

# STUDENT CODE OF CONDUCT



## **Vision**

*Focused on Success for ALL*

## **Mission**

*Empowering Students for Lifelong Success*

# 2025-2026

## TABLE OF CONTENTS

I.	<b><u>GENERAL INFORMATION AND NOTICES</u></b>	
	EQUAL EDUCATIONAL OPPORTUNITY STATEMENT.....	2
	JURISDICTION OF THE BOARD OF EDUCATION .....	2
	PARENTS' RIGHT TO KNOW .....	3
	PPRA NOTICE .....	3
	FERPA NOTICE.....	4
	WEATHER INFORMATION .....	5
	SPECIAL EDUCATION CHILD FIND .....	6
	SECTION 504.....	6
	GIFTED EDUCATION .....	6
	ALABAMA ASBESTOS MANAGEMENT PROGRAM .....	7
	REGISTERED SEX OFFENDER ON CAMPUS OR AT ACTIVITIES.....	8
II.	<b><u>GENERAL BOARD POLICIES AND PROCEDURES</u></b>	
	VERIFICATION OF RESIDENCY .....	8
	ATTENDANCE.....	10
	SEMESTER TEST EXEMPTION .....	11
	EARLY WARNING PROGRAM .....	11
	TARDIES .....	12
	CHECK-OUT / CHECK-IN .....	12
	EXTRACURRICULAR ACTIVITY PARTICIPATION .....	13
	ANNUAL NOTIFICATION REGARDING SCHOOL PROVIDED OR SPONSORED MENTAL HEALTH SERVICES .....	15
	MEDICATION.....	15
	MENINGOCOCCAL DISEASE AND VACCINE.....	15
	HEAD LICE .....	16
	STUDENT BULLYING PREVENTION ACT .....	18
	SEXUAL DISCRIMINATION AND HARASSMENT POLICY .....	29
	TITLE IX NOTICE .....	20
	RACIAL HARASSMENT POLICY .....	21
	COMPLAINT / GRIEVANCE .....	22
	SEARCH AND SEIZURE .....	24
	VEHICLES ON SCHOOL CAMPUS .....	25
	SECLUSION AND RESTRAINT .....	25
	STUDENT TECHNOLOGY ACCEPTABLE USE .....	27
	CELL PHONE .....	31
	DIGITAL DEVICES.....	32
	DIGITAL DEVICE DURING SECURE TEST.....	32
III.	<b><u>CODE OF STUDENT CONDUCT</u></b>	
	DISCIPLINARY METHODS AND PROCEDURES .....	34
	PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT.....	34
	DISTRICT MODEL FOR CLASSROOM MANAGEMENT .....	35
	DISCIPLINARY ACTIONS BEYOND THE CLASSROOM .....	36
	CLASSIFICATION OF VIOLATIONS .....	38
	NO-FIGHT POLICY .....	43
	GROOMING AND DRESS CODE .....	44
	STUDENT DUE PROCESS .....	45
	DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES .....	46
	STUDENT SAFETY ON SCHOOL BUSES .....	46
	IT'S THE LAW .....	49
IV.	<b><u>PROMOTION/RETENTION/GRADUATION/RANKINGS</u></b>	
	PROMOTION/RETENTION GUIDELINES.....	50
	GRADUATION/DIPLOMA REQUIREMENTS.....	51





## **Aspiration**

The Calhoun County School System aspires to be a world-class educational system preparing all students to be globally competitive for career, for college, and for life in the twenty-first century.

### **Vision Statement-*Focused on Success for ALL***

The Calhoun County School System strives to provide a high-quality education by focusing on the value of learning, ensuring success among students and staff, and maximizing potential as we prepare our students to be productive citizens of our community and the world.

Calhoun County Schools Technology Department envisions all students being actively engaged and having access to the technology resources and tools needed to support and enhance education. Additionally, the staff of Calhoun County Schools will have training opportunities and support needed to utilize and implement technology.

### **Mission Statement-*Empowering Students for Lifelong Success***

The Calhoun County School System strives to reach and promote the needs of every child in terms of their abilities, learning styles, interests, and diversities. Working in collaboration with all stakeholders, the Calhoun County School System challenges all students to reach their highest levels of achievement through rigorous, high-quality instruction while providing a safe and positive environment.

### **Through the combined efforts of all stakeholders the Calhoun County School System will:**

- Make our schools centers of learning opportunities, readily available for the surrounding families and residents of our communities.
- Recognize and nurture students as individuals with unique abilities, learning styles, and distinct educational needs.
- Prepare our students, as well as our staff, with the ability to use technology as a tool for communication and lifelong learning in order to succeed in the 21<sup>st</sup> century.
- Set a uniform standard for high academic, social and physical skills.
- Sustain and monitor benchmarks of success in order to increase student achievement.
- Provide a safe and caring learning environment, one that values diversity, collaboration, and risk-taking.

## 2025-2026 STUDENT HANDBOOK AND CODE OF STUDENT CONDUCT

### **I. GENERAL INFORMATION AND NOTICES**

#### **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It shall be the policy of the Calhoun County Board of Education that all students, without regard to status (e.g., homeless, limited English proficient, migrant, etc.), will be provided a free and appropriate public education, including equal and appropriate educational opportunities and support services, to enable them to achieve state and local content and achievement standards. Pursuant to such policy, the Calhoun County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries, concerns, or complaints may be directed by mail to PO Box 2084 Anniston, AL 36202.

Title I, II, III, IV Dr.  
Derrell Calloway  
256-741-7450

Discipline Hearing Officer  
Dr. Derrell Calloway  
256-741-7450

Title IX  
Dr. Laura Knighton  
256-741-7410

Compliance Officer  
(Non-Title IX Complaints)  
Ms. Wendy England  
256-741-7434

Section 504  
Dr. Shannon Romano  
256-741-7433

#### **JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in Calhoun County Schools are subject to the policies of the Calhoun County Board of Education and to the rules and regulations of the schools. In addition, the authority of the school officials to control student conduct off school grounds and outside school hours is well settled in the law.

When students are engaged in school-sponsored activities held off-campus and/or after school hours, the authority of school officials is the same as if such activities took place during school. This authority applies to all school-sponsored activities on school property or at other establishments used by the school or school organization, including but not necessarily limited to the following: transportation on school bus or by private automobile; field trips; athletic functions; club and organization meetings; school-sponsored social events; school groups representing the school system in educational events; and all activities where appropriate school personnel have jurisdiction over students. Similarly, all school regulations and prohibitions shall apply to automobiles driven or parked on school property or at establishments used for school activities. Jurisdictional control over the student shall also be extended to the immediate vicinity of the school when the conduct of the student is detrimental to school property or to the health, safety, and welfare of school personnel and students.

In addition, upon approval by the Superintendent, the school may exercise jurisdiction to discipline students for off-campus conduct unrelated to school activities under appropriate circumstances. Disciplinary actions, up to and including suspension, alternative placement, or expulsion may be imposed for serious misconduct away from campus, whether or not school is in session when such conduct occurs, if after investigation by school officials such off-campus activity may be reasonably interpreted to directly threaten the ability of the district to maintain a safe, orderly and disciplined educational environment. This policy is not limited to school-related events.

## PARENTS' RIGHT TO KNOW

Under ESSA, Sec. 1112(c)(6), each local educational agency (LEA) supported with Title I funds will ensure that all teachers and paraprofessionals working in a program supported under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

Under ESSA, Sec. 1112(e)(1)(A), at the beginning of the school year, each LEA supported with Title I funds shall notify parents that *they may request*, and the LEA will provide on request and in a timely manner, information regarding the professional qualifications of the students' classroom teachers, including:

1. Whether the student's teacher:
  - Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
  - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications, including state requirements:
  - Secondary school diploma or its recognized equivalent.
  - Completed two years of study at an institution of higher education.
  - Obtained an associate's (or higher) degree.
  - WorkKeys Assessment.
3. ESSA, Sec. 112 (e) (1) (B), additional information. In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part *shall provide* to each individual parent of a child who is a student in such school, with respect to such student:
  - Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.
  - Timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teachers has been assigned.

If you would like to know more information, please contact your local school.

## PPRA NOTICE

The **Protection of Pupil Rights Amendment (PPRA)** affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent** before students are required to participate in a survey funded by the U. S. Department of Education, if the survey concerns one or more of the following areas of protected information:

1. Political affiliations or beliefs of student or parent
2. Mental or psychological problems of student or parent
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with close family relationships
6. Legally recognized privileged relationships (lawyer, doctor, minister, etc.)
7. Religious practices, affiliations, or beliefs of student or parent
8. Income, other than as required by law for program eligibility

**Receive notice and opportunity to opt out of:**

1. Any other protected information survey, regardless of funding
2. Any non-emergency invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, AND not necessary to protect the immediate health and safety of a student (except hearing, vision, or scoliosis screening or other exam permitted or required by state law)
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect** upon request and before administration:

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purpose
3. Instructional material used as part of the educational curriculum

Our district will develop policies regarding these rights and procedures to protect student privacy in the administration of protected surveys and in the collection, disclosure or use of personal information for marketing, sales or other distribution purpose. We will notify parents of these policies at least annually at the start of each school year and after any substantive change. We will also directly notify parents and eligible students at least annually of the specific or approximate dates of the following activities and provide an opportunity to opt out of participation: collection, disclosure or use of personal information for marketing, sales, or distribution; administration of any protected information survey not funded by the US Dept. of Ed.

### **FERPA NOTICE**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit a written request that identifies records they wish to inspect. The parent or eligible student will then be notified of the time and place where records may be inspected.
- (2) The right to request amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. The parent or eligible student should write to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the school district decides not to amend the record, the parent or eligible student will be notified and advised of the right to a hearing and the procedures for such hearing.
- (3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to school officials within the school district with legitimate educational interests. A "school official" is a person employed by the Board as an administrator, supervisor, teacher, or support staff member (including health staff and security / law enforcement personnel); a member of the School Board; a person or company with whom the school board has contracted to perform a special task (such as an attorney, auditor, therapist, or medical consultant); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or otherwise assisting in the performance of official school tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record to fulfill his or her professional responsibility. Further, the school district discloses education records upon request to officials of other school district(s) or institution(s) in which the student seeks or intends to enroll.

The school district may also disclose **Directory Information** without consent, unless you have advised the district to the contrary in accordance with district procedures. Calhoun County Schools designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and student photograph. In addition, federal law requires local educational agencies receiving certain federal funds to provide military recruiters, upon request, with the names, addresses and telephone listings of students, unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

**Calhoun County Schools may disclose directory information from your child's education records as noted above, unless notified in writing by you by September 1 of each year that you do not want directory information disclosed without your prior written consent.**

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. (Family Policy Compliance Office; U.S. Dept. of Education; 400 Maryland Avenue, SW; Washington, DC 20202-4605)

## **WEATHER**

Calhoun County Schools will continue to ensure that our students are as safe as possible during severe weather events. Procedures have been put in place to effectively accomplish this endeavor.

### **TORNADO WARNINGS:**

The National Weather Service has developed a method of identifying specific areas that are in danger of a tornado. In the past, the entire county was placed under a tornado warning if a tornado was identified anywhere in the county. Today, a polygon is determined by the National Weather Service which narrowly identifies the area of danger. Currently, Calhoun County E.M.A. will sound the weather sirens for the entire county if any portion of the polygon enters Calhoun County. In the event of tornado warnings within the county, the following procedures have been established:

A series of LEVELS have been developed to give the principal at each school as much information as possible as quickly as possible. Each Level describes the potential weather hazard and safety measures the principal may take.

**LEVEL ONE:** A polygon has entered Calhoun County but your school is not within the boundaries of the polygon nor should it be within the boundaries if the polygon is extended on its current path.

**LEVEL TWO:** A polygon has entered Calhoun County but your school is not within the boundaries of the polygon. The extended polygon boundaries should encompass your school in the very near future.

**LEVEL THREE:** A polygon has entered Calhoun County and your school is within the boundaries of the polygon.

**LEVEL FOUR:** A polygon has entered Calhoun County and your school is within the boundaries of the polygon and the identified tornado is in the close proximity of the school.

Parents should be aware that during **LEVEL THREE or FOUR the principal may choose to lock the doors** to the school and cease checks out due to the potential danger to the students and staff. It is highly unlikely once school begins that there will be an early dismissal due to the possibility of tornadoes. Our students are housed in buildings that are stronger than most homes. Many of our parents work and might not learn of an early dismissal. This would cause some of our younger students to be at home without supervision and a storm on the way. The administration feels that it is safer to have the children remain at school in the safe area rather than sending some home alone. Parents may check out their children unless the principal has decided to stop the check-out process in LEVEL THREE or FOUR.

Generally, all transportation movements will cease if any portion of Calhoun County is under a tornado warning. It is possible that under certain circumstances transportation movements may continue, but only with the approval of the Superintendent.

**SNOW:** The timing of a snow event is critical. If the snow event occurs overnight, every effort will be made to have a decision regarding whether schools will operate as soon as possible after conferring with EMA and local law enforcement. Area media will be notified and information will be made available on the school system's social media outlets.

## **SPECIAL EDUCATION CHILD FIND**

The Calhoun County School System attempts to ensure that all children residing within the jurisdiction of the Calhoun County School System, birth to twenty-one, regardless of the severity of their disability and who need special education and related services, are identified, located and evaluated. Child Find applies to children who attend private schools, including religious schools within the Calhoun County School System jurisdiction, highly mobile children with disabilities (i.e. migrant and homeless children), and children who are suspected of having a disability and are in need of special education even though they are advancing grade to grade. Child Find also includes a practical method of determining that eligible children with disabilities are receiving needed special education and related services. Child Find activities will be conducted on a continuous basis. Anyone who wishes to inquire about the availability of services, or wishes to make an official



referral, may do so by contacting: Student Services Director, Dr. Shannon Romano – (256) 741-7433, P.O. Box 2084, Anniston, AL 36202.

### **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. In order to comply with Section 504 and its implementing regulations, the Calhoun County Board of Education recognizes its responsibilities to avoid discrimination in policies and practices regarding its personnel and students and to make accessible to persons with disabilities its facilities, programs, and activities. The Calhoun County School System attempts to ensure that qualified students within its jurisdiction who are disabled within the definition of Section 504 are identified, evaluated, and provided a free appropriate public education (FAPE). Students identified and determined to be eligible under Section 504 shall be afforded access to appropriate educational services. Students may be disabled and eligible for services under Section 504 and this policy even if they do not qualify for or require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students who are eligible for services under IDEA shall be served under existing Special Education programs. As used in board policy and in any implementing Procedural Guidelines, “an individual with a disability” means a person who has, has a record of, or is regarded as having a physical or mental impairment which substantially limits one or more major life activities. Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Anyone who wishes to inquire about the availability of services, or wishes to make an official referral, may do so by contacting:

Dr. Shannon Romano (256) 741-7433 PO Box 2084, Anniston, AL 36202

### **GIFTED EDUCATION**

The Calhoun County School System’s gifted program includes exploration of topics not ordinarily emphasized in the regular curriculum. Gifted students receive training in cognitive and affective process skills and participate in opportunities for student investigation of real problems. The program provides the least restrictive outlets for meeting the individual needs of students who are exhibiting characteristics such as:

1. Above average ability
2. Task commitment
3. Creative behavior

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

**REFERRAL:** A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student’s abilities. Standard referrals may occur at any time for students in grades K-12. Referrals are begun by contacting the Gifted Referral Screening Team (GRST) at each school. These teams are chaired by the school counselor(s). Parents must be informed when students are referred. All second grade students will be observed as potential gifted referrals using a gifted checklist provided by the State Department of Education.

**BASIC ELIGIBILITY:** An Eligibility Determination Team (EDT) determines eligibility of students for gifted services. This team consists of all teachers of the gifted, the program coordinator, and a psychometrist when appropriate. A student may be considered automatically eligible for gifted services when the obtained full scale/composite IQ score on an individually administered test of intelligence (NOT a screener) is two standard deviations above the mean or higher. When students do not meet the automatic criteria for eligibility, a matrix of multiple criteria is utilized to determine eligibility. Information gathered in the areas of Aptitude, Characteristics, and Performance are considered in the matrix.

For information contact: Student Services Director, Dr. Shannon Romano (256) 741-7433 or Ms. Melody Bennett – (256) 741-7430 P.O. Box 2084, Anniston, AL 36202 The Complaint/Grievance Procedure will provide a process for prompt and fair resolution of complaints.

**ALABAMA ASBESTOS MANAGEMENT PROGRAM:  
NOTIFICATION OF PARENTS, TEACHERS, AND EMPLOYEES**

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). This law requires all local education agencies to identify asbestos containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers into the environment. In order to comply with this law, all of our schools have been inspected and management plans have been developed by an accredited engineering firm. The management plan is a routine document required by law, which describes in detail the inspection findings and various approved methods of dealing with ACM. The management plan and the result of each inspection are on file at the Central Office and at each principal's office. You may review these reports during office hours. If you have questions concerning our management plan, you may contact Randy Reaves, Safety and Security Director, at (256) 741-7444.

**REGISTERED SEX OFFENDERS ON CALHOUN COUNTY CAMPUS OR ACTIVITIES**

Supervision of Low-Risk Juvenile Sex Offenders-Pursuant to Annalyn's Law, the Superintendent shall be notified by local law enforcement when a low risk juvenile sex offender is enrolled or attending school within the Board's jurisdiction for the purpose of appropriate supervision, according to board policy, during the school day and during school activities.

**Adult sex offenders** who have been convicted of a sex offense involving a minor shall:

- Notify the principal of the school, or his or her designee, of the intention and the legitimate purpose for being on campus before entering a Calhoun County K-12 School property or attending a Calhoun County K-12 School activity. Adult sex offenders who have been convicted of a sex offense involving a minor shall not be granted permission to be on a Calhoun County K-12 School property or attend a Calhoun County K-12 School activity unless a legitimate purpose exists. Notification Forms are located on the Calhoun County School's Website: [www.calhouncountyschools.al.us](http://www.calhouncountyschools.al.us) under the heading: Our District – Policies and Reports. These Notification Forms can be emailed directly to the school Principal or printed off and mailed via the U.S. Postal Service. Immediately report to the principal, or his or her designee, when arriving on a Calhoun County K-12 School property or when attending a Calhoun County K-12 School activity.
- Cooperate with any efforts undertaken by the principal of the school, or his or her designee, to discreetly monitor the sex offenders' presence while on a Calhoun County K-12 School property or when attending a Calhoun County K-12 School activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students within grades K-12 are the primary intended audience including, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies. Adult sex offenders who have been convicted of a sex offense involving a minor have a duty to comply with this policy, and it shall not be construed as imposing an affirmative duty of any kind on the school principal, his or her designee, or any other employee, agent, or representative of the school or school system. [Reference: Alabama Code 15-20A-17]

If you have questions concerning this policy, you may contact Randy Reaves, Safety and Security Director, at (256) 741-7444

## **II. GENERAL BOARD POLICIES AND PROCEDURES**

### **VERIFICATION OF RESIDENCY**

The following procedures shall apply in verifying a student's residency within the Calhoun County School District and /or within a particular school attendance zone.

Proof of Residency at Time of Enrollment-Upon application for enrollment, the custodial parent or legal guardian shall complete the required residency questionnaire and provide acceptable proof of residency subject to the following terms and conditions:

- A. Acceptable proof of residency shall normally consist of the following:
  - 1. A current utility bill (electric bill ) in the name of the parent / guardian **and**
  - 2. A lease agreement, mortgage statement, or additional utility bill in the name of the parent /guardian (or such similar documentation as school officials shall deem acceptable).

In cases of dual occupancy with another family (i.e., where the name of the parent / guardian is not listed on utility bill, lease agreement, or other documentation) acceptable proof of residency must be provided in the name of the parents and the host resident / caregiver. In order to verify the dual occupancy situation, school officials may conduct home visits and / or request execution by the parent / guardian of a confidential *Release of Utility Account Information* form. In the event a student is identified as homeless under the *McKinney-Vento Homeless Assistance Act*, enrollment procedures associated with the Act will apply and the family will be referred to the system's Homeless Liaison.

Annual Update of Residency Information-At the beginning of each school year, submission of updated proof of residency in the form of a current utility bill (electric bill preferred) will be required.

Reports, Investigations, and Appeals of Suspected Non-Compliance-Concerns about residency non-compliance may be prompted by third-party reports, student reports, and anonymous tips, returned mail, bus-driver / staff observations, or other information sources. School personnel should promptly report any such concerns to school administrators. Suspected non-compliance issues will be documented and investigated in accordance with the following procedures:

- 1. Updated proof of residency shall be requested. If appropriate documentation is not supplied or if the parent / guardian acknowledges that the family is residing out of district, the parent / guardian shall be required to complete transfer arrangements within a reasonable length of time. In determining a reasonable time, school officials will consider testing schedules, proximity to the end of the term, and other relevant factors, but under no circumstance shall the minimum time allowed for transfer be less than two calendar weeks.
- 2. The district may require supplemental residence verification when (a) updated residency Documents have been requested but not provided or (b) residency documents provided are not dispositive of the compliance issue being investigated. Examples of scenarios that would prompt the need for supplemental verification include observations that a claimed residence appears unoccupied, reports that a student is regularly meeting the bus at a place other than the claimed residence or that a parent is driving the student to the bus stop, comments by the student indicating the family has moved, reports identifying another residence at which the family is residing, and similar reports or observations indicating that the family is not regularly residing in the claimed residence. In such circumstances, school officials shall seek verification calculated to determine the actual residence of the family, including but not limited to a signed *Release of Utility Account Information* form and / or home visits.
- 3. School officials shall act promptly to complete residency inquiries and to notify the parent / guardian in writing of the determination and the process for appealing an adverse determination. The inquiry will normally be completed and written notice given by hand delivery or U. S. mail within 30 calendar days, except in extenuating circumstances. Extenuating circumstances may include a failure by the parent / guardian to cooperate with home visits or other reasonable verification requests.
- 4. A parent / guardian may appeal an adverse determination by submitting a written request for review to the Superintendent within five (5) school days of receiving the determination. The appeal may be submitted by hand delivery or U.S. mail and may include any documentation or information that the parent / guardian believes to be relevant to the review process. The Superintendent, with assistance from the Attendance Supervisor and staff, will review all documentation and information associated with the

original determination, including any documentation or information submitted by the parent / guardian, and will render a written decision within ten (10) school days.

5. In all instances when it is determined that a family is residing out of zone, a reasonable time shall be allowed for completing transfer arrangements. In determining a reasonable time, school officials will consider testing schedules, proximity to the end of the term, and other relevant factors, but under no circumstance shall the minimum time allowed for transfer be less than two calendar weeks following a final decision.
6. There shall be no disruption of the education or current school assignment of currently enrolled students while residency determinations are pending. Residency determinations are pending from the time a report of non-compliance is received by the District through the conclusion of the appeals process (as described in paragraph 4 above) if the family appeals.

**Documentation and Record Keeping**-Each school principal shall maintain for each school year a chronological log of residency inquiries, which shall be maintained in a loose-leaf notebook in a format prescribed by the Superintendent. The log shall include the following information and documentation, as applicable:

1. The name and race of each family suspected or reported as residing out of district.
2. The date of any such report or observation.
3. The source of each such report or observation of residency outside the district or school attendance zone.
4. All notes and documentation of the investigative process including appeals.
5. Copies of all documentation reviewed or relied upon in making a determination.
6. Copies of any and all written notices to the parent / guardian regarding the investigation and / or appeal determination.

In the case of an appeal to the Superintendent, a copy of all such documentation shall be promptly forwarded by the school principal to the Superintendent. The Superintendent's office shall maintain a copy of each appeal and all documents related to the appeal.

## **ATTENDANCE**

All students should attend school regularly and be on time for all classes in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline and individual responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and enjoy school more. In accordance with state guidelines, a student who is in attendance less than half of the school day is deemed absent for reporting and truancy purposes.

### **I. Classification of Excused or Unexcused Absence**

- A. A written excuse will be required of every student after absence, to be presented the day the child returns to school. The principal of the local school, or designee, will determine and code the excused or unexcused status of an absence. **If an acceptable reason for excusing an absence is not presented within three (3) days of the child's return to school, the absence will be coded as unexcused.** (See paragraph C below for absences beyond the 5th in a semester).
- B. Basis for Granting Excused Absence Status: (See paragraph C below for absences beyond the 5th in a semester).
  1. Personal illness of the student
  2. Dr. Note or Hospitalization
  3. Inclement weather that would be dangerous to the life or health of a child if school is attended. Normally, inclement weather is defined as when buses do not run due to adverse weather conditions.
  4. Legal
  5. Death in immediate family
  6. An emergency or any other extenuating circumstances as determined by the principal or principal's designee. (Non-emergency absences must have prior approval before the absence in order to have excused status.)
  7. Court subpoena
  8. Religious Holidays
  9. Absences approved by principal

- C. **Regardless of the combination of the first 5 types of Attendance Codes for absences (unexcused, parent excuse, doctor's excuse, etc), after the fifth absence in a semester** a doctor's excuse or legal excuse is required.

## **II. Make-up Work**

- A. **For the first five absences each semester**, students will be eligible for make-up work as long as the absence is excused according to sections I, A and B of this policy, and the student presents the coded excuse to the teacher in a timely manner and makes appropriate arrangements.
- B. **After a fifth absence from school or class in any one semester** (including parental notes, as well as doctor notes), **no make-up work will be given without a doctor's statement or principal's permission as set forth in section I C of this policy.** Principal's permission is to be used primarily for events beyond a student's control (i.e., extended illness, family death, etc.). In the absence of a doctor's excuse, the parent must arrange for a conference with the principal within three (3) days of the child's return to school for consideration of excused status and eligibility for make-up work. **After the fifth absence, regardless of why the absence incurred, each additional absence must be excused by a doctor or through permission from the principal.**
- C. It is the student's responsibility to present the coded excuse to each teacher. If the student is eligible to make up missed work, arrangements for make-up work or tests must be made by the student, in cooperation with the teacher, within three (3) days of returning to school. Such work or tests should be completed within a reasonable time as determined by the teacher and/or school administrator. (Note: This procedure shall also be followed for make-up work missed due to time away from school for approved school-related activities.)
- D. A grade of zero (0) may be received for work or tests missed on the day of an unexcused absence and for any absence past the fifth (5<sup>th</sup>) per semester without a doctor's excuse or principal's permission.

Arrangements for make-up work or missed tests must be made by the student within three (3) days of returning to school. The teacher and student will work together to determine the amount of time needed in order to complete work missed.

Fifth year seniors or a student eligible to graduate in the current year who has not completed the required course work for graduation, with the approval of the principal may be allowed to attend the number of class periods necessary to complete the courses required for graduation.

The Calhoun County Board of Education will pursue prosecution, in accordance with state law and State Board of Education guidelines, of students and/or parents/guardians for violations of Alabama's truancy and compulsory attendance laws.

### **SEMESTER TEST EXEMPTION (GRADES 7-12)**

Students having **zero unexcused absences** **AND** meeting either of the requirements prescribed below will be exempt from taking a semester test in each class for which the standard is met:

1. Perfect attendance, with no instances of tardiness or early check-out, and an 80 average or above **OR**
2. A numerical grade average of 90 or above.
3. While on Block Schedule, Seniors with a passing grade in the class may be exempt from end of course exams.

In the event a student qualifying for test exemption chooses to take a test, the result will be counted for the purpose of raising a grade only. The pre-test average will not be lowered regardless of the test result.

## THE EARLY WARNING TRUANCY PROGRAM

The Early Warning Truancy Prevention Court Program requires students and their parents/guardians, after the fifth unexcused absence, to attend a meeting at the courthouse where Juvenile Probation Officers, HFI staff, and Attendance Officers from Calhoun County Schools explain to parents and students their legal responsibilities and the risks associated with truancy. Early Warning Court's goal is to keep students and their parents/guardians from getting to seven unexcused absences which can result in an arrest warrant for the parent/guardian and/or a juvenile petition for students 13 or older.

**First Unexcused Absence:** Parents/guardians have three days to submit an excuse following the student's absence and return to school. Notification of the Alabama School Compulsory Law is sent by letter to parents/guardians from the school following the first or second unexcused absence.

**Third or Fourth Unexcused Absence:** Parents/guardians receive an attendance alert letter and/or phone call from the District Attorney's Helping Families Initiative (HFI) staff. HFI staff is available to assist with any wraparound services that may be needed.

**Fifth Unexcused Absence - Early Warning Truancy Court:** Parents/guardians and students, if age 13 or over, are referred to attend the Early Warning Truancy Court Program sponsored by the Calhoun & Cleburne County District Attorney, the Juvenile Probation Office, and the Calhoun County School System. A HFI Case Officer will attend Early Warning Truancy Court to offer any support that may be needed.

**After Early Warning Truancy Court:** A HFI Case Officer will work with the family to devise a plan and provide community resources that may assist the family and prevent further truancy issues. If the student continues with unexcused absences (7 or more total), a Court Petition may be filed by the Calhoun & Cleburne County District Attorney's Office or the Calhoun County School System against the parent/guardian and/or the student. Parents/guardians and/or students could face jail time, court fees, probation, or conviction of truancy on their record. HFI exists to prevent these things from happening, so we encourage you to work with the HFI Case Officer.

## TARDIES

### 1. Tardies to School (Unexcused Check-Ins)

All students who arrive late to school must be checked in through the school office in accordance with the Check-Out / Check-In Policy. **Late arrivals to school will be unexcused unless the student or parent/guardian presents a doctor's excuse or other documentation consistent with that required for excused status under the Attendance Policy. Each unexcused check-in constitutes a tardy to school for purposes of this policy; however, a student who is in attendance less than half of the school day is deemed absent for state reporting and truancy purposes.**

When arriving at school during an on-going class period, tardy students will be allowed to enter class for the first three (3) occurrences after being checked in through the school office. On the fourth and each subsequent tardy thereafter, students in grades 7-12 (or in lower grades if classes are not self-contained and ISD is available) will be required to report to In-School Detention (ISD) until time for the next class to begin. The ISD supervisor may determine an appropriate work assignment for the period. Tardies to school may result in additional disciplinary action as set forth at paragraph III below.

### 2. Tardies to Class

Students who are tardy to class without an excuse in grades 7-12 (or in lower grades if classes are not self-contained and ISD is available) will be sent immediately to ISD for the duration of that class period. The ISD supervisor will provide an appropriate work assignment for the period. Students who spend a class period in ISD due to tardiness to class shall be responsible to discuss make-up work with the teacher by the next school day and to complete the make-up work for that class within the time specified by the teacher and/or school administrator. Teachers will have discretion with regard to the specific make-up work assigned.

In addition, teachers have discretion to require students to complete scheduled tests and similar evaluative assignments while in ISD, rather than scheduling a make-up test. Procedures for such test administration during ISD should be established by the local administrator, so that students are prevented from manipulating the tardy policy to avoid or postpone tests. The student may be required to complete the test during the scheduled class time, as well as completing other work assigned by the ISD supervisor before being released, even if this requires more than one class period in ISD.

### 3. Disciplinary Action

The ISD supervisor or other school official shall maintain a record of all students referred to ISD for tardiness. When a student has accumulated more than four (4) incidents of tardiness in a semester (including tardies to school and to class), the student shall be subject to additional disciplinary action. **On the student's fifth (5th) tardy and each subsequent tardy in a semester, the student shall be charged with violation under the Code of Student Conduct.**

## **CHECK-OUT/CHECK-IN**

### Check-out Procedures

1. In order to leave school during the school day, students must be signed out in the school office by a custodial parent\*, guardian, or other adult who has been properly designated in writing by the parent/guardian. Proper identification at check-out may be requested. The parent/guardian or designated adult must come in person to the school office. Students will not be permitted to sign out on the basis of a note or phone call from parent(s) or others.
2. The School Registration / Information Form should be used by the parent/guardian to designate adult(s) who may sign the student out of school. Any adult who is identified by the parent/guardian as an emergency contact person on the School Registration / Information Form is deemed authorized to sign the student out of school. **By designating such person(s), the parent/guardian is authorizing the school to release the student at any time a designated person comes to the school office to sign the student out.** Nevertheless, administrators may exercise discretion to contact the parent/guardian as deemed appropriate or necessary.
3. Except for periodic updates which may be requested by the school, a parent/guardian desiring to update or change the listing of persons designated to sign the student out of school should visit the school office. Such updates or changes shall be the responsibility of the parent/guardian.
4. If a high school student is to be allowed to leave the campus for an appointment without a parent/guardian or designated adult present, the parent/guardian must come by the school office in advance of the check-out time (i.e., before school or on the day before the desired check-out time) to sign the check-out sheet or other pre-release form in the presence of school personnel.
5. The Attendance Policy shall be applied to determine whether absences from individual classes are excused or unexcused and whether the student is eligible to make up work. (Thus, any absence from class beyond the fifth (5th) in a semester will require a doctor's excuse or parent conference with the principal for consideration of excused status and eligibility to make up work.)
6. Students who leave campus without following the check-out procedure will be charged with an Unauthorized Absence under the Code of Student Conduct.
7. Excessive check-outs are strongly discouraged by the Board, as are check-outs during the final hour of school unless absolutely necessary. After four (4) early check-outs within a semester, the principal's permission may be required for additional check-outs.

\* A custodial parent in a divorce situation is one designated by prevailing court order as having sole or joint custody of the child. A non-custodial parent must be authorized by the custodial parent in order to sign a child out of school.

### Check-in Procedures

1. All students who arrive at school after the school day begins must report to the appropriate school office to complete the check-in process before reporting to any classes.
2. Late arrivals to school will be unexcused unless the student and/or parent/guardian present a doctor's excuse or other documentation consistent with that required for excused status under the Attendance. Each unexcused check-in will be treated as a "tardy to school" under the Tardy Procedure.

3. The Attendance Procedure shall be applied to determine whether absences from individual classes are excused or unexcused and whether the student is eligible to make up work (Thus, any absence from class beyond the fifth (5th) in a semester will require a doctor's excuse or parent conference with the principal for consideration of excused status and eligibility to make up work.)
4. When arriving at school during an on-going class period, tardy students in grades 7-12 will be allowed to enter class for the first three (3) occurrences after being checked in through the school office. On the fourth and each subsequent tardy thereafter, students in grades 7-12 (or in lower grades if classes are not self-contained and ISD is available) will be required to report to In-School Detention (ISD) until time for the next class to begin. The ISD supervisor may determine an appropriate work assignment for the period.
5. The Board of Education strongly encourages parents and students to schedule routine appointments and examinations for after-school hours or times when school is not in session.
6. Failure to follow required check-in procedures when arriving late to school may result in a violation under the Code of Student Conduct.

In accordance with state guidelines, a student who is in attendance less than half of the school day is deemed **absent** for reporting and truancy purposes.

### **HOMEBOUND SERVICES**

A student with an injury or illness that requires an extended absence (typically for 10 or more consecutive days) from the school that he or she is enrolled may request to be considered for homebound services. Homebound forms should be obtained from the school where the student is currently enrolled. The parent/guardian should complete the Parent Homebound form requesting services. The parent/guardian must have the student's medical doctor complete the Homebound Medical form requesting services. The Parent Homebound form and the Homebound Medical form must be returned to the school where the student is enrolled.

### **EXTRACURRICULAR ACTIVITY PARTICIPATION**

In accordance with regulations prescribed by the Alabama State Department of Education, the CCBOE prescribes the following rules for eligibility of students in this school system to participate in extracurricular activities:

General – Students may be offered an opportunity to participate in extracurricular activities and organizations. Extracurricular activities must meet the following criteria:

- a. The organization or activity must be approved by the school principal and must have an assigned faculty supervisor or sponsor;
- b. The organization or activity must promote or serve the intellectual, cultural, personal, or physical development of the student in a manner that is consistent with the purposes of public education, the Board's legal mandate, mission statement, policies, and regulations, and with applicable requirements of state and federal law;
- c. The organization or activity must operate under and subject to general supervision of school officials;
- d. The nature of the organization and its activities are not inconsistent with and do not interfere with instructional activities or requirements. Student participation or membership in such organization activities may be governed by the specific policies of the organization and is subject to review and approval by the principal.

Athletics – Participation in Board sanctioned athletic programs will be on such terms and conditions as may be approved by the Board and any athletic association of which the Board or the applicable local school is a member. Schools may establish terms and conditions for participation in such programs as long as school eligibility criteria are not inconsistent with system-wide eligibility or participation criteria, rules, regulations, or standards established by any athletic association or organization of which the Board or the applicable local school is a member, or any rule, principle, or provision of applicable law. Transportation should be provided by the school when appropriate. Parents may be called upon at times to help transport to extracurricular activities. Under no circumstance should students transport themselves or other students to extracurricular activities



Eligibility Requirements – The Board prescribes the following regulations for eligibility in this school system to participate in all extracurricular activities.

- a. Grades 10 – 12. Students entering Grades 10 through 12 must, for the immediate preceding school year, have passing grades of at least a 70 composite numerical average and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.
  - Physical education may count as only one (1) unit per year.
  - No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
  - Eligibility will be determined on the first day of the local school year and will remain in effect for one (1) complete school year. Students ineligible at the beginning of an academic year may become eligible at the end of the first semester if they meet all academic requirements at that time. Bona fide transfers may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
  - Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
  - Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.
- b. Grades 8 – 9. Students entering Grades 8 and 9 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 10 – 12.
- c. Grade 7. Students promoted to the seventh grade for the first time are eligible.
- d. Extracurricular Activities. For the purposes of this subsection, extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school that are not related to a student's academic requirements or success in a course(s).

#### Participation Requirements

1. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.
2. Notwithstanding anything to the contrary, student participation in extracurricular activities offered by the school through math, science, band, choral, music, and other courses at events such as athletic events (pregame, game, halftime, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.
3. Decisions on a student's participation in extracurricular activities shall be developed and reached consistent with the requirements of the IDEA and its implementing regulations, as well as Section 504 of the Rehabilitation Act of 1973, if the student is identified as eligible under these statutes, rules, and regulation, and such participation is determined to be appropriate.
4. If a student is absent for more than half a day they cannot participate/compete in extracurricular activities for the day unless there are extenuating circumstances that has been approved by administrators.

## MENTAL HEALTH SERVICES

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. For purposes of this policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health; however, it does not include instructional activities designed to educate students regarding topics related to mental health (1) contained in the school system's approved curriculum or (2) otherwise required to be taught by law (e.g., Erin's Law; Jamari Terrell Williams Student Bullying Prevention Act). Furthermore, "ongoing school counseling services" shall not include those school counseling services which are split into domains not requiring a mental health therapist or other mental health therapeutic license." This policy is not applicable to any school counseling services or "mental health services" contained in a student's PST, IEP, or §504 plan. Consent for those services will be obtained in accordance the specific procedures required by federal and/or state law, and information regarding any mental health services will be provided in the pertinent plan.

**Written Notification** – At least annually, the school system shall provide parents and legal guardians a written notification regarding school provided or sponsored mental health services. The notification will include the purpose and general description of each of the mental health services available; information regarding ways parents may review materials to be used in guidance and counseling programs available to students; and information regarding ways parents may allow, limit, or prevent their student's participation in the programs. The written notification may be provided electronically, including through the school system's online enrollment portal or by such other means and methods as are customarily used for such purposes.

### **Opt-In To Participate in Mental Health Services –**

- a. General Requirement – For a student under the age of fourteen to participate in mental health services, written permission by the student's parent or legal guardian is required annually. The written permission must be specific as to any treatment and not broad in nature. Parents and legal guardians may be provided the opportunity to opt-in electronically during online enrollment or by such other means and methods as are customarily used for such purposes.
- b. Rescinding Permission – A parent or guardian may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration
- c. Requests for Opt-In and Referrals Authorized – If a parent or legal guardian does not initially opt-in to mental health services, school officials may contact the parent or legal guardian to (1) attempt obtain permission for the student to participate in mental health services if the school official believes that the student would benefit from services or if circumstance arise for which services could be beneficial; and/or (2) provide a parent or legal guardian with a referral or information regarding mental health services that may be available to a student through other agencies or providers.
- d. Exception for Imminent Threat – If a parent or legal guardian has not opted-in to mental health services, a student may be provided mental health services if there is an imminent threat to the health of the student or others. 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.

**Information for Parents/Legal Guardians** – If a student's parent or legal guardian elects to opt-in to mental health services, the counselor providing services shall keep the parent fully informed regarding any diagnosis and any recommendations for additional counseling or treatments beyond the services for which the parent or legal guardian has already opted in. The parent shall have the authority to make final decisions regarding any such recommended counseling and treatments. Nothing in this Opt-In for Mental Health Services shall be construed to limit the fundamental rights of parents to direct the care, custody, and control of their children.

**Recordkeeping** – Written records maintained by the school system and directly related to a student's mental health services will be treated in the same manner as health care records and are subject to the confidentiality protections applicable to education records generally. Such records will be available for examination and review by authorized persons in the manner prescribed and to the extent required by

federal and/or state law. Records pertaining to a student's mental health services will be kept separately from academic records unless including such record(s) in the student's academic record is necessary to implement a state and/or federal law (e.g., special education referral process).

## **MEDICATION**

NOTE: Student self-administration of medication for chronic conditions will be permitted in accordance with Section 16-1-39, code of Alabama (as amended by Act No. 2007-463).

### **Administration of Prescribed Medication**

**A. Supervised or assisted administration-**Except in those circumstances where self-administration of medication by the student is indicated and authorized under the self-administration policy stated at part B below, administration of medication to students should be provided by the School Nurse or Unlicensed Medication Assistant in accordance with the following requirements:

1. The school must be provided with a signed statement from the prescribing physician that includes student's name; the name of the medication; the reason for the medication; the appropriate dosage and method of administration; the time of administration; the duration or discontinuation date, if applicable; and any known drug allergies or reactions. (Physician's statement forms will be available in the school office.)
2. The medication must be delivered to the school nurse or unlicensed medication assistant in a pharmacy-labeled container, which includes the student's name, prescriber's name, date, name of medication, dosage and instructions for administering, and date of discontinuation (where appropriate). Two containers may be requested from the pharmacy, with one labeled for school use. Where deemed appropriate by the parent/guardian (as with small children), any prescribed medication may be delivered to appropriate school personnel directly by the parent/guardian. **NOTE: THE PARENT/GUARDIAN OR PARENT- DESIGNATED RESPONSIBLE ADULT MUST DELIVER ALL MEDICATIONS DESIGNATED CONTROLLED SUBSTANCES (SUCH AS RITALIN) TO THE SCHOOL NURSE OR UNLICENSED MEDICATION ASSISTANT. ALL SHARP ITEMS SUCH AS SYRINGES AND LANCETS MUST BE TREATED AS CONTROLLED SUBSTANCES FOR PURPOSES OF THIS PROVISION. STUDENTS MUST NOT DELIVER CONTROLLED SUBSTANCES, INCLUDING SHARP ITEMS, TO THE SCHOOL.** Whether a prescribed medication is a controlled substance should be indicated by the physician in the appropriate location on the physician's statement form.
3. The parent or guardian must sign a consent form (available in the school office) at the beginning of the school year and/or before any medication is given at school authorizing the School Nurse or Unlicensed Medication Assistant to administer or assist in the administration of the medication.

**B. Self-administration of medication-**The self-administration by the student of prescription medication permitted only under the following conditions.

Signed parent/guardian consent and physician authorization for self-administration must be provided to the school on the appropriate forms available in the school offices and self-administration form must be completed by the School Nurse upon consideration of all relevant circumstances. The school nurse will develop and implement a Health care plan for determining whether and under what conditions self-administration of a particular medication by a particular student is permissible, including but not limited to any necessary assessment of the student's health status, the student's understanding and ability to self-medicate, and other relevant safety considerations.

1. The school health nurse is further authorized to develop and implement a plan for monitoring the self-administration of prescription medication by the student, to evaluate the effectiveness of the plan, and to modify as needed. The school health nurse will inform appropriate teachers and administrators that the student is self-administering medication and will collaborate with appropriate school personnel, the student, and/or parent/guardian to determine a safe place for storage while providing for student accessibility.

2. Self-administered medications must be stored in the original or pharmacy-labeled container in a secured area under the supervision of appropriate school personnel, unless the physician/prescriber and parent(s) authorize a different arrangement for specific students, and such arrangement is approved by the school nurse.
3. **AS A GENERAL RULE, STUDENTS WILL NOT BE PERMITTED TO SELF-ADMINISTER MEDICATIONS DESIGNATED CONTROLLED SUBSTANCES (SUCH AS RITALIN).** Any exception must be with the express approval of the school nurse, based upon a determination that such exception is essential to the physical well-being of the child.
4. **ANY STUDENT WHO ABUSES THE PRIVILEGE OF SELF-MEDICATION IN A MANNER THAT VIOLATES THE CODE OF STUDENT CONDUCT WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY MEASURES.**

**Administration of Non-Prescription Medication:** Non-prescription medication, including Tylenol, aspirin, etc. may be administered on a limited basis provided the parent/guardian has completed a consent form authorizing the School Nurse or Unlicensed Medical Assistant to administer or supervise the administration of the medication. The medication must be in the original container with the manufacturer's label and contain an additional label stating the child's name, dosage, and time for administration.

**Storage of Medication:** All medication will be stored in the original or pharmacy-labeled container in a centrally located, secured area under the supervision of the school nurse or unlicensed medication assistant, unless **the physician/prescriber authorizes a different arrangement for specific students.**

**Records:** A medication administration file containing the appropriate authorization and consent forms and other health related information will be maintained for each student to whom medication is administered during school. As part of the file, a complete record of medication administration will be developed and maintained by appropriate school personnel (except for certain students who self-administer medication as authorized by the school nurse). Forms for recording the date and time of administration, the date of discontinuation, and other appropriate comments will be developed and provided by the school nurse.

## **IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE**

### What is meningococcal disease?

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

### How do you catch the disease?

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

### What are the symptoms of the disease?

Fever, headache, stiff neck, red rash, drowsiness, nausea and vomiting

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

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

## **HEAD LICE**

Calhoun County Schools will follow a recommended protocol for the necessary treatment of head lice. Any student with live lice or nits may remain in school until the end of the day. Immediate treatment at home is required. A parent/guardian will be required to accompany the student to school for re-examination following required treatment. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school. A student with live bugs may only receive 3 excused days per year related to

lice. Any student with nits that have been treated within the last two weeks should be allowed to stay in school. Retreatment is recommended on day 7 to 10 following initial treatment. Parents should remove nits daily and treat lice per the instructions provided to remain in school.

## **JAMARI TERRELL WILLIAMS STUDENT BULLYING PREVENTION ACT**

### **Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited**

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

### **Section 2: Definitions** In this policy, these terms shall have the following meanings:

- a. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyber bullying or written, electronic, verbal, or physical actions 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 contained in this policy. To constitute bullying, 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.
- b. "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- c. "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- d. "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- e. "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- f. "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- g. "Student" as used in this policy means a person who is enrolled in Calhoun County public school system.

### **Section 3: Description of Behavior Expected of Students**

- a. 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 bullying, 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.

- b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or 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 student:
- Race
  - Sex
  - Religion
  - National origin
  - Disability

Section 4: 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.

Section 5: Reporting, Investigation, and Complaint Resolution Procedures

(a) Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

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 is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

(b) Upon receipt of the complaint, the principal or the principal's designee will 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 a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

(c) 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 may 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 may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year. (Complaint Form is available in the back of this book, online and at all school offices.)

**SEXUAL DISCRIMINATION AND HARASSMENT POLICY**

Prohibition against Sexual Discrimination

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in federally assisted education programs. Similarly, Title VII of the Civil Rights Act of 1964 protects employees against various types of prohibited employment discrimination, including discrimination on the basis of sex. Pursuant to these and other applicable laws, the CCBOE prohibits all forms of impermissible gender-based discrimination.

Prohibition against Sexual Harassment

As a form of unlawful sex discrimination under Title IX and Title VII, sexual harassment, as defined by law and

Board policy, will not be tolerated in the Calhoun County Schools. This policy prohibits all forms of sexual harassment within the school system, including employee-to-employee, employee-to-student, and student-to-student harassment. Students, employees, and others who believe they have experienced or have witnessed sexual harassment are encouraged to report such conduct and to pursue resolution through the formal and informal complaint procedures approved by the Board. No adverse action will be taken against any employee or student for making a good faith report of sexual harassment. Following investigation, any employee or student found to have engaged in prohibited sexual harassment will be subject to disciplinary sanctions (up to and including suspension, expulsion, and termination) and the Board will implement any additional corrective or remedial measures deemed appropriate under the circumstances.

#### Definition of Sexual Harassment

- A. Sexual harassment consists of unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:
1. Submission to such conduct is made a term or condition (either explicitly or implicitly) of employment or of a student's participation in school programs or activities;
  2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, educational opportunity, or other benefit; or
  3. Such unwelcome sexual conduct is so severe, persistent, or pervasive that it unreasonably limits or interferes with an individual's work performance or educational opportunity, or creates a hostile or abusive work or educational environment. *Please note that by definition a sexually hostile environment does not generally result from isolated incidents unless extremely severe in nature. For example, a sexual joke, even if offensive to the individual to whom it was told, will not by itself create a sexually hostile environment; however, a sexual assault or other severe incident of a similar nature can create a hostile environment.*
- B. Sexual conduct can take a variety of forms ranging from subtle innuendoes to physical sexual assault. The following are examples of sexual conduct that may constitute sexual harassment if one of the conditions of paragraph A is met.
1. Verbal harassment or abuse of a sexual nature, including sexually graphic comments, sexual jokes, gender-based slurs, the display of sexually explicit objects or pictures;
  2. Unwelcome sexual advances or solicitation of sexual activity;
  3. Sexual gestures or physical movements related to sex;
  4. Inappropriate touching of a sexual nature;
  5. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment or educational status.

#### **Title IX Notice**

Title IX of the Education Amendments Act of 1972 ("Title IX") provides that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." This means that our students and employees are entitled to be free from sex-based discrimination in our educational programs or activities. This includes discrimination based on gender, gender identity, pregnancy status, parental status, and sexual harassment as defined by law.

Title IX defines "sexual harassment" as "conduct on the basis of sex" that satisfies one or more of the following:

- (1) An employee of the school system conditioning the provision of aid, benefit, or service of the school system on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an educational program or activity of the school system; or
- (3) Sexual assault, dating violence, domestic violence, or stalking as defined under various federal statutes.

For more information, please see the District's Title IX Policy, which is available online at [www.calhouncountyschools.com](http://www.calhouncountyschools.com). The Title IX Coordinator may be reached by contacting (256)741-7410.

## RACIAL HARASSMENT POLICY

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any program or activity that receives Federal financial assistance from the Department of Education. Under Title VI, school officials have an obligation to address discriminatory conduct, including racial harassment.

**Prohibition Against Racial Harassment**-The Calhoun County School District is committed to maintaining a learning environment free from racial discrimination and harassment. All forms of racial discrimination and harassment are prohibited within the Calhoun County Schools.

**Definition of Racial Harassment**-For purposes of this policy, racial harassment of a student consists of verbal, written, or physical conduct relating to an individual's color or race when:

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

In determining whether alleged conduct constitutes a violation of this policy, consideration should be given to the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation requires a determination based on all of the facts and circumstances.

*NOTE: Examples of behaviors that may result in a hostile environment when racially motivated (and, **when one or more of the above conditions is met**) include: intimidation or threats of physical violence; physical acts of aggression or assault; demeaning comments, racial jokes or slurs, or other derogatory remarks of a racial nature; or written or visual displays (drawings, graffiti, etc.) expressing racially derogatory sentiments.*

**Procedures for Reporting Racial Harassment against a Student**-The following procedures are intended to provide an effective means of enforcing the strict prohibition against racial harassment and to facilitate reporting, processing, and resolution of racial harassment complaints. Accordingly, they may be flexibly applied as appropriate to serve their intended purposes, and are not intended to limit the right or authority of the Board to address or respond to complaints of racial harassment or related misconduct.

Any student who believes that he or she has been or is being subjected to any form of racial harassment or has knowledge of racial harassment involving other students should promptly report the matter to a teacher, counselor, or school administrator, who, in turn should apprise the Compliance Officer of the reported incident. Complaints may be brought on a student's behalf by a parent, guardian, counselor, or other school official. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment.

Some cases are most appropriately resolved by investigation and disposition at the local school in accordance with applicable disciplinary guidelines. In such cases, the principal may investigate and attempt to resolve the matter without more formal procedures. If the complaint is not resolved to the satisfaction of the student or other complaining party, the student or his representative may initiate a formal complaint under the Complaint / Grievance Procedure approved by the Board of Education.

**Confidentiality**-The right of confidentiality, for both the complaining party and the accused, will be respected to the extent practical, consistent with the school system's legal obligations and with the necessity to investigate allegations and to take corrective action when such conduct has occurred. Complete confidentiality cannot be guaranteed.

### Penalties for Violation

- A. Students. Any student who racially harasses another student or person in violation of Board policy will be subject to punishment in accordance with the Code of Student Conduct. Any such discipline will be implemented consistent with due process requirements.
- B. Employees. Any employee who racially harasses a student, employee, or other person in violation of Board Policy will be subject to appropriate disciplinary action up to and including termination. Any such



disciplinary action will be implemented consistent with applicable law and due process requirements.  
**Retaliation Prohibited**-Any form of retaliation or adverse action taken in response to a good faith report of racial harassment is expressly prohibited.

**Providing False Information**-Any student who falsely and in bad faith accuses another of racial harassment or who otherwise knowingly provides false information regarding racial harassment may be subject to appropriate disciplinary action.

**Notification**-Notice of this policy will be disseminated to all schools and departments of the Calhoun County School System and will be incorporated into teacher and student handbooks. Orientation on this policy shall be conducted for teachers and students in all schools on an annual basis.

**Compliance Officer**-The Compliance Officer may be reached at the following address / phone #: Ms. Wendy England, P.O. Box 2084, Anniston, AL 36202, (256) 741-7434.

### **COMPLAINT/GRIEVANCE PROCEDURE**

The CCBOE has established this procedure for the purpose of encouraging prompt and fair resolution of student/parent and employee complaints. This procedure requires a reasonable effort to resolve the complaint before invoking the formal grievance process and is intended to assure fairness to all parties, while providing for timely resolution of complaints.

1. **Grievable Matters.** Grievable matters under this policy are limited to employee or student / parent complaints that are based on alleged violations of Board policy or alleged violations of laws directly affecting the rights of the complaining party. These may include complaints alleging illegal discrimination or harassment because of race, sex, religion, national origin, age, disability or other deprivation of an individual's legal rights. The challenged action or decision must affect the grievant personally and directly.
2. **Actions and decisions that are not grievable under this procedure include:**
  - Matters involving the Board's right to establish educational policy or to prescribe rules and regulations for the conduct and management of the schools.
  - Personnel actions or decisions that are reviewable under specific statutory procedures established for such purposes, including the teacher tenure and fair dismissal laws.
  - Student disciplinary decisions that are subject to review under the Board's policy governing Disciplinary Due Process.
  - Matters related to educational or other services for disabled students that are subject to review under established procedures for implementing IDEA and/or Section 504 of the Rehabilitation Act.
  - Any other matters for which more specific procedures are available that are more precisely tailored to the grievant's complaint.

The following compliance officers may be contacted for further assistance:

Claims regarding disability: Student Services Director, Dr. Shannon Romano (256) 741-7420

Claims based on gender, race, ethnic origin, age, or other: Ms. Wendy England (256) 741-7434

### **PROCEDURE**

**Level One** (Informal Procedures)-To initiate the complaint / grievance process, an employee or student (or the student's parent or guardian) should first discuss his or her complaint with an immediate supervisor, school principal, or other local administrator, with the objective of securing, at the lowest possible level, an equitable and workable solution to the problem. The supervisor / principal shall confer with the employee or student concerning the complaint and shall take appropriate steps with a view toward arriving at a satisfactory resolution.

In the event the grievance cannot be satisfactorily resolved at this informal level, the complaining party must initiate the formal grievance process (Level Two) within five (5) calendar days of the informal conference, and not more than twenty (20) calendar days from the occurrence or conduct that originally gave rise to the complaint.

### ***Special Guidelines for Level One Sexual Harassment Complaints:***

**Students.** A student making a sexual harassment complaint under this procedure may report the matter to a teacher, counselor, or school administrator, who, in turn should apprise the Compliance Officer of the reported incident. The student may choose to make the report to a person of the same sex as the student.

Complaints may be brought on a student's behalf by a parent, guardian, counselor, or other school official. Under no circumstances shall a student be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment. Employees. An employee making a sexual harassment complaint may report the matter to his or her supervisor, who, in turn should apprise the Compliance Officer of the reported incident. An employee may choose to make the report to a supervisor of the same sex as the employee or directly to the Compliance Officer or other Central Office official. Under no circumstances shall an employee be required to present the matter for investigation or resolution to the person who is alleged to have committed the harassment. (See also SEXUAL DISCRIMINATION AND HARASSMENT POLICY)

**Level Two** (Formal Procedures)-If the complaint is not successfully resolved as a result of the conference between the complaining party and the supervisor / principal, then the complainant shall submit his or her grievance / complaint in writing to the supervisor / principal within five (5) calendar days of the conference (and within twenty (20) calendar days of the original occurrence). The signed, written complaint should contain the following information:

1. A complete description / explanation of the grievance or complaint, including the date(s) of the incident or act on which complaint is based, the names of students, employees, supervisors, or administrators responsible for or involved in the incident, the identity of any witnesses, and all other facts supporting the complaint;
2. The specific remedy or corrective action sought by the complaining party;
3. A statement describing efforts to resolve the complaint informally or explaining the reasons such efforts were not pursued;
4. Copies of any relevant documents or evidentiary materials in the possession of the complaining party.

Upon review of the written submission and factual information, including such investigation as he or she deems appropriate, the supervisor / principal shall transmit a written decision to the aggrieved within fifteen (15) calendar days of receipt of the written grievance. If a grievance is pursued beyond this level, written records should be forwarded to the next level of procedure by the aggrieved.

**Level Three**-If the aggrieved is not satisfied with the disposition of the grievance at Level Two, he or she may appeal the decision to the Superintendent or his/her appropriate designee (i.e., Compliance Officer) within five (5) calendar days of the receipt of the Level Two decision.

The Superintendent or Superintendent's designee will review the written submission and documentation of prior proceedings and will initiate an investigation, which may include witness interviews, review of written statements, administrative conference or hearing, or other action deemed appropriate and necessary to reach a just disposition of the grievance. Upon completion of the investigation, the Superintendent or designee shall prepare a written decision that shall be mailed or transmitted to the complaining party within twenty-five (25) calendar days of the date on which the complaint was submitted to the Superintendent (except in case of extenuating circumstances).

**Level Four**-A grievant who is dissatisfied with the decision of the Superintendent (or the Superintendent's designee) may appeal the decision to the Board of Education by filing a written notice of appeal with the Superintendent within five (5) calendar days of the date of notification of the Superintendent's decision. Upon receiving the notice of appeal, the Superintendent shall forward to the Board the complete record of prior proceedings, including the written grievance, the Superintendent's decision letter, the notice of appeal, and all written documentation and evidence filed, submitted, or considered at any stage of the grievance process. At the next scheduled Board Meeting, or as soon as practicable, following the Superintendent's receipt of the notice of appeal, the grievance appeal shall be placed on the Board Meeting agenda for consideration.

Upon consideration of the grievance appeal and record, the Board may, by majority vote:

1. Affirm the decision of the Superintendent;
2. Modify the decision of the Superintendent;
3. Defer final action until an evidentiary hearing is held on the grievance.

The decision of the Superintendent shall be final unless an action reversing or modifying the decision is approved by majority vote of the Board. If a hearing by the Board is approved, the hearing shall be set as soon as is practicable and written notice of the hearing date shall be provided to the grievant. The parties may be

represented by legal counsel or other representative of their choosing and shall have the opportunity to present evidence in support of his or her position. The Board shall render a decision and shall provide written notification of the decision within twenty-five (25) calendar days of the close of the hearing. The Board shall seek to preserve the confidentiality of such proceedings consistent with the requirements of FERPA, the Alabama Open Meetings Act, and other applicable law.

### **SEARCH AND SEIZURE**

**School Property**-The Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, lockers, and related property are and remain the property of the Board of Education. The Board of Education is charged with the maintenance of such property items and thus, authorizes inspection for any maintenance-related reasons and other reasons related to the routine operations of the school and classroom. With respect to opening said student lockers or desks for other reasons, the following shall be considered applicable throughout the School District. Desks, lockers and other equipment at any school belong to the School Board and, although assigned to particular students for use may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material is contained therein which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school. Any items which are specifically prohibited by law, by Board of Education policy or by fair and reasonable local school regulation may be impounded by school officials. In such cases, students shall be given a receipt for said impounded items. Such prohibited items shall include, but shall not be limited to the following: (1) weapons, (2) drugs of any sort, (3) alcoholic beverages, (4) pornographic or otherwise obscene materials, (5) tobacco products, (6) cell phones and other electronic communication devices, and (7) any other object, controlled substance, or materials which would be a violation or evidence of a violation of federal or state law, of Board Policy, or of the local school's fair and reasonable regulation.

**Police Interrogations of Students**-A student enrolled in the school district shall not be interrogated by any law enforcement authority on school property during regular school hours without the knowledge of the school's principal or his designee. All interrogations and interviews shall be conducted in a private setting, and an official school representative shall normally be present. In appropriate situations, school officials may permit private interviews with students by police officers. Reasonable effort shall be made to contact a parent or guardian and/or to have a parent or guardian present. In those instances when a parent/guardian cannot be contacted or is not present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent/guardian. If the student is to be removed from the school by police officers, a reasonable effort shall be made to contact the parent/guardian. **Questioning or interviewing of students conducted by school officials DOES NOT require parental contact or consent, even if such questioning occurs in the presence or vicinity of law enforcement officials or the information obtained by school officials is later shared with law enforcement.**

### **Search of Student's Person / Personal Effects**

- a. **Board Property** – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.
- b. **Personal Property** – Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and personal electronic devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community, provided that the nature and extent of the search shall be reasonably related and limited to the suspected violation.
- c. **Personal Searches** – Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to

present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a private pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.

- d. Use of Recovered Items – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

**Locker Notice**-General searches and inspection of school property, including lockers, may be conducted by school officials at any time. Student lockers, as well as all desks and similar storage areas provided to students, are the property of the CCBOE. They remain subject to inspection and search by school officials without prior notice.

Reasonable suspicion of the violation may be based separately or severally upon information from such sources as faculty members, other school personnel, reliable students, law enforcement officers' visual evidence or other reasonable source.

### **VEHICLES ON SCHOOL CAMPUS**

Students in the Calhoun County School System may be permitted to drive private vehicles to school under the following conditions:

1. Driving privileges on school campuses are restricted to those students who are 16 years old, have a valid driver's license and a current vehicle license, and who have been authorized by the principal and have purchased a decal which is properly displayed.
2. Students are expected to park their vehicles in designated areas and to leave the vehicles immediately. Sitting in vehicles parked on school campus at any time is strictly prohibited.
3. Students are required to carry liability insurance on vehicles driven to school, in accordance with state law. Proof of liability insurance is required.
4. In order to operate a vehicle on school campus, the student must sign an agreement/acknowledgement regarding the student's full understanding of the rules and willingness to abide by same. The student must agree as follows:

The student driver agrees to abide by all Alabama traffic laws, safety regulations, and school system rules regarding vehicles. The student driver understands that the local school administration retains the right to revoke driving or parking privileges if it is deemed that the student is operating a vehicle in an unsafe manner, or that the continued operation of the vehicle would be a safety hazard to others, or for any other violation of this policy. The student driver will operate his/her vehicle in accordance with state and local laws and will obey all common rules of safety, courtesy, and consideration of others. The student also understands and agrees that the vehicle is subject to inspection and search by school officials in accordance with law and the Search and Seizure policy of the Board of Education.

### **SECLUSION AND RESTRAINT**

This policy shall apply to treatment of all students attending Calhoun County Schools in accordance Alabama Administrative Code 290-3-1-.02(1)(f) and guidance from the Alabama State Department of Education.

#### **A. Prohibition on the Use of Seclusion**

Calhoun County Schools prohibits the use of **seclusion**, which is defined as a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself / herself or others. Prohibited seclusion occurs in a specifically constructed or designated room or space that is

physically isolated from common areas and from which the student is physically prevented from leaving. Prohibited seclusion *does not include* (so Calhoun County Schools shall allow) the following:

- Situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student;
- Time-Out as defined below;
- In-school suspension / detention; or
- A student-requested break in a different location in the room or in a separate room.

**Time-Out** is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out shall not exceed 45 minutes.
3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student while in time-out.
4. The time-out space is free of objects that unreasonably expose the student or others to harm.

#### **B. Prohibited Forms of Restraint**

**Chemical Restraint** – any medication that is used to control violent physical behavior or restrict the student’s freedom of movement that is not a prescribed treatment for the student’s medical or psychiatric condition.

**Mechanical Restraint** – the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. However, prohibited mechanical restraint *does not include* (so Calhoun County Schools shall allow) an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

**Prone Restraint** or any method (face down, face up, or on your side) of physical restraint in which physical pressure is applied to the student’s body in a manner that restricts the flow of air to the student’s lungs.

#### **C. Limitations on the Use of Physical Restraint**

**Physical Restraint** is defined as direct physical contact from an adult that prevents or significantly restricts a student’s movement. Physical restraint is prohibited except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical Restraint *does not include* (so Calhoun County Schools shall allow) the following:

- Providing limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior;
- Providing physical guidance or prompting when teaching a skill;
- Redirecting attention;
- Providing guidance to a location;
- Providing comfort; or
- Providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.

Restraint should never be used as a form of discipline or punishment.

#### **D. Procedures for Use of Physical Restraint**

1. This policy shall be included in the Student Handbook and Code of Student Conduct provided annually to students and parents and published on the system’s website.
2. Appropriate faculty and staff shall participate in training on the use of physical restraint and applicable policies, as required by the Alabama Department of Education. Documentation of training shall be maintained by the Superintendent or designee.

3. Personnel participating in or supervising the use of physical restraint shall complete written documentation of each such incident on the approved Restraint / Isolation Form.
4. When physical restraint is used, school officials shall issue written parental notification within a reasonable time not to exceed one school day following the use of the restraint.
5. School personnel involved in each such incident of physical restraint, together with other staff as appropriate, shall participate in a debriefing session for the purpose of planning to prevent or reduce reoccurrence of the use of restraint. Such debriefing shall occur for each student in each instance of restraint. An opportunity to participate in the debriefing shall be provide to the parents to the extent feasible.
6. Restraint Isolation Forms shall be submitted for review to the Superintendent or designee at the Central Office on a monthly basis. Any prohibited use of seclusion or chemical, mechanical, or physical restraint shall be promptly reported to the Superintendent.
7. On at least an annual basis, the Superintendent or designee shall provide a summary report to the Board regarding the documented use of restraint, as well as any prohibited use of seclusion or chemical, mechanical, or physical restraint.
8. Reports shall also be made to the Alabama Department of Education in such format and in such frequency as required by law or regulation.

#### **E. Authority of School Personnel**

Nothing in this policy shall be construed to interfere with, eliminate, restrict, or modify the authority or right of the Calhoun County Board of Education, its schools, programs, officials, or personnel: to utilize time-out (as herein defined) or any other classroom management technique or approach, including a student's removal from the classroom, not specifically addressed in this policy;

to take action and use reasonable force as permitted under the Code of Alabama (1975) §16-1-14;

to implement rules and procedures governing discipline under the Code of Alabama (1975) §16-28-12;

to take reasonable action to diffuse or break up a student fight or altercation;

to take reasonable action to obtain possession of a weapon or other dangerous object on a student's person or within control of a student;

to use discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury.

Nothing in this policy shall be construed to create a criminal offense or private cause of action against the Calhoun County Board of Education, its members, schools, program, agents, or employees.

#### **F. Law Enforcement and Emergency Medical Personnel**

In some instances, in which a student is an immediate danger to himself or herself or others, school personnel must determine when it is necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents shall be notified when students are removed from the school or program setting by emergency medical or law enforcement personnel.

### **STUDENT TECHNOLOGY ACCEPTABLE USE**

#### **Introduction**

Calhoun County Board of Education (the Board) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus or in connection with school activities.

#### **Distribution of Explicit Images**

No student shall distribute, display, solicit, possess, or produce a sexually or pornographic explicit image

of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person nor whether the age of the individual can be determined. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence. Violations may be treated as a Class III or IV violation.

The school board's network is intended for educational purposes.

- All activity over the network or when using district technologies may be monitored and retained. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- The Board's policies, regulations, and rules of conduct apply not only to use of school-owned resources, but also to personally-owned technology resources brought on school property or used in connection with school activities.
- The Board's disciplinary jurisdiction may include off-campus activity that threatens the school's ability to maintain a safe and orderly environment (*Board Disciplinary Jurisdiction*, Policy Manual and in Student Handbook).
- Misuse of school resources or personal devices can result in disciplinary action. Users may be financially liable for damage / loss from misuse or negligence.
- Users of the district network or other technologies are expected to alert the Technology Department or local administrative staff immediately of any concerns for safety or security.
- The Board makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.

**Technologies Covered**-The Board may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, The Board will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed. This includes personally-owned devices, such as cell phones or other mobile devices, when used on the school campus or in connection with school activities.

**Usage Policies**-All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you don't know.

**Web Access**-The Board provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert a technology staff member or submit the site for review.

**Email**-The Board may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or questionable origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

**Social / Web 2.0 / Collaborative Content**-Recognizing the benefits collaboration brings to education, The Board may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

**Mobile Devices**-The Board may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the Technology Department or local administrative staff immediately. Users may be financially accountable for any damage or loss resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

**Personally-Owned Devices**-Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours except as authorized or directed by school personnel. In all matters involving the use or possession of personally-owned devices, students are expected to abide by the Code of Student Conduct, the Cell Phone Policy, and all other applicable school policies and rules. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from Technology staff. Any device prescribed by a treating physician must be approved by the district. The use of devices to record is prohibited unless express written consent is given by the school/district prior to the recording.

**Security**-Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or questionable origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert the Technology Department. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

**Downloads**-Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from school personnel. For the security of our network, users should download only authorized files from reputable sites, and only for educational purposes.

**Netiquette**-Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online there is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

**Plagiarism**-Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

**Personal Safety**-Users should never share personal information, including phone number, address, social security number, birth date, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet or other electronic means brings certain risks, and should carefully safeguard personal information. Users should never agree to meet with someone that they met online—in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult. Students should immediately bring any threatening or unwelcome communications to the attention of school personnel.

**Cyber bullying**-Cyberbullying will not be tolerated. Harassing, threatening, insulting, impersonating, excluding, and cyberstalking are all examples of cyberbullying. Do not send or post electronic communications with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors or any online activities intended to physically or emotionally harm another person will result in serious disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

**Access and Privacy**-All users will be provided with network storage space and should use only those accounts, files, software, and technology resources that are assigned to him/her. Network storage areas will be treated like school lockers. Network administrators will review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users of school technology resources have no personal right of privacy or confidentiality with respect to the use of such resources and should not expect files, information, or communication stored on school resources to be private.

**Unauthorized Access**-Individuals shall not attempt to log in to the network by using another user's account and/or password, or allow someone to use his/her password to access the network, email, or the Internet.



Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming, hacking, or any other means.

**Inappropriate Materials or Language**-No profane, obscene, lewd, inflammatory, abusive, harassing, threatening, discriminatory, or impolite language should be used, nor should materials be accessed which are not in line with the rules of school behavior. Materials placed on or linked to system or school-sponsored Web pages must be preapproved by an administrator or authorized designee.

#### **Examples of Acceptable Use:**

Students will:

- Use school technologies for school-related activities.
- Follow same guidelines for respectful, responsible behavior online that students are expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member of threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use technologies at appropriate times, in approved places, for educational pursuits. Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of self and others.
- Help to protect the security of school resources.
- This is not intended to be an exhaustive list.

#### **Examples of Unacceptable Use:**

Students will not:

- Use technologies to hurt, harass, attack or harm other people or their work.
- Attempt to find or access inappropriate web sites, images, or content.
- Use language online that would be unacceptable in the classroom.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Damage computers, computer systems, or computer networks in any way (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.).
- Install software or download unauthorized files, games, programs, or other electronic media. Attempt to hack or access sites, servers, or content not intended for my use.
- Attempt to circumvent school safety measures and filtering tools.
- Send spam, electronic chain letters, or other useless information.
- Waste limited resources such as disk space and printing capacity. Post personally-identifying information about myself or others. Agree to meet in real life with someone that the student met online.
- Use technologies for illegal activities, to pursue information about such activities, or to access illegal materials (i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, fake identifications, purchase of alcohol, gang activities, etc.)
- Plagiarize content found online or violate copyright laws.
- View, send, display, or use racist, discriminatory, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
- Share password with others or attempt to find out the password of others.
- Post false or damaging information about other people, the school system, or school organizations.
- Trespass in another user's work, folders, or files.
- Use system network resources for personal gain or commercial purposes.
- This is not intended to be an exhaustive list.

**Limitation of Liability / Disclaimers** -The Calhoun County School System makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Board's technology resources will be error-free or without defect. Although the Board employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Board will not be responsible, financially or otherwise, for unauthorized transactions conducted or financial obligations incurred on the system network. The Board will not be responsible for damage or harm to persons, files, data, or hardware. Neither the school nor the Calhoun County Board of Education will be responsible for any damages or losses incurred, including but not limited to: loss of data resulting from delays or interruption of service; loss of data stored on system resources; damage to personal property used to access system resources; the accuracy, nature, or quality of information stored on system resources; or unauthorized financial obligations incurred through system-provided access.

**Adoption of Rules and Procedures**-The Superintendent or designee is authorized to develop additional or more specific rules, procedures, or guidelines regarding acceptable use of technology to facilitate implementation of this policy.

**Search and Inspection of Technology Resources and Devices**-All technology resources, including but not limited to network and Internet resources, accounts, email systems, computers, and other devices owned, leased, or maintained by the Board are the sole property of the Board. Authorized Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources to determine if a user is in violation of Board policies or rules regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation and administration of the school system, or for any other reason not prohibited by law. In addition, any device (regardless of ownership) brought onto school grounds by a student is subject to immediate inspection when there is a reasonable suspicion that the contents or recent utilization of the device is in violation of any of the Board's policies, rules or regulations regarding access to and use of technology resources.

**TikTok**-It is the policy of the Calhoun County Board of Education that the social media application known as "TikTok" shall be restricted from download, installation, or use on any district owned/issued devices and/or networks.

**Violations of Acceptable Use Policy**-Student use of the computer network, the Internet, and other technology resources is a privilege not a right. Violations of this policy may have disciplinary repercussions, including, but not limited to and/or in combination of the following:

Suspension or termination of network, technology, or computer privileges

Completion of online course regarding acceptable use or similar corrective or rehabilitative measures

Loss of privilege of bringing personally-owned technology devices to school

Notification of and/or conference with parents

In-school detention, out-of-school suspension, suspension from school bus, or other disciplinary actions as authorized by the Code of Student Conduct

Financial accountability for damage or loss

Legal action and/or prosecution

## **CELL PHONE**

No student may use, operate, or possess an electronic wireless communication device in any public elementary or secondary school building or on the grounds thereof during the instructional day **unless the wireless communication device is turned off and stored off their person in a locker, car, or similar storage location**. Instructional day is defined as the period of time during which a public elementary or secondary school is open and in session for the purpose of meeting the minimum number of instructional days or hours pursuant to Section 16-13-231, Code of Alabama 1975 and the term also includes class transitions, lunch, non-instructional times, and any other time specified in a wireless communication device policy.

Possession of Wireless Communication Devices – including, but not limited to:

- a cellular telephone;
- a tablet computer;

- a laptop computer;
- a pager;
- a gaming device;
- a smart watch;
- Air Pods; and any other portable electronic device that has the capability of exchanging voice, messaging, or other data communication with another electronic device.

The Board is not responsible for the theft, loss, or damage to any wireless communication device brought onto campus by a student.

Prohibition on Use and Exceptions – Students cannot use, operate, or possess a wireless communication device during the instructional day except under the following limited circumstances:

- The use, operation, and/or possession of the device is specifically included in the student’s Individualized Education Plan (IEP), 504 Plan, or an Individualized Health Plan;
- The use, operation, and/or possession of the device is for educational or learning purposes under the supervision of school personnel; and
- The use, operation, and/or possession occurs during an emergency threatening the life or safety of the student or another person.

The use of any wireless electronic device to record is prohibited unless express written consent is given by school/system administration prior to the recording.

Because of security concerns, when personally-owned devices are used on campus, they should not be used over the school network without express permission from Technology staff.

The Superintendent or designee is authorized to develop additional guidelines for the implementation of these exceptions.

Storage of Devices– Unless one of the exceptions listed below applies, wireless communication devices **must be turned off and stored off the student’s person in a locker, car, or a similar storage location during the instructional day, which includes:**

- when school is open and in session;
- during class time, lunch, transitions between classes, and any non-instructional periods; and
- any other times students are required to do so by the Code of Conduct or other school rules or are instructed to do so by school staff.

The Superintendent or designee is authorized to determine appropriate storage locations for such devices at each school.

Searches – School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

Disciplinary Action – Any violations of this policy can result in disciplinary action as outlined in the Code of Conduct.

### **Rules Governing Possession of Cell Phones and other ECDs at School**

- Except as authorized by school personnel, **the power on all such devices must be turned off** during school hours, on the school bus, and at any time that the student is a participant in an after-school activity under the direct supervision of school personnel.

- Students are not permitted to use cell phones and other ECDs during school hours (including transportation on the school bus) except with the express authorization of school personnel.
- Except as authorized, students must ensure that phones are put away and are stored out of sight during the school day. A student who has a phone out so that it is visible during the school day without authorization will be disciplined accordingly.
- Students participating in supervised after-school activities are not permitted to use such devices except in accordance with the directives of the school personnel supervising the activity.
- School personnel will confiscate the cell phones and ECDs of students who violate this policy, and will require parents to retrieve the devices. Cell phones confiscated under this policy may be subject to search under the Board's Search and Seizure Policy.
- Unauthorized use of a cell phone or ECD during school hours, on the school bus, or while participating in a supervised school activity will constitute an Intermediate Violation of the Code of Student Conduct, and students committing such violations will be subject to appropriate discipline. Repeat violations of this policy may be disciplined as Major Violations and repeat offenders may be banned from having a cell phone at school.
- A student who uses a cell phone in a manner that constitutes a violation of any other provision of the Code of Student Conduct may be disciplined accordingly. Thus, by way of example, a student who downloads indecent materials, uses a cell phone to text profane messages, uses a device to text answers to a test, uses a device to make a bomb threat, uses a cell phone to record a fight or group violence, or commits any other act that violates Board policy, will be subject to the applicable discipline for the particular offense.

**The Board is not responsible for lost or stolen cell phones or other ECDs.**

### **DIGITAL DEVICE**

**Device Distribution-**Devices will be issued to students at the beginning of each school year by a member of the CCBOE Technology Department or local school Technology Coordinator. Parent(s)/Guardian(s) and students must participate in the CCBOE Virtual Training/Orientation and digitally sign the Digital Device Agreement before a device will be issued to a student. Once completed, students will receive the following items:

- Dell Chromebook
- Dell Chromebook charger
- Messenger Bag/Carrying Case
- Any other applicable accessories

**Returning Your Device-**Devices will be returned at the end of each school year to a member of the CCBOE Technology Department or local school Technology Coordinator. The date, time, and location for these procedures will be determined by the local school principal. Devices must be surrendered immediately if a student:

- Withdraws
- Is expelled
- Is assigned to the Calhoun County Schools Alternative School Program

**Failure to Return Your Device-**If a student fails to return the device and all of the issued accessories (charger, messenger bag, etc.) he/she and his/her guardian will be responsible for the replacement cost of each item and may be subject to criminal prosecution or civil liability. Failure to return the device or any accessories will result in a report of theft being filed with the appropriate authorities.

### **DEVICE CARE**

**General Information-**All devices and accessories are the property of Calhoun County Schools that are provided on loan for students to enhance their learning opportunities. Use of the device is a privilege and not a right. Students are responsible for the general care of the device they have been issued by their local school. Devices that are broken or fail to work properly should be immediately reported to the local school

Technology Coordinator or designee for an evaluation of the equipment. Devices should only be evaluated and/or repaired as deemed necessary by a member of the Calhoun County Schools Technology Department. Students/Parent(s)/Guardian(s) should not attempt to make any repairs to the device.

#### Care of the Device

- Use a clean, soft, anti-static cloth to clean the screen; do not use cleansers or liquids of any type to clean the Chromebook.
- Devices must remain free of any writing, artwork, stickers, or labels that are not the property of Calhoun County Schools. Protective “shells” may be purchased by the student to personalize the device but they must not remove any Calhoun County Schools labels nor contain any adhesive backing that will adhere to and potentially damage the device.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything on the Chromebook that could put pressure on the screen.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Insert cords and cables appropriately; do not force any cords when plugging into the Chromebook or electrical outlets.
- Do not eat or drink over your Chromebook. Keep liquids out of your backpack or bag when your Chromebook is in it.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair.
- Store Chromebook in a secure location. For instance, electronic devices should never be left in an unlocked locker, car, or any unsupervised area. Unsupervised areas include the school grounds, including but not limited to the gyms, locker rooms, library media centers, unlocked classrooms, hallways and school busses. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to an area designated by the local school principal. Repeat occurrences of leaving the device in unsupervised areas may result in disciplinary action and/or the use of the device being revoked periodically or permanently.

**Carrying/Transporting Devices**-To assist students in protecting the devices while being transported from location to location, Calhoun County Schools will provide a carrying case/messenger bag for each device. The carrying case/messenger bag is designed to protect the device from normal treatment and is suitable for carrying the device within the school. Devices should remain in the protective carrying case whenever it is not in use. While the carrying case/messenger bags may be large to hold additional items such as folders or workbooks it is not recommended that students place those items in the bag. The additional weight may place too much pressure on the device screen or become heavy enough to strain or break the strap/handle of the bag.

#### **SOFTWARE, ACCESS & PRIVACY**

**Software**-The software/applications installed by Calhoun County Schools must remain on the devices and be easily accessible at all times. Calhoun County Schools reserves the right to add or remove software as necessary. Students should not install any software or applications unless directed to do so by Calhoun County School’s personnel.

**Access & Privacy**-All users will be provided with network storage space and should use only those accounts, files, software, and technology resources that are assigned to him/her. Network storage areas will be treated like school lockers. Network administrators will review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users of school technology resources have no personal right of privacy or confidentiality with respect to the use of such resources and should not expect files, information, or communication stored on school resources to be private.

**Unauthorized Access**-Individuals shall not attempt to log in to the network by using another user's account and/or password, or allow someone to use his/her password to access the network, email, or the Internet. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system,

either with or without malicious intent. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming, hacking, or any other means.

### **USE OF DIGITAL DEVICE DURING ADMINISTRATION OF SECURE TESTS PROHIBITED**

Alabama State Department of Education policy states that the possession of a digital device (including but not limited to cell phones, smart watches, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. Under state guidelines, if a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

### **USAGE FEES & REPLACEMENT COSTS**

#### Usage Fees

Grade Level	Usage Fee
Elementary (K-4)	\$0
Secondary (5-12)	\$40

#### Replacement Costs

Device	Replacement Cost
iPad (K-4)	\$399
Dell Chromebook	TDB
Dell Chromebook Charger/Power Adapter	\$55
Messenger Bag for Chromebook	\$20
Cracked or Damaged Screen	\$40-\$100 (Varies based on damage)

### **III. CODE OF STUDENT CONDUCT DISCIPLINARY METHODS AND PROCEDURES**

All students of the School System are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship everywhere. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others. The Board shall instruct the Superintendent to establish, in cooperation with principals and teachers of all schools, a Student Rights and Responsibilities/Code of Conduct which states clearly and precisely the written rules and regulations, and disciplinary actions applicable within respective schools of the district. Standards shall foster a safe, friendly, and business-like atmosphere in which students and school personnel can work cooperatively. The Board shall review and approve the Student Rights and Responsibilities/Code of Conduct. All rules and regulations must be approved by the Superintendent and adopted by the Board. Upon approval, the Student Rights and Responsibilities/Code of Conduct will be considered Board Policy. Principals shall have the responsibility to take disciplinary action whenever the behavior of any student interferes with or disrupts learning. The principal shall disseminate to students and parents each year a notice of the rules and regulations for the school system. The parent/guardian of each student shall document receipt of the Student Rights and Responsibilities/Code of Conduct

## **PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT**

The Board hereby advises parents/guardians/custodians of their responsibility for the conduct of their child(ren) based on Legislative Act No. 93-672 which amends Section 16-28-12 of The Code of Alabama. The Act has important implications for parents and students of the School System. Applicable sections of The Code of Alabama read as follows: Section I -- Title 16, Code of Alabama, 1975, is amended:

"(A) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

"(B) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of Education of the school system in which the suspected violation occurred. The Superintendent or designee shall report such suspected violations to the district attorney within 10 days. Any principal or Superintendent of Education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public schools."

In an effort to implement and communicate the basic principles of the Act, the Board endorses the following operational procedures:

Parents/guardians/custodians and students shall be informed of the intent of Act 93-672 and Title 16-28-12 of The Code of Alabama through the printing of the basic principles in student handbooks and/or in school newsletters. Such information should be communicated at the beginning of each school year. The basic principles are as follows:

Parents/guardians/custodians must enroll their children, i.e. all children between the ages of 6 and 17 shall be required to attend school. Parents/guardians/custodians are responsible for the regular attendance of their children.

- a. Parents/guardians/custodians are to compel their children to properly conduct himself/herself in accordance with the policies of the Board related to student behavior.
- b. Parents/guardians/custodians should be informed that inappropriate conduct or behavior on the part of their child (ren) may result in suspension from school and such suspensions will be reported to the Superintendent and District Attorney by school administrators.
- c. Parents/guardians/custodians will be subject to prosecution by the District Attorney on the third suspension of their child pursuant to Section 16-28-12 of The Code of Alabama.
- d. Parents/guardians/custodians may be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

School principals and/or the Superintendent are responsible for reporting violations of this Act to the District Attorney's Office. School principals and/or the Superintendent are hereby informed that if the intentional failing to report a suspected violation of this Act could result in being declared guilty of a Class C misdemeanor.

**Parents Responsible for Damages to School Property --In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).**

## DISTRICT MODEL FOR CLASSROOM MANAGEMENT

Calhoun County Schools utilizes best practices in discipline with Positive Behavioral Intervention Supports (PBIS). PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The Alabama State Department of Education has endorsed a research-based PBIS model called CHAMPS. Through the use of CHAMPS, the educators of Calhoun County Schools shall identify and promote strategies for teaching, encouraging, and reinforcing positive student behavior. The school system believes that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. These strategies facilitate the establishment of a positive school culture by constructively teaching school rules and social-emotional skills.

*CHAMPS positively reinforces appropriate student behavior with a multi-tiered approach to promote school climate for all students. The teachers and administrators, through the Problem Solving Team (PST), will emphasize and document early intervention for misbehavior before resorting to exclusionary discipline, except in instances where the safety of students and/or staff is threatened. CHAMPS incorporates a continuum of graduated consequences for increasingly serious and continued behavior. It is designed to help classroom teachers develop (or fine tune) an effective classroom management plan that is proactive, positive, and instructional.*

**CHAMPS** stands for:

**Conversation**

**Help**

**Activity**

**Movement**

**Participation**

**Success**

In addition, your child will be using these learning strategies with the acronyms of **SLANT** and **STOIC**. **SLANT** is a classroom participation technique. It is designed to teach students to:

*Sit up*

*Lean forward*

*Activate your thinking / Act interested*

*Note important information / Nod your head*

*Track the talker (follow the teacher as they move around the room)*

**STOIC** is a framework that applies to classroom management.

**Structure** & Organize the classroom for success.

**Teach** students how to behave responsibly in the classroom.

**Observe** student behavior (supervise!)

**Interact** positively with students.

**Correct** irresponsible behavior fluently— that is, in a manner that does not interrupt the flow of instruction.

## DISCIPLINARY ACTIONS BEYOND THE CLASSROOM

The following disciplinary methods and procedures shall be implemented in accordance with Board policy and an applicable degree of due process shall be followed in each instance. Due process afforded shall be commensurate with both the gravity of the offense and the severity of the contemplated penalty. This listing of disciplinary methods is not all-inclusive, and is not meant to suggest that other reasonable disciplinary actions are disapproved by the Board. Professional discretion will be exercised by school administrators in assigning or recommending appropriate discipline.

Based on legislative act SB 157, teachers may exclude from his or her classroom any student who does any of the following:

- (1) Engages in disorderly conduct.
- (2) Behaves in a manner that obstructs the teaching or learning process of others in the classroom.



- (3) Threatens, abuses, intimidates, or attempts to intimidate an education employee or another student.
- (4) Willfully disobeys an education employee.
- (5) Uses abusive or profane language directed at an education employee.

A student who is excluded for the remainder of a school day for a total of three times in one 30-day period shall receive, as determined by the principal, in-school or out-of-school suspension, or may be recommended for placement in an alternative school

**Before or After School Detention-**The principal, or his/her designee, has the authority to assign students to a designated area at the beginning or end of the regular school day for a reasonable and specified period of time. A parent or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify a parent or guardian prior to the assignment of a student to detention. If the parent or guardian is notified on the day of the misbehavior, the student will be assigned on that day; if not, the student will be assigned following notification of parent or guardian.

**Disciplinary Probation-** a period of time specified by the Superintendent, principal, or his/her designee, during which a student must correct his/her behavior while abiding by all other school regulations. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

**Disciplinary Work / Clean-up Assignment-**The principal, or his/her designee, has the authority to assign supervised activities related to the upkeep and maintenance of school facilities for a reasonable and specified period of time. Work assignments shall not interfere with any student's regular class schedule. A parent or guardian will be notified prior to the student's placement in a work or clean-up assignment and will be responsible for transportation.

**In-School Detention-**a structured disciplinary action in which a student is isolated or removed from regular classroom activities but not dismissed from the school setting. The principal, or his/her designee, has the authority to assign students to the in-school detention program for up to ten (10) consecutive days consistent with Board policy. Extended ISD assignments require approval of the Superintendent. Students assigned to the in-school detention program will be counted present to school and will be allowed to continue or make up their academic work in accordance with board policy. Students assigned to ISD may be required to perform written work assignments as directed by the ISD supervisor.

**School Bus Suspension-**The principal, or his/her designee, has the authority to deny a student the privilege of riding a bus. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. A parent or guardian will be notified prior to suspension from the bus and will be responsible for providing transportation in such cases. **Physical Restraint-**Employees of the Board of Education are authorized to use reasonable physical force to restrain a student from injuring or attempting to injure himself or others. Such action may be taken as necessary to maintain discipline and order or to enforce school rules, and shall be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist with such action.

**Corporal Punishment-**In accordance with Alabama law, the Board of Education permits the use of corporal punishment. Should corporal punishment be needed, it must be administered in accordance with the following:

1. The student has been notified of the offense for which he/she is to receive corporal punishment and the student has been given an opportunity to explain his actions.
2. The punishment shall be administered by the school principal or his/her designee(s) (certificated personnel only) and witnessed by a certified school employee.
3. The punishment shall be administered out of the view or presence of any other students.
4. The punishment shall consist of no more than three swats on the buttocks with a smooth surface paddle free of holes and/or cracks.

**Suspension**-the temporary removal of a student from a school for violation of school rules and regulations. The principal, or his/her designee, has the authority to suspend a student from school. All suspensions will be in accordance with prescribed Board policy. A student recommended for suspension will be made aware of the charges and given an opportunity to respond. Any time an action warrants suspension, a reasonable effort will be made to contact a parent or guardian by telephone and/or by written notice delivered by the student or U.S. Mail. The student is responsible for notifying his/her parent/guardian of all written communications from the school. Failure to do so may result in further disciplinary action. Suspension days constitute unexcused absences and may result in zeros for missed assignments/tests. Further, students may not attend/participate in extracurricular or other school activities while suspended.

**Saturday School**-The purpose is to provide an alternative to out-of-school suspension. Saturday School attendance will not be offered for severe violations, or in any instance involving a recommendation for expulsion, except as permitted by the superintendent. Saturday school is an administrative option that may be offered instead of out-of-school suspension or other discipline as deemed appropriate by the principal pursuant to Board Policy.

**Alternative School**-Students may be assigned to the Alternative School by the Superintendent or his designee for disciplinary reasons in accordance with Board policy. The school principal may recommend consideration of Alternative School placement to the Superintendent in accordance with the Board policy governing Disciplinary Due Process. Students shall be suspended by the principal pending a hearing before the Superintendent or his designee. **Note: Expulsion may be considered and recommended by the Superintendent in appropriate cases even when the principal has requested consideration of Alternative School in lieu of expulsion.** Students are assigned to the Alternative School for a specified length of time, which is subject to increase dependent upon the student's successful compliance with the Alternative School program, including regular attendance and acceptable behavior and work performance. Failure and/or unwillingness to comply with requirements of the Alternative School program may result in a recommendation for expulsion from Calhoun County Schools. If a student withdraws from Calhoun County Schools during a pending Alternative School recommendation or assignment, the pending matter must be addressed and appropriate Alternative School time must be served upon the student's return to the school system. A student assigned to the Calhoun County Alternative School will not be permitted to count time served at another alternative program or disciplinary facility without prior review and approval by the Superintendent. During assignment to Alternative School, students are not permitted to be present on the regular school campus or at school-sponsored activities. During assignment to the Alternative School students shall remain subject to the Code of Student Conduct and such other additional requirements and rules of student conduct as the Superintendent may approve to ensure safety and order in keeping with the disciplinary function of the Alternative School program. Such additional rules may include, but are not limited to the following:

- Modifications to the grooming and dress code as deemed appropriate to ensure safety and to prevent hair and dress styles that are disruptive or tend to draw undue attention to individual students.

- Restrictions on the possession of book bags and purses.

- Regular student searches, including the use of metal detectors.

- The prohibition of cell phones.

- Such other rules as may be conducive to a highly controlled and structured disciplinary environment.

Students assigned to the Alternative School receive counseling which stresses nonviolent conflict resolution, responsibility, problem solving, and other issues which affect the students' ability to function in the regular school environment. **Students served under IDEA and/or Section 504 of the Rehabilitation Act may be assigned to the Alternative School in accordance with the DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES mandated by the Board.**

**Expulsion**-Expulsion is the permanent or long-term removal of a student from school in the Calhoun County School System for violation of school rules or regulations. In the case of offenses warranting such action, the principal has the responsibility to recommend student expulsion to the Superintendent in accordance with Board policy. If a student is suspended and recommended for expulsion, the local school

principal shall notify, in writing, with a copy to the Superintendent, the student and parent or legal guardian of the action taken and the additional action recommended and the cause(s) for such action and recommendation. Upon receipt of such recommendation, the Superintendent shall promptly notify in writing the student and parent or guardian of the time and place for the hearing and the process to be followed in considering the recommendation for expulsion. The hearing relative to expulsion, as well as all preliminary steps concerning the hearing and recommendation, shall fully comply with applicable due process criteria.

**Notification of Legal Authorities**-In situations where notification or involvement of legal authorities is warranted and/ or is required by law, school officials are authorized and encouraged to contact law enforcement officials for assistance. Incidents involving violations of Board policy concerning trespassing, drugs, alcohol, firearms and other deadly weapons, physical violence, property damage, and the like may require intervention by law enforcement officials, up to and including arrest and/or immediate removal of the student from the school environment.

**Withdrawals**-If a student withdraws from any school before assigned days have been completed and attempts to enroll in any Calhoun County School, they must complete assigned days before returning to class. If a student withdraws after an alleged violation and before a due process hearing and attempts to return to the same school or enroll in any Calhoun County School, they must complete the due process hearing before enrolling in school.

If a student withdraws and returns from an outside placement (DYS, discipline, mental health, rehab, etc), the student may be required to complete a 10 day transition at Excel Academy before returning to a base school.

## **CLASSIFICATION OF VIOLATIONS**

**It is fundamental that an orderly school shall have clearly defined behaviors and standards to which students must conform. Non-conformity to these prescribed behaviors result in violations of the Code of Student Conduct. Violations are grouped into four classes that range from the least to the most serious, as follows: Minor, Intermediate, Major, and Severe. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. The principal, or his/her designee, shall hear the student's explanation and consult further with witnesses, if necessary, before determining the classification of the violation. Each classification is followed by disciplinary procedures to be implemented by the principal or designee in accordance with his/her professional discretion. Neither the list of violations nor the listing of recommended consequences is considered to be all-inclusive.**

Teachers are expected to play a significant role in dealing with student behavior and discipline. Each teacher will deal with general student disruption and misbehavior by taking disciplinary action, which may include: a personal call to a parent or guardian, a scheduled parent or guardian conference, a classroom work assignment, or other appropriate measures. Only when the student behavior is sufficiently severe or the action taken by the teacher is repeatedly ineffective in dealing with documented student misbehavior, should the student be referred to the principal or his/her designee.

This disciplinary code is applicable to grades K-12. Administrators will consider the age and grade level of a student when selecting and administering discipline from among the disciplinary actions provided for each classification of violation.

### **Class I Minor Violations**

101. Non-compliance with a reasonable request by school personnel and other similar violations such as:
  - a. refusal to follow established classroom rules
  - b. refusal to follow directions or to attempt assigned class work
102. Violation of cell phone policy / unauthorized use of cell phone or other electronic communication device. Note: Repeated violations may result in the student being charged with an Intermediate Violation and disciplined accordingly (Not limited to, but to include, loss of cell phone privileges.)
103. Any other behavior that the principal may reasonably determine to be a minor violation.

### **Disciplinary Action for Minor Violation**

**First violation:** Student conference and parental contact when warranted. Specific circumstances may warrant other disciplinary action as defined in this publication.

### **Second and Third Violations:**

There will be an administrative option of one of the following:

1. Before or after school detention
2. Disciplinary work assignment
3. Short-term placement (less than one day) in ISD

### **Fourth Violation may constitute a CLASS II Intermediate Violation.**

#### **Class II Intermediate Violations**

The following are classified as intermediate violations and are prohibited by the Calhoun County Board of Education and may necessitate the involvement of legal agencies:

201. Failure / refusal to complete discipline assigned for Minor Violation.
202. Considered rebelliousness by school personnel.
203. Stealing or possession of stolen property- the deliberate taking of property valued at \$10.00 or less belonging to another, or the knowing possession of such stolen property.
204. Unauthorized possession of any object or device that may reasonably be considered as a dangerous implement or weapon, but which is not deemed to be a “deadly weapon” or “firearm” as defined in other sections of this Code. (Note: Threatened or actual use of the object as a weapon will constitute a more serious violation.)
205. Unauthorized possession / use of a cell phone, recording device and other electronic devices including electronic accessories (headphones, smartwatches, etc.). Circumstances arising from the unauthorized use of electronic devices may result in Class II or Class III offenses.
206. Unauthorized absence from school or class--once a student has arrived on campus or ridden a school bus, leaving school grounds without permission/out of class without permission.
207. Excessive distraction of other students - any behavior which is excessively disruptive to the orderly educational process.
208. Bullying- intentional behavior which tends to intimidate or humiliate others, including the making of threats or of repeated statements that ridicule or cause emotional injury.
209. Offensive Touching-Scuffling--pushing or shoving by a student or between students that does not rise to the level of a fight or an assault.
210. Profanity / vulgarity – possession or unintentional and/or non-directed use of profane or vulgar language (written or spoken), vulgar drawings or pictures, or obscene gestures. This includes intentional accessing or downloading of such materials on-electronic devices.
211. Intentionally providing false information to school personnel or parents, such as forgery of parents' names, changing grades on papers, or similar dishonesty.
212. Unauthorized possession of matches or lighters.
213. Rude, discourteous, or belligerent behavior.
214. Inappropriate display of affection and/or physical contact.
215. Gambling-any form of the exchange of money or goods (including matching, flipping, dice, etc)
216. Violation of Medication Policy. (Certain violations of the Medication Policy may be treated as violations of the drug policy under Severe Violations. Circumstances, including the nature of the medication, the potential for abuse, transfers or sales, etc. will be considered)
217. Violation of Check-Out/Check-In Policy.
218. Fifth (5<sup>th</sup>) or subsequent violation of Tardy Policy within semester.
219. 4th Class I violation may result in a Class II offense
220. Non-Conformity to Dress Code

221. Miscellaneous violations of the Student Acceptable Use and Internet Safety Policy not otherwise covered by the Code of Student Conduct.
222. Any other behavior that the principal may reasonably determine to be a CLASS II Intermediate Violation.

### **Disciplinary Options/Actions Class II Intermediate Violations**

Teacher/Counselor/Administrative Intervention

Parent Notification

Verbal Reprimand

Disciplinary work assignments

Non-corporal Punishments

Corporal Punishment and Parental Notification-as a last resort after other disciplinary tactics have failed and/or determined on a case by-case basis. \*\*\*\*\*Refer to Board Policy regarding guidelines to be used in administering corporal punishment

Detention

Saturday School

ISD for 1 or more class periods

1-5 Days In-School Suspension (ISD) and Parental Notification

1-5 Days Out-of-School Suspension (OSS) and Parental Notification

1-5 Days combination of ISD and OSS and Parental Notification

1-5 Days Suspension from Bus

Extended ISD assignment for a period not to exceed 20 days-for repeated violations after considerations related to the nature of the offense, whether the student presents a threat to safety, length of time between violations, prior disciplinary efforts. Requires notification to parents and approval of Superintendent/Designee

Involvement of SRO if needed

**Students assigned to ISD for an excess of five days (5) will be restricted from participating in extracurricular activities during the ISD assignment.**

For students identified as disabled, recommendations for extended disciplinary assignments to ISD will require implementation of the Board's Disciplinary Procedures for Students with Disabilities.

### **Class III Major Violations**

The following are classified as major violations by the CCBOE and are prohibited and may necessitate the involvement of legal agencies:

301. Insubordination-defiance or disrespect of a school board employee's authority; any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee.
302. Stealing or possession of stolen property—the deliberate taking of property valued at more than \$10.00, or the possession of such property with the knowledge that it is stolen.
303. Breaking, entering, or remaining in a structure or conveyance during the hours the premises are closed to the public.
304. Vandalism—deliberate action resulting in damages of less than \$200 to public, school or personal property. This also includes any school issued devices.
305. Trespassing – willfully entering or remaining in/on any structure, conveyance or property without being authorized to do so.
306. Fireworks - possession of and/or igniting fireworks.
307. Student disorders—inciting or participating in group disruptions.
308. Intimate touching of another person against his/her will. This includes the removal or attempt to remove clothing of another to reveal private body parts (panting, etc.). (Note: Such behavior may also constitute a Class IV Severe Violation, depending upon all circumstances).
309. Fire alarms—the unjustified activation of the fire alarm system.
310. Using obscene or profane language or gestures when speaking to or in the presence of school personnel (i.e., where school personnel are dealing directly with a student)
311. Unauthorized organization—any attempt to use the school day for unauthorized activities that are not school-related or school-sponsored.

312. Threat to student(s) or school personnel—a threat, whether spoken, written, or via social media to cause bodily injury to student(s) or school personnel when made directly to such student(s) or personnel, or when made outside the victim’s presence if it should reasonably be expected that the threatening statement will be intercepted by or reported to school officials so as to cause alarm or disruption of school operations.
313. Possession of any object or device realistically resembling a firearm.
314. Harassment / discriminatory treatment—speech or written expression tending to insult or stigmatize others on the basis of their sex, race, color, disability, religion, sexual orientation, ethnic group, or national origin or to promote extremist or —hate groups that stigmatize or infringe upon the rights of others. Written expressions may include symbols or drawings.
315. Sexual Harassment – harassment based on sex, including unwelcome written or verbal propositions to engage in sexual acts or other unwelcome advances. (See Sexual Harassment Policy for further definition)
316. Altering official school records or computer information and/or programs.
317. Tobacco/Nicotine/Electronic vapor devices—possession, use, or sale of products (may be considered a Class IV Severe Violation considering circumstances)
318. Fighting—conduct falling within the Alabama laws defining assault, menacing and reckless endangerment, disorderly conduct, or criminal coercion. (Discipline and law enforcement involvement shall comply with the No Fight Policy and requirements under — **See “It’s the Law”**)
319. Group violence—conflict involving more than two students that results in physical harm. (**See - “It’s the Law”**)
320. Assault and battery upon a student. (**See - “It’s the Law”**)
321. Possession of gang-related writings, drawings, or symbols, as identified / verified under supervision of the Director of Safety and Security.
322. Threat to cause serious physical harm—any substantial threat, whether spoken or written, to inflict serious bodily injury or under circumstances where the threat is likely to cause fear of serious physical injury; OR any intentional display of force that gives the victim reason to fear or expect serious physical harm.
323. Oral or written communication related to or involving an attempt to sell, purchase or otherwise transfer drugs or other illicit substances.
324. Pornography – possession or distribution of pornographic materials. This includes accessing or downloading such materials on electronic devices.
325. Hazing – any action taken or situation intentionally created that causes embarrassment, harassment, or ridicule and risks emotional and/or physical harm to members of a group or team regardless of the person's willingness to participate.
326. 4th Class II Violation or a combination of 4 Class II and/or Class III Violations may be considered a Class III Violation
327. Any other behavior that the principal may reasonably determine to be a Class III Major Violation.

Note: If a violation has resulted in serious physical injury OR represents a continuing threat to the safety of students or personnel OR is otherwise deemed by the principal to be of an extremely serious nature so as to justify more serious discipline, the principal can consider the offense to be a Class IV Severe Violation.

### **Disciplinary Options/Actions Class III Major Violations**

Teacher/Counselor/Administrative Intervention

Parent Notification

Verbal Reprimand

Non-corporal Punishments

Corporal Punishment and Parental Notification-as a last resort after other disciplinary tactics have failed and/or determined on a case by-case basis. \*\*\*\*\*Refer to Board Policy regarding guidelines to be used in administering corporal punishment

Detention

Saturday School

1-9 Days In-School Suspension (ISD) and Parental Notification

1-9 Days Out-of-School Suspension (OSS) and Parental Notification

1-9 Days combination of ISD and OSS and Parental Notification

1-9 Days Suspension from Bus

Extended ISD assignment or Suspension from Bus for a period not to exceed 15 days-for repeated violations after considerations related to the nature of the offense, whether the student presents a threat to safety, length of time between violations, prior disciplinary efforts. Requires notification to parents and approval of Superintendent/Designee.

**Students assigned to ISD for an excess of five days (5) will be restricted from participating in extracurricular activities during the ISD assignment.**

Alternative School Referral and suspension pending DRC Hearing

Notification to Safety and Security Director, SRO, or Law Enforcement and report filed if applicable

#### **Class IV Severe Violations**

The following are considered to be severe violations and are prohibited by the CCBOE and may necessitate the involvement of legal agencies:

401. Drugs - Involvement with any type of drug, including electronic pens/device containing THC, controlled substance, narcotic, paraphernalia, etc. on school property or at school-sponsored events. Involvement includes unauthorized possession, transfer, use, purchase, distribution or sale of drugs, drug paraphernalia, or other substance with a potential for abuse which might create a hazard to the user's health or the safety of another, including attendance at school or school events while affected by or under the influence of such drugs. This includes having used any quantity of such drugs prior to school activities. This policy may apply to legal substances if misused in an effort to become intoxicated / high or when represented by the student to be a controlled substance. **NOTE: Students are advised that law enforcement agencies make periodic, unannounced visits to local schools for the purpose of detecting the presence of illegal drugs.**
402. Alcohol – Involvement with alcoholic beverages on school property or at school-sponsored events. Involvement includes possession, transfer, use, distribution, or sale, including attendance at school or school events while affected by or under the influence of alcohol. This includes having consumed any quantity of alcohol during or prior to attendance at school or school activities.
403. Arson - the willful and malicious burning of/or attempting to burn public and/or private properties.
404. Assault and battery or attempted battery upon school personnel
405. Robbery - the taking of money or other property from another by force, violence, assault, or intimidation.
406. Criminal mischief - willful and malicious damage to public, school, or private property in excess of \$200. This also includes any school issued devices.
407. Firearms - possession, discharge, transfer, or sale of any firearm including, but not limited to, starter guns, pellet guns, or anything resembling a firearm.
408. Deadly weapons--possession of any object that is designed, made, or adapted for the purpose of inflicting death or serious physical injury.
409. Threat of use of a weapon - any threat (spoken, written, or via social media) to carry out a malicious threat or act with a weapon creating well-founded fear in the person threatened or attacked.
410. Terroristic Threat or Bomb threat - any communication (spoken, written, or via social media), plan, or documentation of such threat that has the effect of interrupting the educational environment or threat of explosives by any means of communication regardless as to whether or not a bomb actually exists.
411. Explosives - possession of explosive substances capable of causing serious bodily injury or property damage.
412. Non-consensual sexual conduct / sexual assault—forcing another to engage in a sexual act or coercing /enticing.
413. Indecent exposure - exposing one's private body parts (genitalia, etc.) publicly or under circumstances in which the conduct is likely to cause offense or alarm.
414. Sexual acts—engaging in a sexual act, including intimate touching.

415. Aggravated battery - intentionally causing great bodily harm, disability, or permanent disfigurement by use of a weapon.
416. Gang activity – active participation in recruiting, initiation, or other active conduct associated with gang activity as identified / verified under supervision of the Director of Safety and Security.
417. 4th Class III Major Violation may be considered a Class IV Severe Violation
418. Any other behavior that the principal may reasonably determine to be a Class IV Severe Violation.
419. Crimes as defined under the laws of the city, county, State of Alabama, or United States

#### **Disciplinary Options/Actions-Class IV Severe Violation:**

Grades K-4-based on age, maturity of child, and severity of offense, student may be disciplined based on a Class III offense

Parental/legal guardian/custodian notification and conference

Immediate suspension (not to exceed 9 days) pending DRC hearing

Initiation of Due Process procedures for a Disciplinary Review Committee (DRC) hearing to consider a recommendation to the Superintendent for disciplinary action/alternative placement in ISD, Alternative School, and/or Bus Suspension Students must be suspended out-of-school until the hearing is held. The recommendation may be for up to a minimum of 15 days to a recommendation for expulsion from school or Suspension from Bus. Note: students who are expelled from school may not be on school grounds for any reason during the period of expulsion.

Notification to Safety and Security Director, SRO, or Law Enforcement and report filed

### **NO-FIGHT POLICY**

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

The Superintendent, working cooperatively with the local police and/or sheriff, the district attorney, and the juvenile court, shall enforce this "no-fight" policy for grades 7-12. It may be utilized as appropriate for lower grades, depending upon the severity of the incident involved.

These procedures will be followed in the case of all verified fights within the meaning of this policy:

1. Fighting in a school building, on school grounds, at any school-sponsored event, or on a school-owned vehicle shall be classified as a major violation of the Code of Student Conduct.
2. The principal or his designee shall investigate the incident and take the appropriate action as identified in the Code of Student Conduct (Classification of Violations). The principal or his designee shall determine whether a fight has occurred within the meaning of this policy.
3. The principal or his designee shall secure the cooperation of witnesses to the fight and secure written statements from all witnesses, and shall endeavor to secure reliable witnesses for court appearances.
4. The principal/designee shall call the police and file a complaint/petition with the juvenile court.
5. A reasonable attempt shall be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by a police officer.

### **GROOMING AND DRESS CODE**

This policy shall apply to all students, Kindergarten through 12th grade. **Age and size appropriateness may be considered when applying this policy to elementary students, especially in grades K-2.** Good grooming and personal appearance are essential elements in the teaching and learning process. Therefore, it is expected that students shall dress in such a manner that will ensure health and safety, and not distract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students or the purposes of public school education.

1. Students must be neatly dressed, clean and well-groomed while at school.
2. Shoes must be worn at all times by all students.



3. Shirts, blouses, and dresses should have modest and appropriate necklines and closures. Clothing that exposes the bust line, back, or midriff area is not permitted. Halters, spaghetti straps, tank tops, or tube tops should not be worn. Transparent garments are not permitted.
4. Dresses and skirts should not be shorter than 5 inches above the middle of the kneecap.
5. Shorts should not be shorter than 17 inches in length along the outside seam beginning at the waistband or no shorter than 5 inches from the middle of the kneecap.
6. Pants must cover the pelvic girdle (hip bones). Low-riding pants or sagging will not be permitted.
7. Garments must be free of holes, rips, and tears above the knee in cases where skin is seen. Cut-off pants are not permitted.
8. When wearing leggings or jeggings, shirts must be below the buttocks and measure no shorter than 5 inches from the middle of the kneecap in the front as well.
9. Pajama bottoms, pants that are clingy or revealing, and all types of underwear are prohibited as outerwear.
10. Coats must not extend below the knee. Coats or bulky outerwear should not be worn indoors, unless otherwise directed by the principal in the event of unusually cold weather conditions.
11. Sunglasses, hats, caps, bandannas, hoodies, or any other head covering may not be worn inside the building. Consideration will be given to extenuating circumstances.
12. Facial jewelry (including tongue jewelry) is prohibited. Pierced ears and earrings are permitted.
13. Clothing or paraphernalia related to or associated with gang affiliation or activity are prohibited. Refer to: More Severe Disciplinary Action.)
14. Belongings and garments must be void of inappropriate writings, drawings, symbols and/or decals. This includes, but is not limited to, those that promote alcoholic beverages, tobacco products, or illegal drugs; those that have lewd, profane, obscene or sexually suggestive statements and/or illustrations; those that contain violent or abusive statements or illustrations; those with racist implications or that portray or symbolize hate groups or extremist groups tending to stigmatize or infringe upon the rights of others; or those which otherwise create a hostile or offensive learning environment or otherwise tend to cause disruption. (Refer to: More Severe Disciplinary Action.)
15. Career technical classes or shops, physical education classes, lab classes, band and choral, and similar classes with special requirements may develop additional dress codes to promote safety for all students or to allow for mobility for specific activities.
16. With approval of the principal and superintendent, activity sponsors may establish more restrictive rules for dress and grooming as a prerequisite for membership or participation in specific co-curricular and extracurricular activities.
17. The principal or his/her designee will make the final judgment as to whether or not a student's clothing is appropriate for school wear.
18. Only mesh or transparent book bags/back packs are allowed in Middle and High Schools.

### **General Disciplinary Action**

**First Violation:** The student will be removed from class and, if possible, the parents will be contacted. The student will be considered unexcused from class for whatever length of time it takes the student to conform to the dress code.

**Subsequent Violations:** All subsequent violations will be considered as Intermediate Violations and disciplined accordingly.

**More Severe Disciplinary Action**-Certain violations may constitute Class II or III Violations under the Code of Student Conduct and may be disciplined accordingly. The following examples are offered by way of illustration but not by way of limitation. Thus, for example, the wearing of clothing that violates the Major Violation prohibiting —possession of gang-related writings, drawings, or symbols, as identified/verified under the supervision of the Director of Safety and Security shall be treated as a Class III or IV Violation. Similarly, clothing that contains profanities, obscenities, or obscene illustrations may constitute an Intermediate Violation, and clothing with expressions intended to insult or stigmatize others on the basis of gender, race, disability, etc. may constitute a Class III or IV Violation.

## **STUDENT DUE PROCESS**

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short- and long-term suspension, or expulsion are applied. Before being punished for violation of a Board policy or local school rule and regulation, the local school principal or designee shall ensure that students are accorded the following appropriate due process.

Principals/Administrators/Transportation Supervisor shall have the sole power to initiate proceedings to suspend or to expel any student. If, on receiving a complaint of possible student misconduct, the principal/administrator/transportation supervisor believes the matter warrants he/she shall fully investigate the facts. The student shall be allowed to fully explain his/her side of the story.

Alabama Act 2024-262 defines discipline in the following categories:

1. Long-term alternative school-placing a student in alternative school for more than 15 days
2. Long-term suspension-removing a student from the regular school environment for 11-89 school days.
3. Expulsion-removing a student from his regular school environment for 91-179 school days.
4. Regular School Environment-any learning environment provided by Calhoun County Schools, including in-school detention and virtual school.

Regular school environment is defined as the learning environment provided by the local board, which includes in school suspension and virtual school.

### **Informal Due Process - Corporal Punishment and Short-Term Suspension (9 days or less).**

When a student is facing possible short-term suspension, the principal or designee shall ensure that the following minimal formal due process procedures are accorded the student:

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

The disciplining authority (principal, teacher, etc.,) may immediately impose appropriate discipline measures, in accordance with Board guidelines, following the informal due process hearing stated above. There is no appeal to short-term suspensions of 9 days or less.

**Formal Due Process (Disciplinary Review Committee) - Long-Term Suspension (more than ten (10) school days) or Expulsion.** When a student is facing possible long-term suspension (more than 10 school days) or expulsion, the Board shall ensure that the following formal due process procedures are accorded the student within nine (9) days unless, unless good cause is shown or parties agree otherwise.

1. The right to an administrative due process hearing before Disciplinary Review Committee
2. The right to a written notice of Violation(s) and statement of offense.
3. The right to written notification of the hearing date, time, place and proposed discipline. The written notice may be delivered personally, by mail, or by electronic mail. Failure to respond may result in the hearing being waived.
4. The right to a private, closed hearing since the good name of individuals will be discussed and to comply with student privacy rights.
5. The Student has the right to be represented by a parent/guardian at the hearing. Additionally, the Student has the right to be represented at the hearing by an attorney or another advocate at the Student's own expense. If the Student chooses to be represented at the hearing by an attorney, please provide notification at least two (2) days before the hearing. Failure to do so may result in the hearing being postponed.
7. The right to waive the hearing and accept the discipline.
8. Before the hearing, the Student, a parent or guardian, Student representative, or attorney may 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. Parents may contact the Central Office at 256-741-7400 to review the evidence prior to the hearing.

9. At the Disciplinary Review Committee hearing, the Student may admit or deny the allegations against the Student. If the Student denies the allegations, the principal/administrator/transportation supervisor shall offer evidence at the hearing before the Disciplinary Review Committee that the student violated the student code of conduct or state law and make a recommendation on discipline. .
10. The Student has the right to present evidence, including witness testimony about the incident, and question adverse witnesses who are present at the hearing and offering testimony (excluding students under 14 years of age). Witnesses may not be compelled or required to testify at the hearing and the Board and Superintendent may take actions to protect the anonymity of witnesses as permitted and required by law.
11. The hearing will be recorded in a manner chosen by the Board and will be made available to the Student or the Student's representative upon request.
12. The Disciplinary Review Committee shall not be required to observe the same rules of evidence observed by the courts. Evidence, including hearsay evidence, may be admitted.
13. The principal/administrator/transportation supervisor shall make a recommendation to the Disciplinary Review Committee as to the type of suspension and length of time. The Disciplinary Review Committee will decide to uphold or modify the recommendation by the principal/administrator/transportation supervisor.
14. The student and parent or guardian shall receive a written decision from the Superintendent 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 detailing the right of the student to appeal the disciplinary decision to the Superintendent, and then to the Board (only if the punishment is expulsion). The statement shall inform the student of his or her right to file an action in juvenile court, pursuant to Alabama Code Section 12-15-115, alleging that his or her rights were improperly denied in a proceeding resulting in suspension, expulsion, or exclusion from a public school.
15. If, after receiving the Superintendent's decision in writing, students/parents/guardians choose to appeal the Superintendent's decision, they must notify the Superintendent in writing within five (5) calendar days of receiving the decision by hand or electronic delivery or regular mail.
16. If a parent(s)/guardian(s)/custodian(s) appeals the Superintendent's decision to a Board Hearing, the recommendation for disciplinary action by the Superintendent will continue pending the decision of the Board. Failure to report to Alternative School if recommended will result in unexcused absences.

If the matter is not resolved in the Disciplinary Review Committee hearing and the decision from the Superintendent is appealed or if the Superintendent makes the decision to recommend expulsion of the student, then the Superintendent will place the matter on the agenda of the next Board meeting unless such a setting would be too soon to provide time for the parent(s)/guardian(s)/custodian(s) and the student to comply or too late to handle the matter in the allowable suspension period. Nothing in these proceedings shall impede the right of a student to challenge a suspension, expulsion, or exclusion from a public school action by filing an action in juvenile court, pursuant to Alabama Code Section 12-15-115. For extremely serious offenses wherein a decision needs to be rendered more promptly, the Board may be called into special session by the Superintendent provided that the student may not be denied reasonable time to prepare his/her defense.

### **DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES**

The Board accepts that discipline is an integral part of the educational process. Based upon this understanding, disabled students will be expected to follow the discipline policy established by the Board of Education as outlined in this publication to the fullest extent appropriate under the law. Misbehavior by disabled students in the regular classroom will be brought to the attention of the local school 504 contact or the student's case manager. Repeated misbehavior or violations of disciplinary rules should be addressed by the appropriate committee for consideration of an appropriate behavior plan. Prior to extended suspensions, extended ISD assignments for cumulative violations, expulsions, or extended Alternative School assignments of disabled students for disciplinary violations, a determination must be made by the

appropriate committee, including the Special Education Director or Section 504 Coordinator or his/her designee, regarding whether the misbehavior is a manifestation of the student's disability. Suspensions of five (5) days or more, or repeated short suspensions, should generally result in a review of the student's educational plan by the appropriate committee. Suspensions (or other removals from class) of ten (10) days or repeated suspensions having a cumulative total of ten (10) days could result in a change of placement and require a review of the student's educational plan within ten (10) school days by the appropriate committee. Alternative School assignments of disabled students may be made **following review by the appropriate committee and the Special Education Director / Section 504 Coordinator**. Immediate suspension or removal from the school environment of a disabled student is justified, however, when the student's presence at school would threaten his/her own safety and well-being or that of others, endanger school property, or seriously disrupt the orderly educational process. Principals are given immediate authority to have law enforcement agencies remove uncooperative students under these criteria and as otherwise required by Board disciplinary policy and state and federal law. If immediate removal is necessary, the parent or guardian and the Special Education Director or Section 504 Coordinator will be promptly notified and an appropriate meeting conducted to address the student's misbehavior as indicated above.

### **STUDENT TRANSPORTATION – BUS RULES**

Student transportation is provided by the Board as a service to the students of the School System. The Board reserves the right to deny a student the privilege of being transported at public expense if the policies, school rules, and regulations outlined in the student code of conduct are not followed. Video cameras may be placed on school buses to be used as an aid to monitor behavior and shall not limit the bus driver's authority or the discretion of school officials implementing and enforcing the provisions of School Bus Conduct. Transportation to and from school shall be provided by the Board of Education to eligible students of the school system. The transportation program shall be operated in accordance with provisions of the Code of Alabama and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of students. The Board of Education shall be responsible for the child until he or she is delivered to the home bus stop. If the child requires supervision at home, it shall be the parent's responsibility to ensure that a responsible adult is present. *In the event that an adult is not present and extra mileage is incurred to deliver a student back to school or a second trip to the home the parent/guardian may be responsible for reimbursing the transportation department for the extra mileage accrued.*

#### **Policies pertaining to student safety and the transportation program are as follows:**

**Who May Ride the Bus-**Only regularly enrolled students of a Calhoun County School or other authorized Board of Education employees shall be permitted to ride a bus on a regularly scheduled route. Preschool and post school individuals are prohibited from riding a bus on a regular route or on special trips except as a chaperone.

#### **Loading and Unloading**

- Students should be at the designated stop when the bus arrives. A target pick-up time will be given with a 10 minute pick-up window. The child should be at the designated stop at the beginning of the 10 minute window waiting for the bus.
- Students shall only board and unload from the bus at designated stops as determined by the route specialist and transportation supervisor.
- Students must have a note from home, signed by the principal or designee, to ride any bus other than the assigned bus or to get off at any stop other than the usual stop.
- Students shall not open or unload from the emergency door except in an emergency.
- Unsupervised students may not sit on a bus while the bus is parked at school.

**Seating-Seat assignments by bus drivers are mandatory.** Bus rosters should reflect the assigned seating of students on the bus.

- Students should find their seat promptly after boarding the bus. Once seated, they should remain in that seat until the bus comes to a full stop. No moving around will be allowed while the bus is in motion.

## **Talking**

- Unless there is an emergency, students should not attempt to talk to the bus driver while the bus is in motion.
- In conversation with other riders, students should speak in low tones—never shouting or making loud noises that may distract the driver.
- Students shall be silent when the bus approaches a railroad crossing and remain so until the crossing is completed.

## **Bringing Articles Aboard the Bus**

- Students shall not bring any article on the bus that cannot be held in the lap. Large school projects, large band instruments, large amounts of fund-raising products should be transported in parent vehicles and not buses.
- Students shall not bring any type glass container or live animal on the bus.
- The school system's Cell Phone Policy and Student Acceptable Use Policy for Use of Technology are applicable during bus transport and will be vigorously enforced on the bus.
- **NOTE: Any exception to the above rules must be approved by the principal**

## **Conduct**

- Students are considered "in school" when they board the bus. All written Board of Education Policy contained in the Code of Student Conduct Handbook applies while on the bus.
- The driver has been safety-trained and is in charge. The bus driver will report misbehavior of a continuing or serious nature to the principal.
- The principal of the school being served by a bus has the authority to withhold bus service from a student for poor conduct on the bus.
- The following are common violations of bus behavior which are strictly prohibited:

Putting any part of the body out of the window	Throwing articles of any kind out of windows.
Eating or drinking while being transported.	Standing while the bus is in motion.
Playing (rough-housing), scuffling, or fighting.	

Any other activity which driver determines is an obstacle to the safe transportation of students.

**\*\*There are to be no conversations between bus drivers and adults at any time during a bus route.** Children are to wait for the bus 10 feet away from where the bus stops for student pick-up. When the driver opens the door, the child is to promptly load the bus. Parents are not to move closer than the 10 foot perimeter. In the event an adult violates this distance the driver will close the bus doors and motion for the adult to back away. If the adult does not respond to the directive to move away from the bus legal authorities will be contacted to report to the location of the bus stop. Any parent who has a concern or that needs to speak to a bus driver should contact the local school and request a conference or send a note by their child to the school administration requesting a conference with the bus driver.

**There will be NO conferencing and/or conversations at bus stops between drivers and other adults.**

## **IT'S THE LAW--Student and Parental Notification of Civil Liabilities and Criminal Penalties**

**Parental Responsibility for Child's Attendance and Conduct (Act 94-782), Ala. Code 16-28-12** - Each parent/guardian or other person having control or custody of a child required to attend school who fails require the child to enroll and regularly attend school or fails to compel the child to properly conduct himself/herself in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor.

**Causing Delinquency of a Child (Act 75-1205) Ala. Code 12-15-13**-Anyone who contributes to the delinquency of a child under this provision shall be guilty of a misdemeanor.

**Teacher Assault (Act 94-794) Ala. Code 13A-6-21**-A person commits the crime of assault in the second degree (Class C felony) if he, with intent to cause physical injury to a teacher or school employee during or as a result of the performance of his or her duty, causes physical injury to any person.

**Drug Dealing (Act 94-783), Ala. Code 6-5-72** - A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage suffered by a third person caused by or resulting from the use of the 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 (Act 94-784), Ala. Code 16-1-24.1 (see also 16-1-24)** - The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days. The decision to suspend or initiate criminal charges against a student, or both, shall include a review and consideration of the student's exceptional status, if applicable, under Chapter 39, or appropriate federal statutory or case law. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

**Deadly Weapons in Schools (Act 94-817), Ala. Code 13A-11-72** - No person shall knowingly with intent to do bodily harm carry or possess a 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.

**Firearms in School (Act 95-756), Ala. Code 16-1-24.3** - All local boards of education must implement a policy requiring expulsion for a period of one year of all students determined to have brought or have in their possession a firearm in a school building, on school grounds, on school buses, or at school sponsored functions. In case of a violation, the principal shall notify law enforcement officials and the parents of the student.

**Vandalism (Act 94-817), Ala. Code 6-5-380** - The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful or malicious act of the minor.

**Pistol/ Loss of Driver's License (Act 94-820) Ala. Code 16-28-40** - Any person over the age of 14 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 license will be suspended for 180 days.

**Drop-Out/Driver's License (Act 94-820) Ala. Code 16-28-40** - The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a 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.

**Hazing Prohibited (Act 81-824) Ala. Code 16-1-23** - Any person who commits the offense of hazing in connection with initiation or affiliation with an organization, including any person who encourages, aids or assists, shall be guilty of a misdemeanor.

ADMINISTRATIVE CODE REGULATIONS (Alabama State Board of Education)

**Drug inspections** --students are advised that law enforcement agencies make periodic, unannounced visits to local schools for the purpose of detecting the presence of illegal drugs.

**Tobacco/nicotine/electronic vapor devices prohibited** -- Use of products on school property is prohibited. This mandate is inclusive of students, school personnel, parents, and visitors. School property is inclusive of athletic fields and facilities. Non-compliance with this policy could result in the loss of Federal funding.

#### IV. PROMOTION/ RETENTION/GRADUATION/RANKINGS

##### PROMOTION/RETENTION GUIDELINES

- Grade K To be considered for promotion a student should exhibit yearly progress of satisfactory, good, or exceeds in Language Arts and Math area listed on the report card. \*\*\*Failure in any ONE of the above mentioned courses may be cause for retention.
- Grade 1 To be considered for promotion, a student should exhibit a Yearly Final Average of 75% or better in Reading, Language Arts, and Math. \*\*\*Failure in any ONE of the above mentioned courses will be a cause for Retention.
- Grade 2 To be considered for promotion, a student should exhibit a Yearly Final Average of 70% or better in Math, Reading, and Language. \*\*\* Failure in any ONE of the above mentioned courses will be a cause for Retention.
- Grade 3 To be considered for promotion, in accordance with the Alabama Literacy Act beginning with the **2023-2024** school year, **third grade students** are expected to demonstrate sufficient reading skills on the state standardized test for promotion to fourth grade and should exhibit a Yearly Final Average of 60% or better in Math, Reading, and Language. \*\*\* Failure in any ONE of the above mentioned courses will be a cause for Retention.
- Grade 4-6 To be considered for promotion a student should earn a yearly average of 60% in Math, Reading, Language, science, and social studies. \*\*\*Failure in any ONE of the above mentioned courses will be cause for retention.
- Grade 7-8 To be considered for unconditional promotion a student should earn a yearly average of 60% in Math, English, Science, and Social Studies. \*\*\*Failed courses must be repeated successfully, either through summer school or through retaking the course the following school year.
- Grade 9-12 Required credits for promotion:  
9th ..... 6 credits  
10th .....12 credits  
11th .....18 credits

## **AHSG Requirements – Class of 2026 and Beyond**

Option A Traditional Pathway		Option B Workforce Pathway	
	Credits		Credits
English	4	English	4
Mathematics	4	Mathematics	2
Science	4	Science	2
Social Studies	4	Social Studies	4
Beginning Kinesiology	1	Beginning Kinesiology	1
Health	0.5	Health	0.5
Career Preparedness	1	Career Preparedness	1
CTE and/or World Language and/or Arts	3	CTE in Approved Program of Study	3
Electives	2.5	Additional Math, Science, World Language, and/or Arts, and/or Other Electives	6.5
	24		24
Plus:		Plus:	
Submit FAFSA		Submit FAFSA	
Pass Civics Exam		Pass Civics Exam	
Pass Financial Literacy Exam		Pass Financial Literacy Exam	
Beginning with class of 2026-Earn a College and Career Ready Credential		Beginning with class of 2026-Earn a College and Career Ready Credential	

Weighted Courses: Pre-AP Core, Honors Core, AP Core (no college credit earned), Medical Prep, and Drafting courses will be weighted an additional 5 points. AP (score of 3, 4, 5 on exam)/ Dual Enrollment Courses with college credit earned will be weighted an additional 10 points.

\* Health Education Requirement may be satisfied by completion of Foundations of Health Science (1 credit) or Family Wellness (0.5 credit).

\*\* Career Preparedness A, if completed in grade 8, will count toward credit (.5).

\*\*\* Foreign Language, if completed in grade 8, will count toward credits (.5 per semester), GPA, and class rank.

This one approach to the Alabama High School Diploma removes the need for endorsements or the Alabama Occupational Diploma. The focus will be on the coursework taken that necessitates a clearly articulated and individualized four-year high school plan built for each student based on the results from the EXPLORE academic and, Kuder (career interest assessment and middle school coursework)

### **Credit for All Dual Enrollment Courses:**

The Alabama State Department of Education has a rule beginning the 2017-2018 school year. One (1) three semester hour postsecondary/college-level course shall equal one (1) high school Carnegie credit in the same or related subject. EH 101 and 102 may be taught as the senior English for Dual Enrollment.

In the event students choose to take EH 101 and 102 off campus before their junior or senior year, these courses will fulfill their junior ELA credit. In this case, students may take either senior English or another post-secondary literature course.





### STUDENT / PARENT COMPLAINT FORM

This form may be used as part of the Board's Complaint/Grievance Procedure by students or parents who wish to initiate a formal written complaint involving violations of the Board's Policies of Student Bullying Prevention, Sexual Discrimination and Harassment, Racial Harassment, or other violations of law or policy directly affecting the rights of the complaining party.

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

Name of complaining party: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Does this complaint involve physical violence or the threat of physical violence or injury? \_\_\_\_ No \_\_\_\_ Yes

Has there been a threat of suicide in connection with this incident / complaint? \_\_\_\_ No \_\_\_\_ Yes

If yes, please provide additional details: \_\_\_\_\_

Provide a complete description / explanation of the complaint, including the date of the incident on which the complaint is based, names of students or others responsible or involved in the incident, names of witnesses, and all other relevant facts. Use the back or attach additional paper as needed.

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Describe any earlier efforts to resolve this matter or the reasons no such efforts were pursued.

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What specific remedy or corrective action are you seeking?

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Signature of complaining party

Please note: the submission of a complaint does not automatically substantiate that misconduct has occurred.

The school administration has the prerogative to investigate any allegations of wrongdoing.



## **PARENT ACKNOWLEDGMENT**

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Name of Student

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Name of School

As parent(s) / guardian(s) of the above-named student, we acknowledge that we have been given digital access by the CCBOE website and read digital access (or had read to us)\* the **2025-2026 Student Handbook and Code of Student Conduct** for Calhoun County Schools. We acknowledge our role as partners with the school in an effort to help our child achieve high behavioral and academic standards.

We further acknowledge that we have read the following notices contained in the Handbook:

**ESSA Parents' Right to Know**, at page 3

**PPRA NOTICE**, at page 4

**FERPA NOTICE** at page 5 (including statements regarding disclosure of directory information)

**ATTENDANCE POLICY / TRUANCY LAW** at pages 10-11

**HARRASSMENT AND TITLE IX NOTICE** at page 19

**STUDENT ACCEPTABLE USE POLICY** at pages 24

**TRANSPORTATION GUIDELINES** at pages 38

**We understand that our child is expected to comply with the policies, rules and regulations set forth in the Handbook. The policies in the Student Handbook and Code of Student Conduct are subject to change based on board action at any time. The most current Student Code of Conduct may be accessed on the CCBOE website-calhouncountyschools.com.**

Parent/Guardian Signature: \_\_\_\_\_ Date:\_\_\_\_\_

Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date:\_\_\_\_\_

Print Name: \_\_\_\_\_

\*If assistance is needed in understanding, interpreting, or translating this document, please contact the principal of the school or, as appropriate, the ESL Coordinator- Ms. Summer Davis, Calhoun County Board of Education – (256) 741-7457.



## **STUDENT ACKNOWLEDGMENT**

By my signature, I acknowledge that I received a copy of the **2025-2026 Student Handbook and Code of Student Conduct** for Calhoun County Schools, and that a teacher or other school staff member has reviewed the contents with me.

I further acknowledge that I have read the following notices contained in the Handbook:

**ESSA Parents' Right to Know**, at page 3

**PPRA NOTICE**, at page 4

**FERPA NOTICE** at page 5 (including statements regarding disclosure of directory information)

**ATTENDANCE POLICY / TRUANCY LAW** beginning at page 10

**HARRASSMENT AND TITLE IX NOTICE** at page 19

**STUDENT ACCEPTABLE USE POLICY** beginning at page 24

**TRANSPORTATION GUIDELINES** beginning at page 38

**I understand that I am expected to comply with the policies, rules and regulations set forth in this handbook.**

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**NOTE:** This Student Acknowledgement should be signed by the student and detached by the teacher or other staff member before student is given the Handbook to take home. This documentation will become part of the student's cumulative folder.

Teacher/Staff Member's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

