental coverage for covered accidents can be purchased for an additional \$8.00. Checks for insurance must be made to Guaranty Trust.

Parents should understand that this is a limited coverage which is not intended to replace a hospital medical insurance policy. It is important that parents read the policy and understand the extent and limits of the coverage.

All students participating in an extracurricular activity which involves travel (athletic and academic competition teams, etc. ) must be covered by some type of accident insurance. The student's parent/guardian must either sign a waiver stating that the student is covered or must take the school insurance. A copy of this waiver is found on the previous page of this handbook. This waiver form may be filled out, detached and returned to the school office, coach or extracurricular sponsor. The \$20.00 insurance will cover all school activities except junior varsity and varsity football. (Junior high football, varsity and junior high basketball, band, cheerleading, spring sports, volleyball, one day field trips, etc. are covered to the extent of this policy). Junior Varsity and Varsity football must have separate coverage. Football only coverage for grades 10th - 12th (and 9th if playing with grades 10-12) is \$130.00. Spring practice only is \$37.00. This will be explained by the coach and/or principal prior to the beginning of fall and/or spring practice. A catastrophic policy offered through the Alabama High School Athletic Association will be purchased by the school for all athletes who are registered and eligible under AHSAA guidelines.

**Notice: the school is not responsible for any medical expenses above the coverage of the policy. Proper forms for filing claims can be obtained from the school principal's office. Questions may be directed to the principal, coaches or by directly contacting the company's toll free number, 1- 877-272-4532 or 1-800-622-1993.**

## **Marshall County Schools**

12380 Hwy 431 South

Guntersville, AL 35976

Phone: (256) 582-3171 Fax:(256) 582-3178

[www.marshallk12.org](http://www.marshallk12.org)

Follow us on Twitter @marshall\_school.

### **Superintendent**

Dr. Cindy Wigley

### **Marshall County Board of Education Members**

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Brian Naugher, President

Bill Hancock, Vice President

Laura Byars, Member

Mark Rains, Member

Tony Simmons, Member

### **Central Office Administration**

Dr. Annie Spike, Deputy Superintendent/Special Education Supervisor

Alan Garner, Assistant Superintendent/Secondary Supervisor

Charlie Jimmerson, Chief Technology Officer

Bob Hagood, Chief School Financial Officer

Rita Hancock, Student Services Supervisor

Mark Howard, Maintenance Supervisor

Emily Waldrop, Elementary Curriculum Supervisor

Casey Partain, Child Nutrition Program Supervisor

Patrick Smith, Career Technical Director

Colby Wigley, Director of Transportation

Trevor Mitchell, Federal Programs Supervisor

Michelle Mitchell- Attendance/Virtual Academy Principal

Dr. Stephanie Wisener- Supervisor

## **School Administration**

<p>Asbury Elementary School, Principal  Dr. Marie Chastain, Principal  1966 Asbury Road  Albertville, AL 35951  256-878-6221</p>	<p>Asbury High School  Dr. Clay Webber, Principal  1990 Asbury Road  Albertville, AL 35951  256-878-4068</p>
<p>Brindlee Mountain Primary School  Nicholas Bolding, Principal  1050 Scant City Road  Guntersville, AL 35976  256-857-5120</p>	<p>Brindlee Mountain Elementary School  Amanda Hollaway, Principal  2233 Shoal Creek Road  Arab, AL 35016  256-857-5125</p>
<p>Brindlee Mountain High School  Terry Allen, Principal  994 Scant City Road  Guntersville, AL 35976  256-857-5135</p>	<p>Alternative School  Andy Grimes, Instructional Administrator  243 Red Barn Road  Guntersville, AL 35976  256-582-4444</p>
<p>DAR Elementary School  Cilia Smith, Principal  6077 Main Street  Grant, AL 35747  256-728-2226</p>	<p>DAR Middle School  Jennifer Morrison, Principal  6077 Main Street  Grant, AL 35747  256-728-5950</p>
<p>DAR High School  Larry Bolin, Principal  6077 Main Street  Grant, AL 35747  256-728-4238</p>	<p>Sloman Primary School  Julie Cordell, Principal  200 Bethlehem Road  Horton, AL 35980  256-593-4912</p>
<p>Douglas Elementary School  Kerry Bush, Principal  151 Eagle Point Drive  Horton, AL 35980  256-593-4420</p>	<p>Douglas Middle School  Scott Bonds, Principal  205 Eagle Drive  Douglas, AL 35964  256-593-1240</p>
<p>Douglas High School  Dr. Brian Sauls, Principal  225 Eagle Drive  Douglas, AL 35964  256-593-2810</p>	<p>Marshall Technical School  Patrick Smith, Career/Tech Director/Principal  12312 U.S. Hwy 431 South  Guntersville, AL 35976  256-582-5629</p>



## **Non-discrimination Policy**

It is the policy of the Marshall County School System that no student be excluded from participation in, be denied the benefits of or subjected to discrimination in any program or activity, on the basis of sex, race, age, disability, religion, belief, national origin or color. Any student determined Homeless by the McKinney Vento Education Homeless Assistance Act, Migrant, Immigrant, English Language Learner, or in foster care will not be denied admission or discriminated against in any school or program in the Marshall County School System. The Boy Scouts and Girl Scouts of America will not be denied access to the use of school facilities. Any parent or legal guardian wishing to raise questions, lodge complaints or express other concerns is invited to participate in resolving issues believed to be discriminatory by contacting Dr. Cindy Wigley, Superintendent of Education or Alan Garner Assistant Superintendent/Title IX Coordinator. Address: 12380 US Hwy 431 South, Guntersville, AL 35976. Telephone Number: 256-582-3171.

## **Message from the Superintendent**

***Welcome to the 2024-2025 school year! We know that it will be a year full of meaningful learning and great accomplishments, and the foundation for this will be our safe and orderly learning environments.***

***This handbook offers students and their families essential information about our expectations for student behavior and what steps we take when issues arise. In addition, the handbook describes what Marshall County Schools does to foster character development and the supports and resources available to promote positive student behavior. Great care has been taken to ensure that Marshall County Schools behavioral and discipline policies are consistent and effective. Please review this handbook as a family and talk about the purpose of school, the value of education, and the importance of positive behavior. Educators teach and students learn in our schools, but students also discover their talents and interests, make friends, and develop as individuals and future citizens during the years they spend with us. We know that you share our commitment to fostering this positive growth.***

***Dr. Cindy Wigley***

***Superintendent***

## **2024-2025 School Calendar of Dates**

July 2024					2024-2025 SY Calendar *Revised with Friday Early Release*					January 2025				
Mo	Tu	We	Th	Fr	<div><div><div><div><div><div></div><div>MC</div><div></div></div><div><div>2024</div><div>2025</div></div></div><div><div>MA</div><div>AR</div><div>SH</div><div>ALL</div><div>CO</div><div>UN</div><div>TY</div></div><div><div>S</div><div>C</div><div>H</div><div>O</div><div>O</div><div>L</div><div>S</div></div></div></div><div>Superintendent, Dr. Cindy Wigley</div></div>					Mo	Tu	We	Th	Fr
1	2	3	4	5								1	2	3
8	9	10	11	12						6	7	8	9	10
15	16	17	18	19						13	14	15	16	17
22	23	24	25	26						20	21	22	23	24
29	30	31			27	28	29	30	31					
					Professional Development/Teacher Workdays (No Students)									
August 2024					August 1 & 7, 2024- Local School Institute Day August 2, 5, 6, 2024 - District PD Days January 6 - Teacher Work Day May 27 & 28- Teacher Work Day May 29 & 30 Teacher Work Day/Flex Day					February 2025				
Mo	Tu	We	Th	Fr	Semester One August 8, 2024  Semester Two January 7, 2025  ***December 20th is an E-learning Day and also the last day of the first semester					Mo	Tu	We	Th	Fr
			1	2										
5	6	7	8	9						3	4	5	6	7
12	13	14	15	16						10	11	12	13	14
19	20	21	22	23						17	18	19	20	21
26	27	28	29	30	24	25	26	27	28					
September 2024					Holidays July 4, 2024 - Independence Day September 2, 2024 - Labor Day October 21-25, 2024 - Fall Break November 11, 2024- Veterans Day November 25-29, 2024-Thanksgiving Break December 23-January 6, 2025-Christmas Break January 20, 2025 - MLK Jr. Day February 17, 2025 - Presidents' Day March 24-28, 2025 - Spring Break May 26, 2025 - Memorial Day June 19, 2025- Juneteenth					March 2025				
Mo	Tu	We	Th	Fr						Mo	Tu	We	Th	Fr
2	3	4	5	6						3	4	5	6	7
9	10	11	12	13						10	11	12	13	14
16	17	18	19	20						17	18	19	20	21
23	24	25	26	27	24	25	26	27	28					
30					31									
October 2024					Start/End of Grading Periods ^ Grading Periods      Progress Reports      Report Cards August 8 - October 4, 2024      09/13/2024      10/28/2024 October 7 - December 20, 2024      11/22/2024      01/17/2025 January 7 - March 14, 2025      02/18/2025      03/20/2025 March 17 - May 23, 2025      04/28/2025 ***					April 2025				
Mo	Tu	We	Th	Fr						Mo	Tu	We	Th	Fr
	1	2	3	4							1	2	3	4
7	8	9	10	11						7	8	9	10	11
14	15	16	17	18						14	15	16	17	18
21	22	23	24	25	21	22	23	24	25					
28	29	30	31		28	29	30							
November 2024					Instructional Day for Students M,Tu,W,Th 7:40-2:58 F 7:40-1:56  BOARD APPROVED Meets all state mandated requirements. eLearning Day for Students/Parent-Teacher Conferences for Staff Semester One      Semester Two September 20 and December 20, 2024      February 14 and April 18, 2025					May 2025				
Mo	Tu	We	Th	Fr						Mo	Tu	We	Th	Fr
				1									1	2
4	5	6	7	8						5	6	7	8	9
11	12	13	14	15						12	13	14	15	16
18	19	20	21	22	19	20	21	22	23					
25	26	27	28	29	26	27	28	29	30					
December 2024										June 2025				
Mo	Tu	We	Th	Fr						Mo	Tu	We	Th	Fr
2	3	4	5	6						2	3	4	5	6
9	10	11	12	13						9	10	11	12	13
16	17	18	19	20**						16	17	18	19	20
23	24	25	26	27						23	24	25	26	27
30	31									30				

Total Student Days 177  
Total Staff Days 187

## Grading Periods, Progress Reports, and Report Cards

	Start/End of Grading Periods ^	
Grading Periods	Progress Reports	Report Cards
August 8 - October 4, 2024	09/13/2024	10/28/2024
October 7 - December 20, 2024	11/22/2024	01/17/2025
January 7 - March 14, 2025	02/18/2025	03/20/2025
March 17 - May 23, 2025	04/28/2025	***

\*\*\* In some cases, report cards are ready to be sent home the last day of school. All others should be ready for pickup at the school by June 2, 2024. Parents should bring a self-addressed stamped envelope for mailing.

## Mission, Vision, and Beliefs 2024-2025

### MISSION

Marshall County Schools: Expect, Empower, Excel

### VISION

Marshall County Schools will be an exemplary learning community enriched with staff and students whose high expectations have empowered them to excel.

### BELIEFS

*In order to inspire students for lifelong success, Marshall County Schools' students, faculty, and staff believe that:*

- Our schools should be safe and secure learning environments
- Children are the first priority and are expected to take ownership of their learning
- All students deserve the highest quality education possible
- Our educators make the critical difference in student achievement
- High quality instruction is critical to student success
- Parental and community involvement enhances learning and academic achievement
- All students can learn
- Our extracurricular activities enhance student development
- Effective integration of technology offers opportunities for our students to be successful in a global society

### National Anthem

Oh, say can you see by the dawn's early light,

What so proudly we hailed, at the twilight's last gleaming?  
Whose broad stripes and bright stars, thro the perilous fight,  
O'er the ramparts we watched, were so gallantly streaming?  
And the rocket's red glare, the bombs bursting in air,  
Gave proof through the night, that our flag was still there,  
Oh, say does that Star-Spangled Banner yet wave  
O'er the land of the free and the home of the brave?

Oh, thus be it ever when freemen shall stand,  
Between their lov'd homes and the war's desolation;  
Blest with victory and peace, may the heaven rescued land  
Praise the Pow'r that hath made and preserved us a nation!  
Then conquer we must when our cause it is just,  
And this be our motto: "In God is our trust!"  
And the Star-Spangled Banner in triumph shall wave  
O'er the land of the free and the home of the brave!  
*-Francis Scott Key*

### ***The American's Creed***

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign Nation of many sovereign States; a perfect Union, one and inseparable; established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies.  
*-William Tyler Page*

### **Pledge of Allegiance to the Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.  
*-Francis Bellamy*

## **II. Academic Requirements**

# Testing Dates

Alabama State Department of Education  
December 2023

## Assessment Testing Dates for 2024-2025

<u>Tests</u>	<u>Testing Dates (Windows)</u>
<i>PreACT Secure</i> (Grade 10) .....	September 30-October 25, 2024
<i>ACT WorkKeys</i> Paper Testing (Grade 12) – Initial .....	October 16, 2024
<i>ACT WorkKeys</i> Paper Testing with Accommodations/Supports – Initial .....	October 16-18, 21-25, & 28, 2024
<i>ACT WorkKeys</i> Online Testing .....	October 16-November 8, 2024
<i>ACT WorkKeys</i> Paper Testing (Grade 12) – Makeup .....	October 30, 2024
<i>ACT WorkKeys</i> Paper Testing with Accommodations/Supports (Grade 12) – Makeup .....	October 30-November 1, 2024 November 4-8, 2024
<i>NAEP</i> (Selected Schools and Grades Only) .....	TBD
<i>ACCESS for ELLs</i> (Online) .....	January 13-March 14, 2025
<i>Alternate ACCESS for ELLs</i> .....	January 13-March 14, 2025
<i>ACT WorkKeys</i> Online Retest (Grade 12) .....	February 26-March 10, 2025
<i>ACT WorkKeys</i> Paper Accommodations Retest (Grade 12) .....	February 26-28, March 3-7, & March 10, 2025
<i>ACAP Alternate</i> (Grades 2-8, 10 and 11) .....	March 3-April 4, 2025
<i>ACT with Writing</i> Paper Testing – (Grade 11) Initial .....	March 11, 2025
<i>ACT with Writing</i> Paper Testing with Accommodations/Supports – Initial .....	March 11-14 & March 17-21, 2025
<i>ACT with Writing</i> Online Testing – Initial .....	March 11-14 & March 17-21, 2025
<i>ACAP Summative</i> (Grades 2-8)*** .....	March 17-April 25, 2025
<i>ACT with Writing</i> Paper Testing - (Grade 11) Make-up .....	April 8, 2025
<i>ACT with Writing</i> Paper Testing with Accommodations/Supports – Make-up .....	April 8-11 & April 14-18, 2025
<i>ACT with Writing</i> Online Testing - Make-up .....	April 8-11 & April 14-18, 2025
<i>ACAP Supplemental Reading Test</i> - Window 1 .....	June 23-27, 2025
<i>ACAP Supplemental Reading Test</i> - Window 2 .....	July 14-18, 2025

\*\*\*Districts are required to test **all** second and third grade students on the *ACAP Summative* English Language Arts assessment during the **first four weeks of the ACAP Summative Testing Window (March 17-April 11, 2025)**.

## Alabama State Department of Education Digital Device Policy for the Alabama Comprehensive Assessment Program (ACAP) Testing

For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes, but is not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets. Additionally, classroom computers must be powered off during testing. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved in writing by the Building Test Coordinator or the school Principal by completing the Digital Device Exception Request form.

Students shall not **possess** any digital device within the testing room when participating in ACAP testing. **The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of a test.** The **ONLY** exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of the student.

If students are in **possession** of a digital device that is within their reach during the administration of an ACAP test, the device will be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may be subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered. Additionally, the student will be dismissed from testing immediately and the test may be invalidated in accordance with ACAP policy. **Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.**

## **Elementary and Middle School Awards Days and Graduation**

Elementary and Middle School Awards Days and Graduations will be held during the last week of the school year. Report cards cannot be given out until the last day of school.

## **Grading Procedures**

**Grading is a symbolic manner of communicating student achievement, performance, and progress. Criteria to be considered in assigning grades shall**

**include but not be limited to the following: achievement, homework, attendance, effort, ability, test scores, and participation. Grades are an accurate reflection of the student's ability.**

## **School Responsibility**

1. Teacher will assign grades based on objective and subjective evaluation of all criteria used to determine grades (see paragraph above). Students will earn partial credit for work submitted within 10 days.
2. Grades are affected by excessive absences because in-class instruction/discussion cannot be made up. Efforts will be made to provide the student with the opportunity to make up missed work.
3. Teachers will provide opportunities for conferences with parents to discuss the progress of students.
4. Upon the request of a student or parent, the teacher will review the criteria and evaluation materials used in determining a grade.
5. Teachers will provide make-up assignments to students for an extended absence of 3 or more days. Work is to be completed within 3 school days unless arrangements have been made between the student, parent, teacher, and administration. Teachers will create a system to ensure makeup assignments are available to students upon return to school. Up to ten percent of the grade can be deducted per day after the assignment due date. Students can still earn a zero for incomplete assignments.
6. After a third zero is entered in the gradebook during a grading period for the student, the teacher must make an effort to contact the parent. This attempt will be documented.

## **Student Responsibility**

1. Students are responsible for completing all school assignments, including homework.
2. Work missed during absences should be made up. Students are responsible for asking for missed assignments.

## **Parent Responsibility**

1. Parents will monitor their children's progress in school, oversee homework, reduce absences to a minimum, eliminate tardies, and confer with teachers as necessary.



2. All school communications, including progress reports, appointment requests, report cards, and teacher messages will be signed and returned.
3. Parents will notify the school 3 days before planned absences of a week or more so that assignments may be made for that period.

## Grades K -1 Grading Procedures Framework

<b>(4) Nine Weeks Common Benchmark &amp; Progress Report Assessments (*essential standards only)</b>	
<b>Academic Standards Scoring Scale</b>	
4 - Consistently Meeting Learning Standards (Student demonstrates an understanding of the skills expected at this grade level.)	
3 - Meeting Most Learning Standards (Student demonstrates an understanding of most of the skills expected at this grade level.)	
2 - Partially Meeting Standards (Student is progressing in understanding, however, the skills are not yet mastered.)	
1 - Not Meeting Learning Standards (Student is working below grade level expectations and needs continued support.)	
<b>ELA &amp; Math</b>	
<ul style="list-style-type: none"> <li>• Content Areas Assessed: English Language Arts and Mathematics</li> <li>• Assessment Formats: 1 on 1, Small Group and/or Whole Group</li> <li>• Assessment Types: Benchmark Formative Assessments aligned to essential standards</li> <li>• Assessment Frequency: Quarterly</li> <li>• Academic Scoring Scale: 1-4 (see above)</li> <li>• NOTE: Additional weekly formative assessments will be utilized by teachers in order to provide feedback to students, inform parents of progress, support the Rtl problem solving team process and inform teachers of instructional changes that are necessary among groups and/or individual students.</li> </ul>	

\*essential standards are determined by grade level team leaders from each elementary school prior to the beginning of each school year.

## Grades 2 – 5 Grading Procedures Framework

<b>Summative/Major</b>	<b>Formative/Minor</b>
<b>60%</b>	<b>40%</b>
Unit Tests Benchmark Tests	Classwork – Standard/Skill based Specific Phonics Skill

<p><b>Spiral Review Cumulative Tests</b></p> <p><b>Chapter Tests</b></p> <p><b>Mid-Chapter Tests</b></p> <p><b>Reading Comprehension (Cold Read) Tests</b></p> <p><b>AR Average per 9 Weeks</b></p> <p><b>Phonics Progression Tests</b></p> <p><b>Sight Word List</b></p> <p><b>Quizzes</b></p> <p><b>Projects</b></p> <p><b>Essays</b></p> <p><b>Presentations</b></p> <p><b>Achievement Series Tests</b></p> <p><b>Research Papers</b></p> <p><b>Final Drafts</b></p>	<p><b>Math Skills Tests</b></p> <p><b>Math Facts</b></p> <p><b>Workbook pages</b></p> <p><b>Cold Reads</b></p> <p><b>Journal Entries</b></p> <p><b>Observation</b></p> <p><b>Projects</b></p> <p><b>Class Participation</b></p> <p><b>Lab Sheets</b></p> <p><b>Lesson Tests</b></p> <p><b>Bellringers</b></p> <p><b>Graphic Organizers</b></p> <p><b>Rough Drafts</b></p> <p><b>Exit Tickets</b></p> <p><b>Achievement Series</b></p> <p><b>Spelling/Dictation</b></p> <p><b>Quizzes</b></p> <p><b>Weekly Tests</b></p> <p><b>Homework</b></p>
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**\*\*Formative and Summative Grades must be high quality and standard specific!**

### **Grading Scale – Letter Grade/Numerical Grade Progress**

A	90 – 100	Outstanding Progress/Proficiency
B	80 – 89	Above Average Progress/Proficiency
C	70 – 79	Satisfactory Progress/Proficiency
D	60 – 69	Passing but Below Proficiency
F	59 and Below	Failing

- **Grades K – 1 will have Standards-Based Report Cards.**
- **Grade 2 will have Reading, ELA, and Math Grades.**
- **Grades 3 -5 will have Reading, ELA, Math, Science, and Social Studies Grades**

## **Homework**

Students will be expected to do homework assignments in the form of drill and research. These assignments will be kept to a reasonable amount.

- Students will be expected to complete homework assigned by the teacher.

- Homework will directly correlate to classroom assignments and will directly affect student achievement on assessments.
- Homework assignments will be kept to a minimal amount.
- Students with extenuating circumstances will be given opportunities to complete homework during the school day.

## **Notice of Gifted Education Program**

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a gifted referral, contact the counselor at your child's school.

## **Use of Library Media Center**

- A student must have a pass from their teachers to use the library.
- All books, magazines and papers must be signed out before they can be taken from the library.
- Books may be checked out for 7 days and may be renewed for an additional 7 days if needed.
- A fine of ten cents (10¢) per day will be charged for each day a book is overdue.
- Students must pay for lost or damaged library books.
- Only the media specialist, library assistant and student assistants are allowed behind the check-out counter and in equipment or storage rooms.
- Since the media center is a place for reference, leisure reading and study, students are expected to show consideration for others.

## **Textbooks**

The textbooks used at school are those that are state and locally adopted. Such textbooks are not the property of the student, but must be accounted for by both the student and the school. For this reason, any textbook that is damaged or lost must be paid for by the student to whom the book is assigned. At the beginning of the year (term), each student receives the textbooks

that he/she will need for his/her particular course. ONCE EVERY NINE WEEKS, a check will be made by the teacher to see that the student still has the book checked out to him/her. Fees for lost or damaged textbooks will be paid to the school bookkeeper in the office, and a receipt will be issued to the student. New textbooks will not be issued for lost or damaged books until these fees are paid.

## **Promotion and Retention**

**Promotion:** Standards for promotion are designed to ensure that students have successfully acquired the knowledge and skills necessary to be promoted to the next grade. The standards shall ensure uniformity and consistency within the Marshall County School System.

**Grades 1-5:** Students grades 1-5 will be promoted from grade to grade based on achieving proficiency of grade-level standards.

**Assignment and Retention (Grades 1-5):** The Board recognizes that some students will not meet the promotion standards and may require more time in school to develop their academic potential. For some students, the opportunity to repeat a grade may be beneficial. The decision regarding promotion, assignment, or retention shall be made at the local school based on criteria adopted by the Marshall County Board of Education. For retention or assignment to be made in the best academic, social, and emotional interest of the student, careful evaluation of a variety of factors shall be considered.

### **Assignment/Retention Procedures:**

1. All retentions shall be considered on an individual basis. Any retention candidates should be receiving Problem Solving Team (PST) services.
2. The teacher shall inform the PST of possible inclinations to retain a student no later than the end of the third grading period. The PST shall observe and study records. The teacher and PST shall discuss immediate remediation, which skills are lacking, and other steps that could be taken to avoid retention.
3. Parents shall be notified that retention is under consideration. Notification that retention is possible shall be noted on the report card following the end of the third nine weeks. Parent conferences shall be scheduled to discuss possible retention. At that time, parents will be provided with a district retention form.
4. A student who does not meet the requirements for promotion shall be a candidate for assignment or retention. In reaching a decision, there shall be consideration of all or a combination of each of the following:
  - Academic performance and the number of failing grades
  - Academic progress made during the year
  - Social, emotional, and physical development
  - Age

- Input from parents/guardians
- Input from professional staff
- Attendance patterns
- Effort
- Extenuating circumstances that could have impaired performance on a temporary basis
- Special Education needs and services

Careful attention will be given to the number of times a student is retained in grades 1-8. A second retention will require approval from the Department of Instruction (and Special Education approval, if applicable.)

A student retained in a grade or assigned to the next grade shall have the School Retention/Assignment Form completed by the teacher and placed in the cumulative folder. Students who have not met the requirements for promotion may be administratively assigned to the next grade by the principal after conferencing with the teacher and parents. The Administrative Assignment Section of the School Retention/ Assignment Form will be completed and signed by the teacher, parent, and administrator. This form shall be placed in the cumulative folder. The words "assigned to" shall be used in lieu of the words "promoted to" on the report card and cumulative folder.

Students who are eligible for promotion from grade to grade may nevertheless be retained by agreement of the parents and the Superintendent or his/her designee. The decision regarding the assignment or retention of students in special education programs shall be made using the same criteria as the regular education students unless academic and/or social-emotional deficits are addressed by the Individual Education Program (IEP).

## **Physical Education and Physical Fitness Test**

All students in grades K-8 are required to take Physical Education. All Physical Education courses in grades K-12 must adhere to the Alabama Course of Study Physical Education (2003).

## **Homebound Instruction**

In circumstances where a student must be absent from school because of illness or injury for a period of two weeks or more, homebound instruction may be provided. Consideration for homebound instruction will be extended only to students that reside in the Marshall County School System. A licensed physician must provide documentation that the student is physically unable to attend school on a form provided by the Marshall County Board of Education.

The purpose of the homebound instruction will be to provide tutorial assistance to the student at an assigned location for three hours per week.

Grade determination for assignments completed by the homebound student will be made by the regular program teachers, principal and appropriate central office supervisor.

## **Study Habits**

Good grades are earned by students, not given by the teacher. Suggestions that might help all students do better school work are as follows:

1. Attend school regularly.
2. Be attentive in class.
3. Write down all your assignments.
4. Complete and hand in assignments promptly.
5. Ask questions if you do not understand.
6. Have a definite place to study at home.
7. Study over each school day's work.
8. Last, but not least, take a lot of pride in yourself, your school and your community

## **V. Legal Requirements for Parents and Students**

Parental Notification of Civil Liabilities and Criminal Penalties: The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees.

### **Safety/Threats**

Weapons in Schools (Act 94-817): No person shall knowingly with intent to do bodily harm carry or possess a deadly 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 switchblade knife, gravity knife, stiletto, sword or dagger; or any club, baton, billy, blackjack, bludgeon or metal knuckles).

Pistol Possession/Driver’s License (Act 94-820): 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.

#### School Bus Laws:

- Criminal Trespass on a school bus in the first degree (HB 105), The Charles “Chuck” Poland, Jr. Act.
- Alabama Code §13A-0-2: Obstructing governmental operations
- Alabama Code §13A-8-4: Criminal Trespass

False Bomb Threat (U.S. Code 18.444): Making a false bomb threat is a federal offense punishable with a penalty of up to (10) years in prison, \$250,000.00 fine, or both. This penalty also applies to juvenile offenders. The majority of juveniles are prosecuted under local and state laws, which increasingly provide severe penalties.

Assault on Education Employees (Act 96-533): Makes assault on education employees a second degree felony.

Teacher Assault (Act 94-794): A person commits the crime of assault in the second degree (Class C felony) if the person assaults with the 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.

### **Laws Regarding Drugs**

Drug Dealing (Act 94-783): 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): 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 charges are 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

5 school days.

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

Minor in Possession of Tobacco/Tobacco Products (§ 28-11-13): Any person under the age of 19 years in possession of tobacco/tobacco products will be issued a citation under the jurisdiction of the district or municipal court and this violation will be administratively adjudicated by the district or municipal court. Based on the Supreme Court's Extended Schedule of Fines, found in Appendix B to Rule 20, Alabama Rules of Judicial Administration, the scheduled fine is \$25.00, but may go to \$50.00 per violation.

### **Laws Regarding Attendance**

Attendance and Conduct (Act 94-782): 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 a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

Juvenile Delinquents' Attendance at Alternative Schools (Act 96-769): A juvenile who is found to be delinquent or tried as an adult in circuit court may be assigned to an alternative school program under certain conditions.

Dropouts (Act # 2009-564 ) Every child between the ages of six (6) and seven- teen (17) shall be required to attend school. Students over the age of 17 may not be withdrawn unless the parents attend an exit interview and give written consent.

Dropout/Driver's License (Act 94-820 which amended Act 93-368 as codified in §16-28-40, Ala. Code, 1975): 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 a parent of a minor or unborn child or are the sole source of transportation for the parent.

Prosecution of Parents (§ 12-15-13): A warrant for contributing or causing the delinquency of a minor may be filed against parents or guardians of students who are truant.

### **School Property**

Vandalism (Act 94-819): 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 cost, caused by intentional, willful or malicious act of the minor.

Defacing Public Property (Act 96-425): Holds parents responsible for the damage of school or other public property by their children.

Copying of Juvenile Records (Act 96-524): Juvenile court records may be copied by principals of a school under certain conditions to protect the safety and welfare of the school, its students or personnel.

Immunity From Prosecution for Paddling Students (Act 95-539): Teachers following local Board or Education policies on corporal punishment are immune from prosecution.

### **Student Enrollment/Residency Requirement**

The Marshall County Board of Education has designated attendance areas for students living within Marshall County, excluding the corporate city limits of Albertville, Arab, Boaz and Guntersville. Attendance zones are determined by the school bus routes established for each school. Pupil transportation is provided in accordance with these established school zones.

The student enrollment requirements are as follows:

1. On August 16, 2007, the Marshall County Board of Education abolished the Open Enrollment Policy. In order to be considered for enrollment in the Marshall County School System, the student must live within the Marshall County School System attendance zones and provide the school with the following:
  - Immunization (Blue) Form
  - Birth Certificate
  - Transcript and/or Withdrawal Form from the school from which the student is transferring (must include current grades and attendance records);
  - Complete discipline record from the school from which the student is transferring.
  - Proof of Residency
  - Proof of Legal Custody.
2. Students moving into a Marshall County school zone with custodial parent(s) or legal guardian(s) will be eligible immediately for enrollment in the school serving that zone.
3. A student may be enrolled in the Marshall County School System if living with a person who has a legally executed Power of Attorney for Parental Authority (Ala. Code 26-2A-7). This temporary delegation of parental power may be for a period of one(1) year and is intended to provide for the temporary care of a child when the parent is not accessible immediately for some extended period of time so as to reduce problems related to consent for emergency treatment and meeting the educational needs of the student. THIS POWER OF ATTORNEY IS NOT intended to permit an abrogation of the primary

responsibilities of a parent/guardian or to circumvent attendance, residency or disciplinary matters. The principal is responsible for making this determination.

4. If a feeder school and the receiving school both contain one or more of the same grades, students MUST complete all grades in the school established by their place of residence before enrolling in the receiving school.
5. A student who elects to begin an academic year at a school other than the one which serves his/her attendance zone, may be refused admittance in his/her home school until the completion of the current academic semester.
6. Students who move outside of the school zone may remain enrolled until the end of the semester in which he/she moves. The custodial parent or legal guardian MUST inform the school principal when they move out of the school attendance zone.
7. Athletic eligibility will be determined by the rules established by the Alabama High School Athletic Association.
8. The custodial parent(s) or legal guardian(s) and the student MUST sign that they have read and agree to abide by the Marshall County Student Handbook.
9. For enrollment purposes, the following students shall be considered residents:
  - Students placed at the Marshall County Attention Home or other similar group facility within the Marshall County School System attendance zone;
  - Foster children living with a foster family within the Marshall County School System attendance zone;
  - Foreign exchange students living with a “host family” within the Marshall County School System attendance zone;
  - Students considered “homeless” under the McKinney-Vento Act of 2001;
  - Children of faculty and staff who work in the school.
10. The PRINCIPAL MUST approve all students transferring into the school. It is the principal’s responsibility to determine if students who wish to enroll are residents of the school zone. He/she has the authority to require documents, such as legal custody agreements, lease agreements, utility bills, etc. and may make home visits in order to establish residency.

### **Admission Policy for Homeless, Migratory, Limited English Proficient, and Students in Foster Care**

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001 and the McKinney-Vento Homeless Education Act of 2001, all homeless, migratory, limited English proficient and students in foster care must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Marshall County School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) guarantees parents and students over the age of 18 with certain rights as outlined below:

1. Constitutionally Protected Prayer: The Marshall County Board of Education has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer. School principals have received written guidance which forbids government (school) sponsored religious activities, but protects those activities initiated by students during non-instructional time (breaks, lunch, etc.).
2. Protection of Pupil Rights Amendment (PPRA): The Marshall County Board of Education does not have any policy or practice which denies parents (or students over the age of 18) the right to:
  - Inspect and review educational records;
  - Seek to amend educational records which are believed to be inaccurate;
  - Consent to the disclosure of personally identifiable information from educational records except as specified by law. Exceptions include:
    - To school officials with legitimate educational interests (administrator, counselor, health staff, law enforcement, school board members, supervisor, attorney, etc.)
    - Officials of another school district to which a student seeks to enroll **The marshall county board of education will forward records of transferring students upon request of the school district in which the student seeks or intends to enroll.**
3. Students and parents must also be given the rights to:
  - **Consent before students are required to submit to a survey that concerns one or more of the following protected areas:**
    - Political affiliations or beliefs of the student or student's parents
    - Mental or psychological problems of the student's family;
    - Sex behavior or attitudes;
    - Illegal, antisocial, self-incriminating or demeaning behaviors;
    - Critical appraisals of others with whom respondents have close family relations.

- Legally recognized privileged relationships (lawyers, doctors, ministers);
  - Religious practices, affiliations or beliefs of the student or parents; or
  - Income, other than as required by law to determine program eligibility.
- **Notice and opportunity to opt a student out of:**
    - Any other protected information survey, regardless of funding;
    - Any nonemergency, invasive physical exam or screening, except for hearing, vision, scoliosis or other exam required under State law; and
    - Activities involving use of personal information for marketing.
- **Inspect upon request and before administration or use of:**
    - Instruments used to collect data for marketing; and
    - Instructional materials used as part of the educational curriculum

## Attendance

**AFTER 1 UNEXCUSED ABSENCE** – Automatic call to parent/guardian.

**AFTER 3 UNEXCUSED ABSENCES** – Automatic call to parent/guardian and a letter from the principal requiring a meeting with the principal at local school.

**AFTER 4 UNEXCUSED ABSENCES** – Automatic call to parent/guardian and a letter from the superintendent requiring a meeting with the attendance committee at the central office.

**AFTER 5 UNEXCUSED ABSENCES** – Referral to early warning juvenile court system.

**AFTER 6 UNEXCUSED ABSENCES** – Automatic call to parent/guardian.

**AFTER 7 UNEXCUSED ABSENCES** – Petition filed with JPO as being truant.

**AFTER 8 UNEXCUSED ABSENCES** – Automatic calls will continue to parent/guardian of excess absences.

\*Three parent notes per semester. Half-day parent notes count as one of the three parent notes per semester.

\*Only the parent/guardian or contact person listed in PowerSchool may check-out student(s). This may be done in person by signing the student out or by phone.

\*\* Only two phone calls are allowed to check-out a student per semester

### REFERENCE

Alabama Code 1975, 16-28-12©  
 Alabama Code 1975, 12-15-119  
 Alabama Administrative Code  
 290-3-1-.02 (7)(c)  
 Alabama Code 1975, 12-15-211

Marshall County Board of Education  
Attendance Guidelines  
7.25.23

**\* Only attend once during the child's educational career. (For example, if you attended any prior year, you will not attend again but will move to the next truancy step. This is per child, not household.)**

### Philosophy

The Marshall County Board of Education believes good student attendance enhances learning. When a student is not in school, he/she misses valuable instructional time. For this reason, the Board equates attendance with academic achievement, and establishes policies and procedures designed to encourage and require students to be in school.

Similarly, the instruction of other students is adversely impacted by the interruption of students arriving late or departing early. The Board views punctual arrival and readiness for instruction along with the presence for a full instructional day as essential element of regular attendance. For these reasons, and to enhance the student's right to learn, the Board establishes policies and procedures to encourage and require students to be in school.

### Compulsory Attendance for All Students

Any student enrolled in the Marshall County School System is required to be in school each day, regardless of the student's age. All students enrolled in the Marshall County School System are subject to the regulations of this policy.

### Excused Absences

Parents/guardians must provide the school within three school days of each absence (or consecutive absences) a written/electronic explanation of the reason(s) for each absence. If such written/electronic explanation is not provided within this three school day period, the absences(s) will be coded unexcused.

Absences will be excused for the following reasons:

1. Personal illness with written note from parents but without a doctor's statement
2. Personal illness with a doctor's statement

3. Death in the immediate family
4. Weather preventing attendance
5. Legal requirements, such as subpoena or other required court appearance
6. Prior permission by the principal at the request of parent/guardian
7. Legal quarantine

Students are permitted to make up work, tests, and other assignments, activities, etc., when absent for excused reasons. It is expected that under normal circumstances students will make up work, tests, and other assignments, activities, etc.. upon the day of return (to school from an absence: however, in circumstances where students have extended absences, or when the student needs additional time. he/she may be granted additional time at the discretion of the teacher, but in no circumstances will this make-up period extend beyond two weeks. It is the student/parent's responsibility to ensure a student makes up work when absent. It is the responsibility of the teacher to provide opportunities for the student to make up work. Teachers have the prerogative to alter assignments, test, work, activities, etc.; as he/she considers necessary to ensure an accurate evaluation of the student's performance after an absence.

#### Unexcused Absences

Any absence not classified as an excused absence will be coded unexcused. Any student having an unexcused absence will be considered truant as defined by the Alabama Administrative Code, Chapter 290-3-1-.02(7)(c). (See Section within this policy on Truancy.)

It is the parent's responsibility to see that their children attend school regularly and to provide evidence for an excused absence is necessary. A phone call to the school about an absence is not sufficient documentation. The State of Alabama requires a written/electronuc note on file. Each note must contain the following:

1. Child's full name
2. Date to be excused
3. Reason for absence
4. Phone number to contact parent/guardian
5. Signature of Parent, doctor, or CRNP Procedures for parents submitting excuses:
  - Up to three (3) absences per semester may be excused by parent notes.
  - Any absence of more than three (3) days must have a doctor's note.
  - After three (3) parent-excused absence days in a semester, a doctor's note is required.
  - The excuse must be submitted within three (3) days (72 hours) after returning to school or the absence is unexcused.
  - When school officials do not know the reason for an absence, they must assume that it is unexcused.

#### Absences Due to School-Sponsored/Authorized Activities

Students who participate in school-sponsored or school-authorized activities and are thereby

absent from school or class will not be counted as absent from school for this purpose. Students are expected to make up work missed while at these activities, and should be given the same opportunities as those afforded students with excused absences. Absences due to these activities should not be indicated on report cards or cumulative folders, but may be indicated in teacher grade books with proper coding to indicate the absence was due to such activities.

Students who attend but do not participate in school-sponsored or school-authorized activities will be counted as absent and such absence will be considered unexcused unless otherwise excused by the principal.

### **Early Warning Truancy Prevention Program**

The Board of Education considers absences caused by illness of the student, death in the student's immediate family, legal quarantine, weather, emergency at school or special permission of the Principal (or Superintendent) in advance with the request/consent of parents as excused absences. Only if an absence is classified excused will the student be permitted to make-up work missed during the absences, unless the absence was due to suspension or expulsion in which case the Principal (Superintendent) will make a decision as to the appropriateness of make-up work. Suspensions are excused absences. Alternative School and In-School Suspension are not considered as absences.

#### *Step One in Truancy Prevention*

When a student accumulates five (5) instances of truancy, a complaint will be filed by the Attendance Officer with the Juvenile Probation Officer. The student and his/her parents (guardian) will be required to participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court. The Juvenile Court will schedule a conference for the student and his/her parents (guardian,) and issue a "Notice to Appear". It is mandatory for them to appear for the conference. Three consecutive days absent for an unexcused reason will be judged to be three instances of truancy.

#### *Step Two in Truancy Prevention*

If a student accumulates seven (7) instances of truancy, a petition will be filed by the Attendance Officer against the student in Juvenile Court, identifying the student as a habitual truant (CHINS).

### **Checking of Attendance**

**Attendance will be checked by each teacher each period.** If a student is absent from class and

his/her name does not appear on the homeroom absentee list, his/her name will be reported to the office. Students are required to attend all scheduled classes. If a teacher gives permission for a student to study somewhere other than the regular meeting place, the teacher is responsible for supervision of such students. Skipping school or class is considered a serious violation of school rules and will be dealt with accordingly.

### **Tardy Students**

Students who are tardy in arriving at school must sign the tardy roster in the office. Punishment for habitually tardy students will be at the discretion of the principal, including the use of morning or afternoon detention or loss of driving privileges. Work missed due to unexcused tardies may not be made up. The principal will determine if tardies are excused. Students are expected to report on time to all scheduled classes, group meetings and assemblies. Sufficient time will be allowed between classes. Students will not be permitted to leave class to go to the restroom except in emergencies. Students will be expected to get materials needed from their lockers between classes. No one will be permitted to go to his/her locker after the class begins.

Students who are tardy to a class **will not** be sent to the office for a tardy pass but will be dealt with by the teacher to whose class they are tardy. The teacher, in addition to recording each tardy, may (and should) provide punishment to meet the needs of the situation. After the fifth tardy to an individual class, (per term) the student will be referred to the principal to seek a solution to the problem. Three unexcused tardies will count as one unexcused absence.

### **Arrival/Pick-up of Students**

School personnel are on campus for supervision of students from 7:15 a.m. to 3:00 p.m. Monday, Tuesday, Thursday, and Friday. Wednesday is early release day and students are dismissed at 2:00 p.m. Students should not arrive prior to 7:15 a.m. and should be picked-up prior to 3:00 p.m. unless involved in a supervised, school-sponsored activity. Upon arrival at school, students should report to his/her assigned area or to the school office.

Parents must make arrangements with the principal if circumstances dictate that their child must be delivered prior to 7:15 a.m. or left after 3:00 p.m. Parents must adhere to the drop-off and pick-up procedures established by each school.

### **Check-Out Procedures**

Students are allowed two (2) check-outs per semester when parent permission is communicated to the school office. After the allowed two (2) check-outs, parents must approve



the check-outs in person. This face-to-face permission can be made prior to the day of the check-out if needed. Notes requesting permission to check out are not accepted. The principal will determine if the absence is excused or unexcused and whether or not work missed may be made up. Check-outs before 11:30 a.m. or check-ins/tardies after 11:30 a.m. will count as a daily absence.

### **Passes**

When it becomes necessary for students to leave their assigned place, they must secure a pass from the teacher in charge.

### **Parents and Other School Visitors**

Students from other schools will not be allowed to visit on this campus during the school day. Parents and other school visitors who come to school on business must first report to the Principal's Office.

### **Social Security Numbers**

Each child enrolled in public schools, kindergarten through grade twelve, must have a social security number or assigned identification number.

### **Immunizations**

Each student must have on file in the office an immunization form IMM-50 (Blue Form). This form can be acquired from two places, the Health Department or a doctor's office. Kindergarten and 6th grade students must also present Form IMM- 90 showing immunization for measles (Pink Form).

### **Transfer and Withdrawal Procedures**

Students who are withdrawing from school or transferring to another school must turn in all books and clear through the office. Students who are transferring from one Marshall County School to another must present transfer slip and a blue immunization form. When a student transfers within the Marshall County System, days absent will be transferred.

### **School Safety and Discipline Accountability**

The State Board of Education will utilize one or both of the following criteria to determine if intervention by the State Superintendent is necessary as required by Alabama Code 16-6B-5:

1. Failure of a school or school system to develop and implement the policies, rules, laws and regulations relative to school safety and discipline as published and disseminated annually by the State Superintendent.

2. Failure of a school or school system to respond to legitimate and documented school safety and discipline concerns/incidents as determined by the State Superintendent after investigating the concerns/incidents. The State Superintendent will investigate the following requests/incidents to determine if assignment of SDE personnel to a driver's license school or school system for school safety and discipline assistance is warranted:
  - A written request by official action of a local parent/professional/ community organization, (e.g., PTA/PTO; ACCESS; civic club) or by a majority of the employees of a school or school system to the State Superintendent with evidence that a request was first submitted to the school principal; secondly, the school system superintendent; and thirdly, the local board of education relative to specific school safety and discipline issues and no action was taken or action was inadequate as determined by the State Superintendent.
  - A written request by official action of a school sanctioned student organization to the State Superintendent with evidence that a request was first submitted to the school principal; secondly, the school system superintendent; and thirdly, the local board of education relative to specific school safety and discipline issues and no action was taken or action was inadequate as determined by the State Superintendent.
  - A written request by a local school principal with evidence that a request was first submitted to the local school superintendent and next, to the local board of education relative to specific school safety and discipline issues and no action was taken or action was inadequate as determined by the State Superintendent.
  - An official request by a local superintendent of education.
  - An official request by a majority vote of a local board of education.
  - A person is killed or seriously injured at school or a school related activity as a result of a violent act.

## Bicycles and Motor Scooters

Students driving motor scooters or motorcycles to school must have a permit to park on the school premises, be 16 years old, and have a Driver's License with a Class M endorsement. These students are also included in the STUDENT DRIVING ... SUBSTANCE ABUSE POLICY.

*New*

## Substance Abuse Policy Violations/Consequences and Interventions

Drug/Substance Abuse Testing- Positive Test Results and/or Possession			
Violations/Consequences		Interventions	
<b>First</b>	Student suspended from	<b>First</b>	Parent and student must attend a

<b>Violation</b>	extra-curricular activities/competitions for 9 weeks.	<b>Violation</b>	conference with the school principal.
	Student suspended from parking on campus for 9 weeks.		Successfully complete substance abuse modules as determined by the MCBOE.
	Reinstatement requires a negative test and completion of required interventions.		Student must submit a negative drug test at 5 weeks and at 9 weeks at parent/guardian expense.
			Student and parent must meet with a Marshall County Juvenile Probation Officer.
			Student must agree to participate in all school-administered drug tests until graduation.
	**If a student does not want this option, the student will receive the same consequences/interventions as 2nd violation listed below.		Student must participate in behavioral counseling.
<b>Second Violation</b>	Student suspended from ( May not participate in) extracurricular activities for 1 year (365 days).	<b>Second Violation</b>	Parent and student must attend a conference with the school principal.
	Student suspended from parking on campus for 1 year (365 days).		Successfully complete an approved drug prevention program at the parent/guardian expense.
	Reinstatement requires a negative test and completion of required interventions.		Additional drug testing at parent/guardian expense.
<b>Third Violation</b>	Student suspended permanently from (May not participate in) extracurricular activities.	<b>Third Violation</b>	Parent and student must attend a conference with the school principal.
	Student permanently suspended from parking on campus.		Successfully complete a more intensive approved drug prevention program at the parent/guardian expense.
	No reinstatement permitted.		More frequent drug testing at parent/guardian expense.

## Vehicle Search

Any vehicle entering school property is subject to search by school authorities and law enforcement personnel. Such search may be conducted without warrant as authorized by state law and board policy.

The search of the vehicle includes all compartments and components thereof. Once the search

begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. The school or Marshall County Board of Education will not be responsible for damages to the vehicle during the search.

The principal is authorized to sign a warrant if illegal substances or items are found during the search.

### **Statement of AHERA Compliance**

All Marshall County School have been inspected by an EPA-approved asbestos inspector and maintain a management plan file in the school office as required under the AHERA regulations. The file is available to any parent to view.

The majority of our asbestos material is non-friable and is in the form of floor tiles. Although we do have some friable (able to crumble with hand pressure) asbestos in our facilities, these materials are well maintained and are not accessible to the students. The law requires that we make this notice to all employees, students and staff annually.

We are glad to provide a healthy atmosphere for students and staff.

## **VI. Student Behavior**

### **Dangerous Activities**

Any student who has knowledge or suspicion that another student or person outside of the school is planning a dangerous activity (shooting, bombing, suicide, drug use, sale or distribution, etc.) MUST report this to a teacher, counselor, administrator or law enforcement officer. Failure to do so may result in disciplinary or legal action.

When threats of a dangerous activity are received at school, the principal will take all steps necessary to protect the welfare of the students. This may include the notification of appropriate law enforcement agencies, threatened staff members and/or students and their parents. **All threats of violence will be taken seriously!**

Each school has a School Safety Plan which includes specific plans for evacuation and other procedures necessary to protect students and staff. The principal and school staff are responsible for implementing the local School Safety Plan.

### **Video Surveillance**

In order to provide and maintain a safe and secure environment for students, staff and authorized visitors, the Marshall County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and

grounds as well as vehicles owned and/or operated by the Board. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment. Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only. All school personnel, students and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events and on system-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

## **Discipline**

The teachers are here to help students learn. They expect cooperation from everyone. Most problems in the classroom center around people disrupting others. This school protects all students' rights to an education, without interference.

Anyone guilty of disturbing will promptly be removed from class and appropriate action will be taken. Students will be punished when they break school rules or misbehave in a disruptive manner that hinders his/her learning or that of other students. Parents are encouraged to check with school authorities periodically, especially if report cards indicate a Parent-Teacher conference is needed.

## **Student Discipline Committee**

Students who violate Class III offenses may be referred to the Marshall County Discipline Committee for a student hearing. The student hearing attendees will include at a minimum, the school administration, parent or guardian, the student, and the discipline committee. The discipline committee consists of five members- one superintendent's designee, two supervisors, one counselor, and one Marshall County Juvenile Probation Officer. The purpose of this committee is to serve as a level of discipline between the school and the board of education. Committee decisions may include, but are not limited to long-term alternative school placement, long-term bus suspension, and/or referral to the Marshall County Board of Education for an expulsion hearing.

## **Marshall County Schools Student Disciplinary and Appeal Procedures**

**DEFINITIONS.** The following important terms are defined as follows:

- 1. Expulsion:** The exclusion of a student from his or her regular school environment for more than 90, and less than 180, school days, per incident, for disciplinary purposes.

**2. Long-term Alternative School Placement:** The placement of student in alternative school for more than 15 school days, per incident, for disciplinary purposes.

**3. Long -Term Suspension:** The exclusion of a student from his or her regular school environment for more than 10 and less than 90 school days per incident for disciplinary purposes.

**4. Regular School Environment:** Any learning environment provided by Marshall County Schools, including in-school suspension and virtual school.

## **DETERMINATION OF RECOMMENDED DISCIPLINE AND PROPER PROCEDURE**

If a student is alleged to have committed a disciplinary infraction and is referred to the school principal, the principal, or the principal's designee should use his or her discretion to determine the best manner to investigate the allegations. The investigation should include giving the student, or the student's parent or guardian, the opportunity to present their side of the events. Once the investigation is complete, the principal or the principal's designee should review the code of conduct and determine whether punishment is appropriate. If the principal or the principal's designee determines that punishment is appropriate, he or she should consider the student's age, the disciplinary history of the student, the severity of the infraction and whether a lesser or greater consequence will address the student's behavior. In conformity with the code of student conduct, the principal should determine his or her recommended punishment.

## **PROCEDURE FOR ALLEGED CLASS I AND CLASS II VIOLATIONS**

After the investigation is complete, if the principal or the principal's designee determines that the student has committed a Class I or Class II violation, the principal or the principal's designee shall impose the punishment he or she deems appropriate in accordance with the provisions of the student code of conduct. However, the principal or the principal's designee may not impose the punishment of expulsion, long-term suspension, or long-term alternative school placement solely on the basis of a Class I or Class II violation. Rather, to the extent the principal believes that expulsion, long-term suspension, or long-term alternative school placement is appropriate, the procedures for Class III violations set forth below must be followed.

## **PROCEDURE FOR ALLEGED CLASS III VIOLATIONS**

### **Procedure Where the Principal is Not Seeking Expulsion**

If the principal determines that the student committed a Class III violation, but is not seeking expulsion, the following procedures shall be followed:

- 1.** The student must be afforded an opportunity for a disciplinary hearing before the Student Discipline Committee to determine whether the alleged violation has occurred and the appropriate punishment.
- 2.** The student, and his or her parent or guardian, must receive reasonable written notice of disciplinary hearing. The notice must be delivered personally or by mail. If the parent or guardian does not respond to hearing notice, the Student Discipline Committee may in its discretion determine that the hearing has been waived. The notice shall include:
  - a.** The time, place and nature of the hearing
  - b.** A short and plain statement of facts detailing the alleged conduct, the code of conduct provision or state law violated, and the recommended discipline
  - c.** A statement outlining the rights of the student at the hearing.
  - d.** The option to waive the disciplinary hearing and assent to the alleged violation(s) and to the recommended discipline
- 3.** Absent a waiver, the hearing must occur within 10 school days after the initial suspension from school, unless good cause is shown or the parties agree otherwise
- 4.** The student may be represented at the hearing by legal counsel or another advocate at the student's expense. The BOE must be notified. The parent or guardian must notify the BOE at least 5 days prior to the hearing if the student will be represented by legal counsel. The hearing will be moved to a BOE hearing.
- 5.** At least five days before the hearing, the student, parent or guardian, and legal counsel or advocate should be given the opportunity to review any audio or video recording of the incident and any evidence which may be presented at the hearing, including witness statements, consistent with federal and state student records laws.
- 6.** The school principal, or the principal's designee, shall offer evidence at the hearing before the Student Discipline Committee that the student violated the student code of conduct or state law.
- 7.** At the hearing before the Student Discipline Committee, the student, parent or guardian, and legal counsel or advocate may: (a) present a defense; (b) question adverse witnesses who are present at hearing and offering testimony (excluding students under 14 year of age); and (c) offer evidence including oral testimony from supporting witnesses, written statements, and other documentary evidence and audio or video records. The Board and

Superintendent may take actions to protect the anonymity of witnesses as permitted and required by law.

8. Each party to the hearing, upon request, shall receive an electronic or written record of the hearing.
9. The student and parent or guardian shall receive a written decision from the Student Discipline Committee within five (5) school days after the hearing. The decision shall include:
  - a. The basis for the decision, including a reference to the code of conduct provision or law the student is accused of violating.
  - b. A statement detailing what information shall be included in the student's official record.
  - c. A statement detailing the right of the student to appeal the disciplinary decision to the Superintendent. The statement shall inform the student of his or her right to file an action in juvenile court, pursuant to Alabama Code Section 12-12-115

#### **Procedure Where the Principal is Recommending Expulsion**

If the principal determines that the student committed a Class III violation, and the principal is seeking expulsion, the following procedures must be followed:

1. The student must be afforded an opportunity for a disciplinary hearing before the Marshall County Board of Education to determine whether the alleged violation has occurred and the appropriate punishment.
2. The student, and his or her parent or guardian, must receive reasonable written notice of disciplinary hearing. The notice must be delivered personally or by mail. If the parent or guardian does not respond to hearing notice, the Marshall County Board of Education may in its discretion determine that the hearing has been waived. The notice shall include:
  - a. The time, place and nature of the hearing
  - b. A short and plain statement of facts detailing the alleged conduct, the code of conduct provision or state law violated, and the recommended discipline
  - c. A statement outlining the rights of the student at the hearing.
  - d. The option to waive the disciplinary hearing and assent to the alleged violation(s) and to the recommended discipline
3. Absent a waiver, the hearing must occur within 10 **school** days after the initial suspension from school, unless good cause is shown or the parties agree



otherwise

4. The student may be represented at the hearing by legal counsel or another advocate at the student's expense
5. At least five days before the hearing, the student, parent or guardian, and legal counsel or advocate should be given the opportunity to review any audio or video recording of the incident and any evidence which may be presented at the hearing, including witness statements, consistent with federal and state student records laws.
6. The school principal, or the principal's designee, shall offer evidence at the hearing before the Marshall County Board of Education that the student violated the student code of conduct or state law.
7. At the hearing before the Marshall County Board of Education the student, parent or guardian, and legal counsel or advocate may: (a) present a defense; (b) question adverse witnesses who are present at hearing and offering testimony (excluding students under 14 year of age); and (c) offer evidence including oral testimony from supporting witnesses, written statements, and other documentary evidence and audio or video records. The Board and Superintendent may take actions to protect the anonymity of witnesses as permitted and required by law.
8. Each party to the hearing, upon request, shall receive an electronic or written record of the hearing.
9. The student and parent or guardian shall receive a written decision from the Marshall County Board of Education within five (5) school days after the hearing. The decision shall include:
  - a. The basis for the decision, including a reference to the code of conduct provision or law the student is accused of violating.
  - b. A statement detailing what information shall be included in student's official record.
  - c. A statement informing the student of his or her right to file an action in juvenile court, pursuant to Alabama Code Section 12- 12-115.

**Superintendent's Discretion to Refer Hearing  
to the Marshall County Board of Education**

If the Superintendent in his or her discretion determines that the disciplinary hearing should be referred to the Marshall County Board of Education even in the absence of an expulsion recommendation, the hearing procedures for an expulsion as set forth above shall be followed.

## **APPEAL PROCESS FROM A DECISION OF THE STUDENT DISCIPLINE COMMITTEE**

If a student, or his or her parent or guardian, receives notice from the Student Discipline Committee of an imposition of punishment, the student, or his or her parent or guardian, has five (5) school days to submit an appeal of the decision to the Superintendent. If an appeal is not filed within five (5) school days, the decision of the Student Discipline Committee becomes final and is binding on the student. If the student, or his or her guardian, appeals the decision of the Student Discipline Committee, the Superintendent shall schedule a conference with the student and/or his or her parent or guardian within five (5) school days. This appeal conference is not a hearing but rather an opportunity for the student, the student's parent or guardian, and/or the student's attorney or other advocate to explain to the Superintendent why the punishment imposed by the Student Discipline Committee should be changed. The Superintendent may take one of three options: (1) the Superintendent may uphold the punishment issued by the Student Discipline Committee; (2) the Superintendent may direct that a lesser punishment be imposed; or (3) the Superintendent may direct that no punishment be imposed. Within five (5) school days after this meeting, the Superintendent shall send a written decision to the parent guardian concerning the appeal.

Nothing in these proceedings shall impede the right of a student to challenge a suspension, expulsion, or exclusion from a public school by filing an action in juvenile court, pursuant to Alabama Code Section 12-12-115.

## **ALTERATION OF PROCEDURES**

These procedures are subject to alteration to conform or comply with federal requirements, such as the IDEA, Section 504, and Title IX. The procedures stated herein are also subject to alteration to conform or comply with Alabama state laws or other state requirements or regulations. These procedures are also subject to change due to extenuating circumstances at the discretion of the Superintendent.

## **Classification of Violations and Consequences**

It is fundamental that an orderly school have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes a violation of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II and Class III) which range from the least to the most serious. Appropriate school personnel shall investigate, verify and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate consequence. Violations apply to student conduct on a school campus, at school-related events or while being transported to or from school or school-related events.

Following is a list of violations classified according to each one's seriousness. These lists are not intended to contain all violations of the Code of Conduct, or all the rules, regulations and procedures of a school, but is intended to be a guide to be used by parents, students and school officials to handle violations and resulting consequences. When violations occur in the school that are not found within any one classification, the principal of the school has the authority to classify it accordingly.

### *Class I Violations*

- 1.1 Distraction of other student(s)
- 1.2 Intimidation of a student
- 1.5 Non-direct use of profane language or obscene manifestation (See 2.08)
- 1.6 Non-conformity to dress code
- 1.7 Disruption on a school bus
- 1.8 Inappropriate public display of affection
- 1.9 Unauthorized absence from class or school for part of a day
- 1.10 Refusal to complete class assignments
- 1.11 Failure to follow appropriate directives from a local board of education employee
- 1.12 Unauthorized use of school or personal property
- 1.13 Littering on school property
- 1.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

### *Class I Consequences*

- Conference with the student
- Verbal reprimand
- Withdrawal of privilege(s)
- Parent conference(s)
- Demerit(s)
- Temporary removal from class
- Detention
- In-school suspension
- Corporal punishment
- Change or modify clothing or appearance to conform to the dress code
- Other consequence(s) as approved by the local board of education

### *Class II Violations*

- 2.1 Refusal to follow appropriate directive from a local board of education employee.
- 2.2 Vandalism/property damage
- 2.3 Theft of property
- 2.4 Gambling
- 2.5 Possession of stolen property with the knowledge that it is stolen
- 2.6 Extortion
- 2.7 Trespassing

- 2.8 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person (See 1.05)
- 2.9 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.10 Unauthorized absence from school for a day or more
- 2.11 Written or verbal proposition to engage in sexual acts
- 2.12 Touching of another person
- 2.13 Possession of and/or use of matches or lighters
- 2.14 Possession of and/or use of electronic pager or unauthorized communication device
- 2.15 Dishonesty or cheating
- 2.16 Providing false information to a local board of education employee
- 2.17 Gang association, communication, dress or activity
- 2.18 Unauthorized possession or use of over-the-counter drugs or imitation controlled substances
- 2.19 Possession of pornographic or sexually explicit materials
- 2.20 Unauthorized use of cell phone, pager, or other electronic communication device, etc.
- 2.21 Repeated Class I Violations
- 2.22 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

### *Class II Consequences*

- Temporary removal from class
- Detention
- In-school suspension
- Alternative education program
- Out-of-school suspension
- Referral to outside agency, including the criminal justice system.
- Expulsion
- Any consequence(s) included in Class I and other consequences(s) as approved by the local board of education

### *Class III Violations*

- 3.1 Arson
- 3.2 Robbery
- 3.3 Theft of property
- 3.4 Burglary of school property
- 3.5 Criminal mischief
- 3.6 Bomb threat
- 3.7 Sexual offense or Harassment
- 3.8 Fighting
- 3.9 Inciting or participating in major student disorder
- 3.10 Unjustified activation of fire alarm system or fire extinguisher

- 3.11 Assault of another person (student, teacher, staff member, visitor, etc.)
- 3.12 Possession of a weapon
- 3.13 Preparing, possessing, and/or igniting explosive device
- 3.14 Possession, sale and/or use of tobacco product
- 3.15 Unlawful sale, purchase, furnishing, giving, possession, or use of illegal drug or drug paraphernalia or alcoholic beverage (automatic 45 day alternative school placement. In the case that the student is a senior, he or she will be excluded from all graduation ceremonies.)
- 3.16 Accessing or changing information in school computers to endanger or cause harm to another individual
- 3.17 Crimes as defined under the laws of the city, state of Alabama or United States
- 3.18 Distribution or display of pornographic or sexually explicit materials
- 3.19 Harassment or Bullying (may or may not be based on sex, race, disability, religion, age, national origin, etc.)
- 3.20 Threatening the life or bodily harm of students or school staff
- 3.21 Repeated Class II Violations
- 3.22 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

### *Class III Consequences*

- Referral to Student Discipline Committee
- Out-of-school suspension
- Alternative education program
- Referral to outside agency, including the criminal justice system
- Expulsion
- Restitution of property and damages where appropriate
- Any consequence(s) included in Classes I and II and other consequence(s) as approved by the local board of education

## **Guidelines for Student Behavior**

A goal of the educational program is to encourage independence and responsibility which are characteristic of the mature person. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire school.

1. A constant respect for persons, whether they be teachers, other students, staff, visitors or others, is a basic requirement of all individuals.
2. Respect for personal and communal property is a visible sign of this respect. Stealing is a

- violation of school rules and state law and will be dealt with accordingly.
3. Problems arise when students bring articles which are hazards to the safety of others. Items such as knives, cigarette lighters, water guns, mace or similar items are undesirable and will be impounded. Students face possible suspension for possession of such articles.
  4. Students are warned against the use of and/or possession of alcoholic beverages or dangerous drugs as being unwise and illegal acts. Students caught with dangerous drugs or alcoholic beverages, or under the influence of either, whether or not the incident occurred at the home school or away at another school location where the home school is participating in extracurricular activity, will be subject to disciplinary action.
  5. Cleanliness is everyone's concern. Waste receptacles are available and their use is imperative.
  6. Never will kissing, embracing, hand-holding or any other action that brings inappropriate notice to an individual be considered proper and permissible at school.
  7. Each student is scheduled for a definite place during each period of the day and is expected to be in this place during the hours assigned. To be excused from an assigned place a student must have a properly executed written pass.
  8. Students are expected to comply with all reasonable requests by teachers. A request will be held reasonable unless it is immoral, illegal or personally degrading. Disagreement with teachers may be brought to the attention of the principal.
  9. Students should recognize the authority of all faculty members and their right and duty to enforce school rules and policies.
  10. Substitute teachers are important personnel in our school. Students are expected to be polite, helpful and considerate.
  11. In order for a student to participate in a school activity, he/she should be in attendance at school at least one-half of the day of the activity. The principal has the authority to excuse a student from this rule in cases of an extreme nature such as the death of a family member or other extenuating circumstances.
  12. Electronic games, radios, toys, MP3 Players, Game Boys, Playstations and other items not necessary for educational purposes or personal care are not to be brought to school unless specifically approved by the principal. The school will not be responsible for lost or stolen items that are not allowed at school.
  13. Gambling of any nature is forbidden.
  14. Pets may not be brought to school without prior approval from the principal.
  15. Obscene gestures and/or vulgar language will not be allowed.
  16. Cheating of any kind (giving or receiving), including plagiarism, is considered a serious offense and will be dealt with in an appropriate manner.
  17. Gang association, communication, recruitment, activity or colors will not be allowed.
  18. Devil worship, Satanism, occult or other similar activities and symbols such as swastikas will not be allowed.
  19. Threatening, bullying, harassing, hazing or other intimidating behavior, comments, actions or materials will not be allowed. ALL THREATS OF VIOLENCE WILL BE TAKEN SERIOUSLY.
  20. Due to increased concerns involving the possible transmission of contagious diseases, the transfer of bodily fluids is considered a SERIOUS offense. Biting, spitting or the

intentional transmission of any bodily fluid will result in immediate suspension, followed by a parent conference.

21. Due to allergies, danger of fire and/or explosion, and other possible ill-effects of inhalants, aerosol cans may not be brought to school.
22. Threats made by students on social media involving school safety and/or the safety of others will be reported to law enforcement

## **Anti-Harassment Policy**

It is the intent of the Marshall County Board of Education to prohibit harassment, violence, and threats of violence on school property, on a school bus, or at a school-sponsored function. 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.

### *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 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 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 participation 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 Marshall County School System.

#### *Description of Behavior Expected of Students*

1. 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.
2. 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 sex;
  - The student’s religion;
  - The student’s national origin; or
  - The student’s disability.
3. Threats made by students on social media involving school safety and/or the safety of others will be reported to law enforcement.

#### *Consequences for Violations*

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

#### *Reporting, Investigation, and Complaint Resolution Procedures*

1. Complaints alleging violation of this policy must be made on Board 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.
2. Upon receipt of the complaint, the principal or the principal’s designee will, in their 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.

3. 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.
4. 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.

## **Sexual Harassment**

Sexual harassment of students WILL NOT BE TOLERATED; and immediate, positive steps to stop sexual harassment activity will be taken when it occurs. Sexual harassment is defined as any unwelcome and personally offensive conduct (including, but not limited to, advances, gestures or words of a sexual nature) which:

- Unreasonably interferes with the student's work or educational opportunities;
- Creates an intimidating, hostile or offensive learning environment;
- Implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit; and/or,
- Implies that submission to, or rejection of, such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Examples of prohibited conduct include, but are not limited to, offensive or unwelcome sexual advances or propositions; any unwelcome intentional touching of intimate body areas; employees dating students; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her sexual orientation, practices or physical attributes; the display of sexually suggestive objectives, pictures, cards or letters; lewd or suggestive comments, sounds or gestures; off-color language; jokes of a sexual nature; leering; or assault.

The definition of sexual harassment includes conduct directed by males toward females, conduct directed by males toward males, conduct directed by females toward males, and conduct directed by females toward females.

Victims of sexual harassment shall report sexual harassment activity to the immediate supervisor of the offending person immediately upon occurrence or, if they prefer, to a counselor or assistant principal with whom they feel comfortable. The person to whom the incident is reported will have the responsibility of reporting the incident to the proper supervisor. The proper supervisor will then follow grievance procedures that have been adopted by the Marshall County Board of Education.

### **Dangerous Items**

Fireworks, mace, sharp instruments, rubber bands, pocket knives, laser pointers and other dangerous items must not be brought on the campus. Science specimens, required by the faculty, are permitted provided they are in safe containers and carried directly to the room on arrival. If glass containers are used, they must be packaged in a manner that will prevent them from being broken.

### **Gun Free Schools Act**

According to State Law, the Federal Gun-Free Schools Act (GFSA) and the Every Student Succeeds Act (ESSA), possession of a gun (loaded or unloaded) on a school campus is a violation of Federal and State Law and Board Policy. To be in compliance with the GFSA, each Alabama School System must implement all of the following procedures immediately when it is determined that a student possesses a firearm at school, on school property or at a school event/activity.

1. The student must be expelled and the expulsion noted on records transferred to any other school;
2. The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:
  - Report to law enforcement.
  - Contact parents
  - Suspend from school immediately pending investigation.
  - Complete an investigation as soon as possible with documented written report(s).
  - Expel student according to LEA policy.
3. Following the expulsion determination, the student cannot attend any regular public school for one calendar year.
4. The LEA can modify the expulsion on a case-by-case basis allowed by the Code of Alabama (1975), §16-1-24-3.
5. Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by-case basis in accordance with the requirements of the individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
6. GFSA and other state required disciplinary data should be reported to the SDE through the School Incident Report (SIR).
7. Only authorized law enforcement officers may bring or possess any deadly weapon or

dangerous instrument on school property.

## **Fighting**

If a student or any other person on school property or attending a school event off campus is involved in a fight or other activity which violates board policy or state law, the principal is authorized to sign the appropriate warrant. If the violator is a student, then all applicable school rules and consequences apply (Ala. Code 16-1-24.1).

Because school should provide a safe and orderly environment which is conducive to learning, it is not permissible for school officials to tolerate fighting or other forms of assault to occur inside the confines of a school building, on school grounds or at any school function. A fight is defined as physical conflict between two or more individuals (Code of Student Conduct, 3.08). Students who promote, urge or instigate a fight are also subject to disciplinary action. After determining that a fight has occurred, the principal or his/her designee will implement the disciplinary procedure as follows:

### Disciplinary Action for Fighting- Students in Grades K-8

#### *First Violation:*

Parental contact and a MINIMUM of one day of In-School Suspension or corporal punishment (principal's discretion).

#### *Second Violation:*

Parental contact and a MINIMUM of three days of In-School Suspension or Alternative School or corporal punishment (principal's discretion).

#### *Third Violation:*

Parental contact and Out of School Suspension or Alternative School for a MINIMUM of five days (principal's discretion).

#### *Subsequent Violations:*

Out of School Suspension for a period of time determined by the principal or the Marshall County Board of Education.

Middle School students who engage in VIOLENT, RECIPROCAL PHYSICAL CONFLICT or who engage in an UNPROVOKED ASSAULT of another student may receive the same disciplinary action for fighting as students in grades 9-12.

PRINCIPALS HAVE THE AUTHORITY TO CONTACT LOCAL LAW ENFORCEMENT AND/OR JUVENILE PROBATION WHEN NEEDED.

### Disciplinary Action for Fighting- Students in Grades 9-12

The principal or his designee may call the local police department or sheriff's office. After

obtaining the facts related to the incident and verifying that there are witnesses, law enforcement will be allowed to remove all students involved in the fight. Before involving law enforcement and juvenile court, school officials will review eyewitness testimony and/or sufficient documentation to support these charges in court.

School officials will file a petition with Marshall County Juvenile Court against all students involved in fighting. A witness list will be attached to the petition.

Students involved in fighting will be suspended from school or given Alternative School for a minimum of five days.

An expulsion hearing could be held for repeat offenders.

### **Assemblies and Special Programs**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at assemblies. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness and talking during a program.

#### **Acts of Vandalism, Threats, Harassing Communications or Violence Toward School Employees**

Acts of vandalism or violence toward school personnel outside the school environment by students can result in disciplinary measures being taken with the students at school (See pages 41 and 42, Acts 94-794 and 96-533 legal requirements).

### **Dress and Appearance**

All students are expected to dress in a manner which reflects self-respect and decency that is appropriate for school. Students are expected also to be clean and neat in appearance and dress. Student dress or appearance which is determined to be potentially harmful to the student or others or distracting to the educational process is prohibited. The principal may apply these standards to any extracurricular event or activity and to approved guests to these activities.

**The principal has final authority to determine what type appearance and dress is not appropriate.**

The following are examples of inappropriate dress:

1. An article of clothing or jewelry that advertises alcoholic beverages, tobacco products, illegal drugs, or weapons of any type.

2. Halter-type dresses or blouses, tube tops worn alone, with spaghetti straps or worn under see-through blouses.
3. Sundresses that are low cut in the front or back.
4. Tank tops, muscle shirts or shirts or other clothing designed as undergarments. (i.e. boxer shorts, pajamas or lounging pants, etc.)
5. Any type shirt or blouse that exposes the midriff or stomach.
6. Clothing which is vulgar in appearance or has holes above the knee exposing skin or undergarments.
7. Clothing of any description which does not extend to an appropriate length.
8. Bare feet.
9. Shirts, blouses or other clothing that displays a picture of a person who would not be appropriately dressed for school.
10. Shirts, blouses or other clothing that displays vulgar, abusive, gang related, demeaning or suggestive words or messages.
11. Hats, caps, hoods, face or head coverings (with the exception of masks due to COVID 19) worn inside the building.
12. Students' hair shall be neat, clean and well-groomed. Unnatural colors (blue, green, orange, etc.) and spiking may be considered distracting and not be allowed. Length of hair cannot be such that it creates a hazard to the student or impedes vision and/or learning.
13. Principals may forbid students from wearing cleats if they are detrimental to the floor covering used in the building.
14. Tight bicycle shorts or other tight fitting clothing.
15. Students are not allowed any facial piercings other than a small nose stud at the discretion of the principal.
16. Billfold chains, long chains, dog collars, bike chains, etc. are not allowed.
17. "Sagging" attire will not be permitted. Extra-long shirts may not be worn to cover or circumvent the baggy/saggy pants rules. The principal may require that these shirts be tucked in.
18. Trench coats or Western dusters.
19. The display of swastikas or other symbols of racial hatred.
20. Baggy pants.
21. Jewelry with violent themes.
22. References to violent themes or demeaning language on T-shirts, etc.
23. Communication (verbal, written or drawings/artwork) concerning threats, shootings, bombings, hostages, anarchy symbol, gang affiliation or colors, satanism, etc.
24. Backpacks on rollers, will not be allowed in the building unless approved by the principal, due to extenuating medical circumstances.
25. No athletic bags will be allowed in classrooms, lunchrooms, auditoriums, etc.
26. Contact lenses with cat eyes, cartoon faces or other characters and/or unnatural colors are considered distracting and will not be allowed.
27. No shorts, pants, sweat pants, etc. with writing of demeaning or suggestive nature across the seat.
28. Shoes with rollers on the bottom (Wheelies) will not be allowed in school buildings or athletic facilities.

29. Pajamas, lounging pants, or other garments considered as sleepwear will not be allowed.
30. Leggings are not considered pants. Tops must extend past the fingertips when the student's arms are extended by the legs.

### **Respect for Equipment and Facilities**

Each student is expected to assume responsibility for care of all school property. Damage of a malicious nature will be considered a very serious matter and will be repaired or replaced at the expense of the student or students at fault and parents of students involved.

### **Trading, Swapping, and Selling Items**

Students are not permitted to trade, swap or sell items among themselves. This creates a nuisance and often causes hard feelings.

### **Running on Campus**

Running in buildings or on the school campus is not allowed unless it is during supervised P.E. class.

### **Bus Rules**

Misbehavior on the bus creates a danger to safety and comfort. Bus rules and Board of Education rules are posted near a driver of each bus. Children must observe safety regulations in order to continue riding to and from school. The Board of Education is not obligated to transport anyone who does not obey bus rules. Pupil transportation is a privilege and a convenience and is conditioned upon good behavior and strict obedience to the rules of the Board of Education.

**Office Permission is necessary for a student to ride a bus other than his or her assigned bus.** Permission will be given only if the child has a note from his/her parents stating the emergency. This procedure is necessary to prevent overcrowding of buses. Safety must continue to be our first concern.

Misbehavior on the bus creates a danger for many lives and will not be tolerated. The following actions are strictly prohibited:

1. Exchanging seats or standing while the bus is in motion.
2. Extending head, arms or hand from the windows.
3. Defacing or damaging the bus in any manner.
4. Use of emergency door except in case of an emergency.
5. Leaving the bus at any stop other than a regular stop except upon written consent of the

principal. Parent notes must be turned in upon arrival at school for principal's verification.

6. Crowding and pushing to get on or off the bus.
7. Eating or drinking.
8. Blocking aisles with school equipment, feet, legs or book/athletic bags.
9. Talking while bus crosses railroad crossing.
10. The school dress and behavior codes apply while traveling to and from school on the school bus.
11. Students who ride the bus in the afternoon shall load the bus immediately after the dismissal bell rings. For safety reasons, there will be NO LOITERING around the school bus.
12. No bats, balls, or external speakers are allowed on the school bus. No loud music or digital devices. Headphones must be used. The school will not be responsible for lost or stolen items.
13. Students suspended from riding a bus at the "home" school will not be permitted to ride any school bus during the bus suspension.
14. Cell phones and other electronic communications devices may be used on the bus, at the principal's discretion, as long as it does not become a distraction for the bus driver.
15. Refusing to obey the driver.
16. Any other actions not along the lines of good conduct.

#### Driver's Disciplinary Actions

*First Time:* The Driver will have a conference with the student. (Bus Conduct Form, copy retained by Driver)

*Second Time:* The Driver will move the student to an assigned seat for two (2) weeks. (Bus Conduct Form, returned to Driver signed) If the student does not return the signed Bus Conduct Form, he/she will be referred to the principal or assistant principal upon arrival at school.

\*Any additional violations will be sent to the principal or assistant principal.

#### Administration's Disciplinary Actions

*First Time:* The principal will also talk to the student and, at his/her discretion, give corporal punishment or three (3) days bus suspension.

*Second Time:* The principal will suspend bus-riding privileges for a minimum of five (5) days.

*Third Time:* The principal will suspend bus-riding privileges for ten (10) days.

*Fourth Time:* The principal will suspend bus-riding privileges for the remainder of the semester or a minimum of twenty (20) school days.

*Fifth Time:* The principal will suspend bus-riding privileges for the remainder of the school year. Violations occurring near the end of the school year may result in days being added at the beginning of the next school year.

#### Serious Violations:

Serious rule violations include:

- Fighting
- Possession or use of illegal drugs, alcohol or tobacco.
- Throwing objects inside or outside of the bus.
- The use of profanity.
- Participation in sexually explicit behavior.
- Any other behavior which jeopardizes the safety of the students, driver or other persons inside or outside the bus.

After one serious bus rule violation on a trip, a Bus Conduct Report Form will be filed with the principal. These incidents will result in disciplinary measures including, but not limited to, the loss of bus riding privileges as determined by the principal, superintendent, or the Marshall County Board of Education. Law enforcement agencies will be contacted if the laws of the State of Alabama or the United States of America are broken. If these bus disciplinary actions are not effective in improving the student's behavior, then the principal may refer the student to the Superintendent of the Marshall County Board of Education for a possible expulsion hearing.

Note: The principal or person in charge of bus discipline will have the discretion of taking into account the age of the child and the severity of the offense when dealing with younger students.

This policy will not supersede the Individualized Education Program for disabled children.

- The bus operates on a definite schedule and will not wait for habitually tardy students.
- Any driver having difficulty with a student which he/she feels is beyond his/her capability to remedy or for which he/she feels he/she needs assistance, shall report the condition and situation to the principal. The principal shall have full and complete authority over the student while being transported in the school bus the same as when on campus.
- Students leaving the bus and having to cross the road should cross in front of the bus after looking both ways. The driver will immediately report any and all violations of rules to the principal.

#### House Bill 105, The Charles "Chuck" Poland Act. 2013

HB 105 states that a person commits the crime of trespass on a school bus in the first degree if he/she is found guilty of any of the following:

- Damaging any public school bus.



- Entering a school bus without a lawful purpose or after being forbidden from doing so by the driver or on demand of the principal or other school system official.
- Refusing to leave the bus on demand of the driver, principal, or other school system official.
- Intentionally stopping, impeding, delaying or detaining any public school bus with the intent to commit a crime.

### **Damage to Bus Seats**

Students will be required to pay for any damage to bus seats. Charges for damages will be as follows:

<b>Damage</b>	<b>Charge</b>
Small hole or puncture to seat cover.	\$25.00
Cut to seat cover of $\frac{1}{8}$ inch or greater.	\$50.00
Cut to seat cover and foam	\$150.00

\*\* For the student's protection, two emergency evacuation drills, mandated by the State Department of Education, will be conducted annually on each bus.

### **Tobacco Use in School**

Due to the vast amount of medical evidence which demonstrates the harmful effects of tobacco use as it relates to heart, lung and gum disease and cancers of the lungs, throat, voice box and esophagus; and due to the fact tobacco is often a "gateway" drug which leads to the use of marijuana and other drugs; and due to the harmful effects of secondary smoke on others; and due to the fact that teachers, coaches, bus drivers and other personnel are perceived as role models whom school age children often admire and emulate, the policy concerning the use of the tobacco products will be as follows:

1. Students will not be allowed to use or possess tobacco products during school hours, at extracurricular school functions, while participating in athletic, band or other school-sponsored practices, games or functions or in transit to or from a school function as a member of a school group, team or club.
2. Students found to be using or possessing tobacco products at school or school functions will be subject to disciplinary action as prescribed by the Marshall County Board of Education in the Student Handbook (See Below).
3. Employees of the Marshall County Board of Education will not use tobacco products (cigarettes, snuff, chewing tobacco, etc.) in the presence of students during school hours, at extra-curricular activities held after school hours, whether on or off the school campus, or in transit with a student group, team or club when the employee is in charge

- of the students or providing supervision.
4. Students, employees, and other persons using or having in their possession any artificial e-cigarette, water vapor cigarette or nicotine delivery device will be considered to be in violation of this policy.
  5. Failure to adhere to this policy will result in penalties as stipulated by the Board of Education.

### **Possession, Smoking, Use of Tobacco, and Other Electronic Delivery Devices**

In conforming to state law which prohibits the sale of cigarettes and/or electronic delivery systems to children under the age of 21 years of age, smoking and the use of tobacco will not be allowed at any school in the Marshall County System (including Marshall Technical School). This includes the possession and/or use of cigarettes, electronic cigarettes, vaping, juuling, and other delivery devices. A student will receive a written citation from a School Resource Officer or a Marshall County Sheriff's Deputy possession and/or distribution. The student will be required to attend court. A student will receive a school disciplinary consequence, and a Court System consequence determined by the judge.

#### **1st Offense**

##### **MCS**

Possession- 10 days in school suspension

Distribution- 5 days alternative school

#### **2nd Offense**

##### **MCS**

Possession- 5 days alternative school

Distribution- 15 days alternative school

#### **3rd Offense**

##### **MCS**

Possession- 10 days alternative school

Distribution- Suspension until hearing before the Marshall County Schools' Discipline Committee.

#### **4th Offense**

##### **MCS**

Possession- Suspension until hearing before the Marshall County Schools' Discipline Committee.

Distribution- Suspension until hearing before the Marshall County Board of Education.

**\*Offenses occurring on Marshall County School Buses are subject to additional bus suspensions.**

**\*\*Any vapes(s) that test positive for illegal substances(s) will fall under the guidelines of Drug/Alcohol Offenses.**

## **Vaping Offenses on MCS BUSES**

### **1st Offense**

Possession- 10 days bus suspension

Distribution- 20 days bus suspension

### **2nd Offense**

Possession- 20 days bus suspension

Distribution- 45 days bus suspension

### **3rd Offense**

Possession- 45 days bus suspension

Distribution- 90 days bus suspension- MCS Discipline Committee Hearing

### **4th Offense**

Possession- MCS Discipline Committee Hearing

Distribution- MCS Board of Education Hearing

**Note: tobacco products found in the possession of students will be confiscated.**

## **Substance Abuse by Students**

It is in the policy of the Marshall County Board of Education that any student found to be in possession of illicit drugs or drug paraphernalia or under the influence of illicit drugs, including alcoholic beverages, on any campus or during any school sponsored activity, at or away from school, shall be immediately suspended from school by the school principal or his/her designee. Possession includes, but is not limited to, the presence of the illicit substance on the student's person, in his/her school locker, in his/her possessions (book bag, purse or other personal articles) or in his/her automobile, motorcycle or other vehicle. The school principal shall make a report to the superintendent immediately, and if the violation is of serious nature, the superintendent shall set a date within ten days for an expulsion hearing to be held before the Marshall County Board of Education.

In the event that a student is found to be under the influence of or in possession of illicit drugs, the following procedures shall be followed:

1. The student shall be clearly informed by the principal or his/her designee of the offense with which he/she is being charged and of the evidence against him/her. Said student will be given an adequate opportunity to state his/her position regarding the alleged offense.
2. If, in the judgment of the principal or his/her designee, the student did commit the offense in question, said student shall be immediately suspended from school.
3. The principal shall immediately notify the student's parent or legal guardian of the

action taken, cause or causes for such action, and further action to be taken.

4. Appropriate law enforcement agencies will be contacted.
5. The student shall then be dismissed from school, but ONLY in the company of his/her parent or legal guardian or appropriate law enforcement officer.
6. Within a period of time not to exceed ten (10) days, the Board of Education shall hold a hearing in order to render a decision concerning the expulsion of the student. The Board of Education hearing relative to expulsion, as well as the preliminary steps concerning said hearing, shall comply with procedural due process criteria. If the Board determines that the charges brought against the student are valid, the student may be expelled from the Marshall County School System for up to one full year from the date of expulsion. Expulsion is here defined as removal of the name of a student from the attendance rolls of the school. In case of expulsion, the student will not be permitted on the campus of any school in this district nor will he or she be permitted to attend or participate in any school sponsored activities.
7. The superintendent of schools shall notify, in writing, the parent or legal guardian of the student of the action taken by the Board.
8. A student who is expelled may petition the Board for reinstatement prior to the beginning of the semester when the expulsion ends. At that time, a negative drug test analysis will be required for consideration of the Board for reinstatement.

### Violations/Consequences and Interventions

<b>Drug/Substance Abuse Testing- Positive Test Results and/or Possession</b>			
<b>Violations/Consequences</b>		<b>Interventions</b>	
<b>First Violation</b>	Student suspended from extra-curricular activities/competitions for 9 weeks.	<b>First Violation</b>	Parent and student must attend a conference with the school principal.
	Student suspended from parking on campus for 9 weeks.		Successfully complete substance abuse modules as determined by the MCBOE.
	Reinstatement requires a negative test and completion of required interventions.		Student must submit a negative drug test at 5 weeks and at 9 weeks at parent/guardian expense.
			Student and parent must meet with a Marshall County Juvenile Probation Officer.

			Student must agree to participate in all school-administered drug tests until graduation.
	**If a student does not want this option, the student will receive the same consequences/interventions as 2nd violation listed below.		Student must participate in behavioral counseling.
<b>Second Violation</b>	Student suspended from ( May not participate in) extracurricular activities for 1 year (365 days).	<b>Second Violation</b>	Parent and student must attend a conference with the school principal.
	Student suspended from parking on campus for 1 year (365 days).		Successfully complete an approved drug prevention program at the parent/guardian expense.
	Reinstatement requires a negative test and completion of required interventions.		Additional drug testing at parent/guardian expense.
<b>Third Violation</b>	Student suspended permanently from (May not participate in) extracurricular activities.	<b>Third Violation</b>	Parent and student must attend a conference with the school principal.
	Student permanently suspended from parking on campus.		Successfully complete a more intensive approved drug prevention program at the parent/guardian expense.
	No reinstatement permitted.		More frequent drug testing at parent/guardian expense.

### Imitation Controlled/Over-the-Counter Substances

Imitation controlled substances are defined in the Alabama Code § 20-2-141 as a substance, other than a legend controlled drug, that is not a controlled substance, which dosage unit appearance (including color, size, shape and/or markings), and by representations made, would lead a reasonable person to believe that the substance is a controlled substance. Possession, manufacture, distribution or advertisement of these substances is illegal and prohibited by the Marshall County Board of Education and the State of Alabama and are subject to legal action under Alabama Code § 20-2-143. The illicit possession or use of over-the-counter substances, including, but not limited to, white crosses, yellow jackets, caffeine pills or other similar substances will be considered a serious Class II Violation and subject to appropriate consequences as determined by the principal. Repeat offenses will be considered a Class III Violation and subject to expulsion by the Marshall County Board of Education.

### Corporal Punishment

The Board allows a reasonable corporal punishment of students under the following terms and conditions. Corporal punishment will be administered only as a disciplinary measure, with due regard for the age and physical condition of the student, and without excessive force. Corporal punishment will be administered by the school principal or his representative in the presence of another adult professional school system employee. Corporal punishment should not be administered in the presence of another student.

### **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. Suspensions will be counted as excused absences. Make up work will be permitted for such absences unless permitting such work under the circumstances would be impractical or impossible, would serve no purpose, would place school personnel at risk of harm, or would be unreasonable in light of the grounds for the suspension. 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.

### **Student Expulsion (including Students with Disabilities)**

Students may be expelled from school for offenses serious enough to warrant such action as provided in 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 parent 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 Individuals with Disabilities Education Act ("IDEA") and its implementing regulations.

## **Marshall County Alternative School**

Students with serious disciplinary problems at their home schools can be sent to the Marshall County Alternative School as an alternative to suspension or expulsion. This gives students the opportunity to continue with their academic assignments. The Alternative School is staffed with professional personnel. When behavior warrants, a principal can make an initial placement for a period of not less than three days but no more than 10 days. Longer-term placement can come from the Superintendent, Student Discipline Committee, an IEP Committee, the Board of Education or the Juvenile Court System. A student's work assignments will be prepared by his/her teachers at the home school and sent to the Alternative School. Upon completion of his/her work, it will be returned to these teachers to be graded.

When assigned to the Alternative School, the student:

- Is not allowed on any Marshall County School campus or school bus, unless the student is transported to school on a special needs bus.
- May not drive to Alternative School;
- Is not allowed to participate in or attend any school function; and
- Will receive the same lunch program that he/she does at the home school (free, reduced or paid). Lunch money must be paid at the Alternative School.

## **VII. Miscellaneous**

### **Permanent Records**

Student permanent records may be viewed by the parents. If you desire to see your child's permanent record you may get an appointment to do so. You will be required to sign a card which shall be placed in the record stating: (1) your name, (2) relation to student, (3) reason for view, (4) date and place of inspection.

### **Reports of Student Progress**

Reports of student progress are issued each grading period (nine weeks). Interim progress reports will be sent for all grades below 70.

## **Make-up Work And Tests**

Teachers provide students who have been absent for excused reasons an opportunity to make up missed assignments and tests. Teachers are not required to reteach the lesson missed. Students absent for unexcused absences are not allowed to make up work missed. Students who have excused absences are to make arrangements with teachers for make-up work and test immediately upon returning to school. The maximum length of time may be extended by the teacher and/or principal in cases of extreme hardship.

When a student is absent for just a few days, he/she should call a friend who has the same classes to find out what has been covered in class, homework assignments, tests, etc. For a prolonged absence (3 days or more), call the school office to obtain assignments.

## **Telephone Use And Student Messages**

The office telephone is not to be used by students unless special permission is granted by the principal or office secretary. Such permission will be granted only for urgent calls. Students will not be called out of class for phone calls unless the call is an emergency. All messages from parents directed to students during the day must go through the office. Messages should be kept to a minimum, but in cases of an emergency, the school personnel will be glad to convey any message.

## **Scheduling Personal Matters**

When students arrive at school they should take care of personal matters; using restrooms, getting water, getting money changed, buying supplies, etc. Students are not to leave the campus between classes or at breaks without permission from the principal. Appointments with doctors, dentist, etc. should not ordinarily be made during school time. In case it is necessary to check out of school, the check-out procedure outlined in this handbook should be followed.

## **Rights Of Noncustodial Parents**

Unless a court order specifically divests or deprives the natural parent of the right to receive information concerning the health, welfare and safety of their child, the noncustodial parent is entitled to any and all information concerning the health, welfare and safety of the child, including matters relating to education. The last date/issued court document on file in the principal's office will be followed in all custody matters.

If a non-custodial father or mother (natural parent only) requests permission to review a



student's file, to meet with the child's teacher or to participate in other relevant matters concerning the child's welfare, the school will cooperate within reasonable bounds. If a non-custodial parent requests to meet the child's teacher or with the principal, permission will be granted for a parent conference. However, permission will not be granted for the non-custodial parent to meet the child at school. If a parent conference is requested by a non-custodial parent, the meeting is to be held in the principal's office. The non-custodial parent is not to be given permission to go to the child's room and may not serve as a room mother or room father.

If a custodial parent seeks to stop or restrict the access of the non-custodial parent to the relevant information concerning the welfare of the child, this policy will be in effect until the court advises otherwise. On the other hand, if a noncustodial natural parent attempts to broaden these rights and insists on other privileges, they are to be refused unless the court directs otherwise.

The rights of parents in a divorce situation are set by the court, and the school does not wish to get involved any more than necessary. The school cannot grant more rights than the court has granted nor can it restrict rights any more than the court has restricted them.

If there are programs at school that are open for attendance by the general public, obviously they are open for attendance by the non-custodial parent.

## **Guidance And Counseling**

The Marshall County Board of Education is committed to offering a program of comprehensive developmental guidance for all students in grades PK-12. This program will consist of planned, purposeful and sequential activities that are both proactive and reactive in nature. Each student will be provided with the opportunity to learn the essential skills which will assist him/her in attaining his/her maximum potential in personal/social, educational and career/technical development. This will be accomplished through a variety of methods including the following: Individual and small group counseling; Large group counseling; Assessment of abilities, aptitudes and interests; Consultation with parents, staff and community groups; Educational and career/technical placement and follow-up; and, Referrals.

The major objectives of a comprehensive developmental counseling and guidance program are:

1. To help all students in the transition through normal life stage development and critical periods.
2. To convey a "NO-USE" message in regards to drugs, bullying and harassment, alcohol and tobacco through the development of skills aimed at making intelligent decisions, solving problems and handling peer-pressure.
3. To help all students to develop a positive self-concept and self-esteem.
4. To identify and assist those students who are "At Risk" of not finishing school by providing appropriate intervention activities.

5. To assist students in setting short term and long range goals, career exploration and receive information concerning the health, welfare and safety of their child, the noncustodial parent is entitled to any and all information concerning the health, welfare and safety of the child, including matters relating to education. The last date/issued court document on file in the principal's office will be followed in all custody matters.

School counselors are trained in different areas of counseling and provide different services and therefore are not able to provide therapy, psychological diagnoses, or medical diagnoses. School counseling is brief in nature (6 - 8 sessions) and is not intended to replace long term therapy. If the school counselor determines that the child would be best served by another form of intervention, the counselor will make appropriate recommendations for outside referral and discuss these options with the Mental Health Service Coordinator. The Mental Health Service Coordinator can provide guidance to students and families in identifying specific needs and finding the most appropriate community resources available to access the needs for that student.

### **Social Services and Social Emotional Learning**

Students acquire knowledge and skills through participating in social emotional learning which helps them develop healthy identities, manage emotions more effectively, and achieve personal goals. Social Emotional Learning (SEL) is crucial for the students to be successful in work, school, and home life. SEL allows the students to learn about social awareness, self-awareness, self-management, responsible decision making, as well as relationship skills. These relationship skills are related to making friends, communication with others, as well as understanding appropriate behavioral cues. These social skills are obtained through whole group instruction, screening tools, counseling within the classroom and small group discussions. Examples of these types of groups are available for viewing at any time on the student services web page. If the parent does not want a student to acquire better self awareness, self-management skills and not participate with others, the parent/guardian can provide written notification to the school principal revoking their child's participation in SEL programs.

### **Mental Health Services Coordinator**

The primary responsibilities of a Mental Health Service Counselor is to act as a liason, trainer, teacher, and organizer within the schools, districts, and community to support children and their families with mental health needs. The Mental Health Service Coordinator sets up counseling referrals for the students who need outside agency counseling through mental health services. The coordinator oversees comprehensive support for children with mental health challenges, chronic stress and trauma and handles crisis interventions within the school. The Mental Health Services Coordinator sets up counseling sessions for those students who need additional one to one counseling with a licensed professional.

### **School Social Workers**

School social workers help students, families, and teachers address concerns such as truancy, social withdrawal and isolation, overly aggressive behaviors, crisis intervention, acceptance of themselves and others, education on social emotional learning, and provide links between the home and school environment to prevent any barriers to learning. School Social Workers identify factors to help make the school a successful experience for students and can provide therapeutic services until mental health outside counseling has been set up.

### **Limitations to Participation**

All of the programs listed above are designed to allow students to acquire better self awareness, self-management, and social participation skills. For students under the age of fourteen, parents/guardians may limit and/or prevent their student's participation in these programs by providing written notification annually to the school principal and counselor. In the case of an imminent threat to the health of the student or others, appropriate action may be taken regardless of the written notification. Required policies such as Erin's Law and Jason Flatt Act may be taught through the school counseling program and an opt out option is not available for these policies. In accordance with Alabama state law (Code of Alabama, Section 22-8-4), students, 14 years of age or older, may provide consent for services without notification or permission from parents/guardians.

### **Parent-Teacher Conferences**

Teachers are available for parent-teacher conferences. Parents should contact the school via telephone or email for conference appointments one day in advance. If a student is having difficulty or not making an effort to complete required work, parents are encouraged to

telephone for a conference.

### **Check Cashing Policy & Bad Check Collection Procedure**

By law, schools are forbidden from cashing checks from any school fund. All checks written to the school must be written for the exact amount of purchase or applied to the student's account. For example, a check may be written for \$20.00 to the Child Nutrition Program to be credited to the student's lunch or breakfast account.

A non-sufficient fund (NSF) fee (\$29.00 as prescribed by law) will be charged to the check writer for all returned checks. If the check writer does not pick up and pay the NSF fee and the amount of the check within ten days of notification, the check will be turned over to the District Attorney's Worthless Check Unit. The bad check writer will be notified by the Unit and will be given the opportunity to voluntarily pay the total amount owed (which will include a \$94.00 D.A. fee). If the bad check writer fails to respond to the notification, a warrant will be issued. If arrested, court fees of \$275.00 are also added to each bad check case brought to trial.

When a student who is a minor writes a bad check, the parent or guardian will be contacted before any other action is taken.

### **School Office**

The school office is a place for conducting school business and order will be maintained as if it were a classroom. Students are not to bring food or drinks into the school office.

### **Fund Raising Projects**

All fund raising projects must have approval of the superintendent. Fund raising activities will not be conducted that interfere with the regular instructional day. Activities of educational value may be approved by the superintendent. Selling of any kind will not be allowed on the school campus without permission of the superintendent.

Food items purchased or provided free during school hours must meet Federal and State Nutritional Guidelines.

### **Items Purchased or Sold at Individual Schools**

All items purchased or sold in the individual schools of the Marshall County School System shall be purchased or sold based upon the value delivered in quality, service and educational experience and shall reflect that which is in the best interest of the student and the school.

The work related to these purchases, promotions, distribution and collection of monies shall be provided in such manner that it does not interfere with the educational process.

It shall be the responsibility of the individual school principal to see that the student, parent and school shall receive the best value possible for the money expended and to see that this policy is carried out in his or her individual school.

All expenditures made by individual schools of monies raised at athletic events, snack bars or other non-tax sources must comply with the competitive bid laws as does any purchase made that involves tax sources of the federal, state or local government.

Food items purchased or provided free during school hours must meet Federal and State Nutritional Guidelines.

### **Lockers**

Although a student may have control of his/her locker against his/her fellow students, his/her possession is not exclusive. The school policy is to reserve the right to search a student's locker. Any locker search must be approved by the principal. The principal will authorize such a search if there is reason to believe that something is concealed there that is detrimental or harmful to the student or other students, or something that is illegal. Locker fees are \$5.00 per year.

### **Lost and Found**

All articles found on the campus should be turned into the office. The owner may claim the article upon identification. Articles will be retained in the school for a two week period only. The school is not responsible for items lost by a student at school.

### **Fire Drills**

Three short bells or the sound of a fire horn is the signal to evacuate the building in case of a fire. When the alarm is sounded, each teacher will lead their class from the building through a designated exit. One long bell will be the all-clear sign to return to the building.

The following rules must be observed during a fire drill:

- Be quiet
- Walk as swiftly as possible, but do not run
- Leave books and coats in room
- Leave by the nearest exit, in the event you are not in your scheduled class when the bell rings
- Close windows and doors before leaving
- Teachers will then call roll and report any missing students to the principal

## **Severe Weather Drill**

A severe weather drill will be signaled by a long ringing of the bell, followed by a short ring of the bell.

The following rules must be observed during tornado drills:

- Be quiet
- Leave all articles in the room with the exception of one (1) textbook
- Walk as swiftly as possible, but do not run to a designated area
- Close windows and doors before leaving room;
- Teachers will check roll and report any missing student to the principal
- Students will sit in the floor, with knees up and a book covering their head

## **Severe Weather-School Closings**

In case of severe weather, snow, ice, etc. the official announcement for school closings will be made utilizing the school system's automated calling system, social media and local television/radio stations. Please ensure that your child's school has your accurate contact information.

## **Early Dismissal Of School**

Parents should be sure that both the teacher and child knows where the child is to go if we have to dismiss early for any reason.

## **Lockdown Procedure**

Parents will be notified by the school's automated calling system if unscheduled lockdown procedures are implemented. The automated call will be made after the situation is under control.

## **School Meal Programs**

All students are to go to the cafeteria with their class at the appointed time. Loud, abusive talk, throwing of food, or destruction of equipment will not be tolerated. Every student is responsible for his/her own tray and must not leave it on the table. Lunches brought from home are to be eaten in the cafeteria. All trash is to be deposited in the receptacles provided. Students are not allowed to break cafeteria line with or without the permission of a person in front of whom they break. Please help keep the cafeteria neat and orderly!

Schools will participate in available school meal programs, including the National School Breakfast Program, National School Lunch Program, grants as received, and the Summer Food Service Program. Reimbursable school meals meeting the program requirements and nutritional standards established by applicable state and federal regulations will be served. With the exception of exempt fundraisers, all foods and beverages sold on campus will be compliant with the USDA Smart Snacks in Schools standards.

Food items in competition with the CNP scheduled meal time may not be sold or provided free of charge to students. Food and beverages may not be sold on a school campus one hour before and one hour after CNP meal periods. After being seated with their meal, students must have a minimum of 15-20 minutes to consume their meal. The Board will allow the marketing of only the foods and beverages that meet nutrition standards for foods sold in schools. Students are not allowed to bring fast food meals into the cafeteria during breakfast or lunch unless these items are contained in an unidentifiable container.

Marshall County Schools is implementing IDconnect finger identification system. This system gives your child complete control of their identity and prevents others from stealing their vital information. The school is the only one who will have access to this system. It is kept there and is protected by many levels of passwords and encryption. You have the ability to opt-out of using the system and your child can still use their current ID method. To opt-out please mail us a letter with your name, your child's name, and your school to the address below. NOTE: By opting out your child is at risk of having their ID stolen, losing vital information.

Marshall County Board of Education

ATTN: Casey Partain

12380 US Highway 431 South

Guntersville, AL 35976

### **School Breakfast Requirements**

The meal pattern for school breakfast is established by the United States Department of Agriculture. USDA requires that four meal components be offered at breakfast. A grain, fruit, milk, and additional item will be offered. Students must select a minimum of three meal components in order for the meal to be a reimbursable meal. One of the components selected must be a fruit or vegetable.

## **School Lunch Requirements**

The meal pattern for school lunch is established by the United States Department of Agriculture. USDA requires that five meal components be offered at lunch. A meat, grain, vegetable, fruit, and milk will be offered. Students must select a minimum of three meal components in order for the meal to be a reimbursable meal. One of the components selected must be a fruit or vegetable.

## **School Meal Prices**

All reimbursable student meals for school year 2024-2025 will be served free of charge.

## **Online Meal Account Payments**

While one reimbursable breakfast and one reimbursable lunch per student will be available free of charge each school day, extra items can be purchased in our cafeterias. Parents may manage student's meal accounts on-line by accessing [www.MySchoolBucks.com](http://www.MySchoolBucks.com). There is no cost to create a secure account to view and monitor a student's account. The parent can create settings to receive email notifications when the account reaches a low balance.

For a small program fee, a prepayment can be made into a student's meal account using a check, credit card, or debit card. Funds deposited are usually available for student use within a matter of minutes. An option is available to automatically replenish a student's account when it reaches a low balance.

## **Unpaid Meal Charge Policy**

Unpaid meal charges are viewed by the United States Dept. of Agriculture (USDA) as bad debts. Bad debts must be written off as operating losses; this particular operating loss may not be absorbed by the non-profit school food service account (NSFSA), but must be restored using non-Federal funds. Due to **Marshall County School System** sponsoring the USDA Community Eligibility Provision (CEP), one reimbursable meal for breakfast and lunch will be available at no cost to all enrolled students in our district each day. However, students will not be allowed to charge for second meals or a la carte items and adults will not be allowed to charge for any meals/a la carte items. Therefore, no charges should occur within the Child Nutrition Program.

## **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.



Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), (AD-3027) found online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Healthy Snacks For School Parties & Activities

Students are taught in classrooms about good nutrition and the value of healthy food choices. However, many times foods served in the classrooms, in the case of a class party, are low in nutrients and high in calories. This sends them a mixed message – that good nutrition is just an academic exercise that is not supported by school administration and is not important to their health or education. To send the right message, administrators, teachers, parents, and students need to promote healthy lifestyle principles, replacing unhealthy food offerings with healthy ones for school parties and other school activities. The Alabama Department of Public Health Nutrition and Physical Activity Unit recommends commercially prepared and sealed party snacks.

School activities or parties where food is served, **must not** be conducted during or in place of school lunch or breakfast service.

## Communicable Disease

The Marshall County School System will work cooperatively with local and state agencies to enforce and comply with applicable health codes for the prevention, control and containment of communicable diseases in schools.

#### Authority to Exclude Student or Staff Member:

The superintendent (or his/her designee shall have the authority to exclude any student or staff member with a communicable disease or parasite known to be spread by any form of casual contact and considered a health threat to the school population. Such a student or staff member shall be excluded from schools in the Marshall county School System for a period of time as may be prescribed by the local Health Department, school nurse or a physician. Examples include but are not limited to the following: Chickenpox, Influenza, Hepatitis, Impetigo Tuberculosis, Ringworm, Scabies, Strep throat, Conjunctivitis (pink eye), HIV, Lyme disease, Measles, Pertussis (whooping cough)

For the ADPH Communicable Disease Chart for Alabama's Schools with school exclusions:

<https://www.google.com/search?q=adph+communicable+disease+in+school&oq=adph+communicable+disease+in+school&aqs=chrome..69i57j0j7&sourceid=chrome&ie=UTF-8&scrllybrkr=311af021&safe=active&ssui=on>

#### Certificate of Immunization:

A certificate of Immunization against disease designated by a state health officer shall be required before a student can be enrolled initially in school of the Marshall County School System.

#### Procedures for Handling of Blood or Body Fluid:

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids with the school setting. School personnel will be trained in the proper procedures for handling blood and body fluids and these procedures will be strictly adhered to by school personnel.

#### Confidential Information:

All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information.

## **Lice Information**

### **Lice Policy:**

Marshall County Schools follow the recommendations of the Alabama Dept of Public Health Center of Disease Control; and the American Academy of Pediatrics.

### **Purpose:**

Head lice are the cause of unnecessary days lost from school and work. The American Academy of Pediatrics along with the CDC and the ADPH maintain that while head lice are a significant nuisance problem, they are not a health hazard, nor responsible for the spread of any disease. Based on current research and clinical reports, Marshall County Schools has updated its guidelines for managing nits and lice within the school setting.

### **Goals:**

To minimize school absenteeism

To provide health information for treatment and prevention to parents/guardians.

### **Procedure:**

Schools will not perform routine school wide head lice screenings. However, should multiple cases be reported, the school nurse will identify students most likely to have been exposed and arrange to have that population of students examined.

If a student is found to have lice or nits, the parent/guardian will be notified.

If the student has live head lice, the student should not remain at school and may not return to school until treatment is completed and no live lice remain. Evidence that such treatment steps have been taken shall be required prior to the student's readmission to school. Evidence may include a determination (after examination by the school nurse that there has been improvement (meaning reduction/elimination of head lice and nits) since the parent was notified. Those students who have received proper treatment and are lice free are permitted to return to school the next day. No more than (2) calendar days absence from school will be considered excused.

When a student who has had live lice infestation returns to school the student must be transported by the parent/guardian. The student will not be allowed to ride the school bus or attend class until he/she has been examined by the school nurse or a trained staff member. If live lice still remain, the student will not be allowed to stay and the parent/guardian will be re

instructed concerning treatment. The student will be excluded from school until he/she has been treated with a recommended pediculicide and treatment is complete and the student is free of head lice. Should the student still have remaining nits after appropriate lice treatment, he/she may return to class. However, parents should be advised to closely follow the label direction on the pediculicide. Many products require a second treatment to prevent reinfestation.

A student who is identified as having nits (eggs) but not live head lice infestation will be re-examined after 5 days of the initial identification. If nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits. The school nurse may exclude students until the treatment is deemed satisfactory. The school nurse will keep accurate and confidential records of students infested with head lice or nits.

If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the school nurse or staff member will notify the school principal.

### **Dispensing Medication**

In order to assure safety in the administering of medications in the school setting, the following guidelines will be followed in the administration of medication to students in the Marshall County School System:

1. Parents should, whenever possible, administer all medication before and after school unless otherwise prescribed by a doctor.
2. Should a student need to take medication at school, the medication must be administered in the office by trained staff member or the school nurse. The student must consume his/her medication in the presence of said staff member. The medication must be brought to the office, in the original prescription bottle with the signed school form. The form, signed by the parent and the physician if medicine is prescribed by a physician, states the name, time and amount of medication to be administered.
3. Over the counter medication (OTC) – If ten or more dosages are administered to a student in a thirty calendar day period, a prescription from the physician will be required. All OTC medications will be handled in the same manner as prescription medications.
4. Field Trip – The medication assistant or parent will accompany the child on the field trip to administer medications. With any invasive medication, arrangements will be made to ensure adequate safety and care.
5. Emergency Situations – In the event of a school building evacuation, 911 services will be

notified for any medical emergency.

6. The school nurse is responsible for each individual school will check the medication administered from the school office and at the time the medication is to be administered.
7. Required medication forms include, but are not limited to, the following:
  - Physician/Parent Authorization form
  - Asthma forms for self administration daily record
  - Medication administration daily record
  - Medication expiration verification form
  - Medication expiration verification calendar for expiration form

Parent will be notified to pick up any expired medication throughout the school year and any remaining medications the student may have at the end of the school year. All medication picked up will need to be signed out by the parent. Medicine will not be sent home with the student. Any medication that is not picked up will be disposed of at the end of the school year.

### **Illness, Injury And Insurance**

If a student becomes ill at school, he or she should report his or her sickness to the teacher in charge so appropriate action can be taken. The school will not assume the expense for any injury at school or during participation in a school activity. School insurance is available to all students at a very nominal rate and all students are encouraged to take this coverage. Expenses incurred by injury not covered by school insurance will be the responsibility of the parents.

### **Health Services**

The Marshall County Board of Education is committed to providing health services as required by the Registered Nurses Required in Public Schools Law (Act. 98-672). Registered Nurses (R.N.'s) are employed as school nurses by the Board of Education to coordinate health services for students in grades kindergarten through twelve. Services provided include, but are not limited to, the following:

- Providing Health Screenings as follows:
  - Vision and hearing screening as needed; Scoliosis screening for students in grades 5-9;
- Professional development activities for school staff including, but not limited to, the following:
  - Standard Precautions for handling body fluids, etc.; Dispensing medications;
  - Health issues, such as, diabetes, seizures, communicable diseases CPR and AED use;
  - Speaking to classroom and parent groups concerning hygiene, nutrition, communicable diseases, drug education, abstinence and other health issues;
  - Performing invasive procedures as required;
  - Supervising any Licensed Practical Nurse (LPN) which may be employed by the Board;
  - Serving as a resource during school safety, emergency or crisis situations;
  - Making home visits regarding health related matters;

- Handling emergencies in regard to diabetes, seizures, injuries, asthma, anaphylactic shock, etc.
- Coordinating the development, implementation and evaluation of Individual Health Care Plans (IHP) for students with special health needs.

Needles, EpiPens, other “sharps” and any materials considered as a biohazard used at school must be disposed of in an approved biohazard receptacle. The Registered School Nurse serving each school will be responsible for disposing of these materials at a hospital or other approved facility as needed.

The Marshall County Board of Education will not comply with “Do Not Resuscitate” (DNR) orders. Emergency procedures will be followed for any student who requires Cardiopulmonary Resuscitation (CPR) or other life saving measures. Ambulance services and/or 911 will be called immediately.

Ref: Ala. Act 98-672

### **Flowers And Balloons**

Flowers and balloons are a distraction and should not be sent to school. These are not allowed on school buses.