Midfield City Schools

Code of Student Conduct

2025-2026

Midfield Board of Education

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Mission Statement:

Midfield City Schools is committed to preparing graduates for excellence in a global, innovative and diverse society.

This document has been printed for the 2025-2026 school year and supersedes all previous Code of Conduct information.

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Introduction

The Midfield City Board of Education requires that school personnel operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students in the District. Students and school personnel must work together in a school environment characterized by mutual respect to accomplish these goals. Positive behavior intervention and support promote safe, respectful, resourceful, and responsible behaviors. The emphasis of the disciplined approach shall be on the prevention of inappropriate student behavior and the development of individual responsibility. Even though discipline does not appear as a subject in the curriculum, it underlies the entire educational structure. Discipline is recognized as the training that helps students develop self-control, character, orderliness, efficiency, and effectiveness. Therefore, the Board views discipline as the key to good conduct and appropriate consideration for other people. Principals, teachers, and other school personnel have both the authority and the duty to take appropriate action whenever student behavior is not consistent with established rules of conduct.

Principals and teachers of the schools shall develop reasonable, proper, and specific rules for students. Such rules must be based on the policies of the Board and be directed toward the improvement of education within the schools. Principals shall be responsible for ensuring that students, parents/guardians, and staff members have been informed regarding pertinent student policies and procedures. Rules and regulations shall be disseminated to students, parents/guardians, and staff. Student handbooks, faculty handbooks, school newsletters, PTA/PTO/PTSO meetings, and classroom instruction are some of the ways that can be used to accomplish this task.

Midfield City Board of Education students and their property are subject to all the rules and regulations of the Midfield City Board of Education during the school day, during school-sponsored activities, while on or in School Board property and facilities, while being transported on school buses, and at times and places, including but not limited to, school-sponsored events, field trips, athletic functions, and other school-related activities. All regulations and prohibitions also apply to automobiles and other property brought onto Board property. In addition to the foregoing, application of this Code of Student Conduct may be extended to the immediate vicinity of the school, as well as before, during, and afterschool hours when and where student conduct could have a detrimental effect on the health, safety, and welfare of other students and the school or where the conduct could otherwise disrupt the educational process.

DESCRIPTIONS OF CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Detention

A student may be detained for disciplinary purposes before, during, or after school and will be under the supervision of a school staff member.

Bus Suspension

A student who misbehaves on the bus or one who demonstrates misbehavior at the bus stop may lose the privilege of riding the bus for a period of time. The period of time that a student is suspended from riding the bus may range from one day to removal for the remainder of the school year and determined by the school administration.

Saturday School

A student may be assigned Saturday School for the duration of from one to four hours and will be under the supervision of a school staff member.

Restitution for Damages

A student or his/her parent may be assessed the exact amount of replacement/repair/service costs which result from damage to school property or the property of others caused by the student. In addition, disciplinary action may be taken. A parent/guardian will be contacted and a payment schedule determined by the student, parent/guardian, administrator, and other appropriate persons.

Required Parent Conference

A student whose behavior requires parental/guardian intervention may be asked to remain at home until a conference is convened with the student, a parent/ guardian, and an administrator.

Out of School Suspension "with Learning Management (LMS) instruction" (OSS)

A student may be temporarily denied attendance at school for disciplinary purposes. A school administrator may assign short-term suspensions not to exceed the number of days allowed by law. A suspended student shall not attend school or any school-related activities during the suspension. A suspended student will not return to regular classes on the day of the suspension but will leave school only when the parent/guardian or other proper authority assumes responsibility for the student. A school conference shall be convened prior to the student returning to classes and will include the student, a parent/guardian, an administrator, and other appropriate persons. Suspended students will be provided the opportunity to make up and receive credit for major projects and tests that were missed due to the OSS. If a student commits an offense that requires an out of school suspension, the parent will be contacted immediately. If the student commits an offense prior to 11:30 am., that day counts as one of the days of suspension. If the student commits an offense after 11:30 am, then that day does not count as one of the days of suspension.

Alternative Student Success Program

A student may be temporarily transferred to an alternate academic setting when their behavior or academic standing is in jeopardy, due the student being over age and under grade and as such requires removal from the regular school setting or the student requires academic intervention due to behavioral

issues that have affected student academic progress. A student can only be placed in the alternative setting by the Midfield Board of Education's Hearing Officer or through a Hearing before the Midfield Board of Education. The number of days the student will be placed in the alternative school setting will also be determined by the Hearing Officer and committee for Midfield City Schools or by the Midfield Board of Education.

STUDENT CODE OF CONDUCT and CLASSIFICATION OF VIOLATIONS

The school's primary goal is to educate, not to discipline. However, when the behavior of an individual student conflicts with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

PHILOSOPHICAL BASIS

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distraction, friction, and disturbances that interfere with the effective functioning of the student, class, and school.

We believe that every student is entitled to an education which shall be offered in an orderly, healthy atmosphere with firm, fair treatment in all matters pertaining to school life.

We further believe that every student shall comply with all rules and regulations having to do with behavior established by the State and the Midfield Board of Education. In a democracy there exist many privileges and freedoms, all of which are dependent upon adherence to certain rules and regulations. It should be made very clear that any student, by his own failure to comply with school regulations, may lose his right to a public education.

As students' progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the student assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary implementation; however, these general rules and regulations shall apply to all students in grades K-12.

Violations of the Code of Student Conduct are grouped into three (3) classes - minor, intermediate and major and are applicable to all elementary (K-4) and secondary (5-12) students of the School System. Before determining the classification of violation, the principal or his/her designee will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designee will implement the disciplinary procedure.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by telephoning the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee. Failure to bring notebook, pencil, homework; or failure to do work in class are not cause for disciplinary referrals; however, defiance of a teacher regarding these areas is cause for discipline referral. The teacher of students who consistently exhibit poor work habits should notify parents or guardians, be referred to a guidance counselor, and/or be referred to the school's Multi-Tiered System of Support Team. The following provides a description of disciplinary problems, which may occur and administrative options, which may be taken by school officials:

MINOR OFFENSES-CLASS I

1.01 CONTINUED FAILURE TO BRING MATERIALS TO CLASS

1.02 E**LECTRONICS**. Unauthorized possession of audio and/or video devices or other similar devices/materials.

1.03 EXCESSIVE DISTRACTION OF OTHER STUDENTS. Any conduct and/or behavior, which is disruptive to the orderly education process in the classroom or any other students. Examples: talking excessively, interrupting class functions, chewing gum, talking back, angry outbursts, provoking other students.

1.04 INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION. Inappropriate public display of affection, including, but not limited to embracing and kissing.

1.05 INCIDENTAL USE OF PROFANE OR OBSCENE LANGUAGE

1.06 MINOR DISRUPTION ON A SCHOOL BUS

1.07 MINOR INTIMIDATION/HARASSMENT OF A STUDENT. Examples include horseplay, shoving, running, and elements of bullying, etc.

1.08 DEFIANCE OF A SCHOOL BOARD EMPLOYEE

1.09 PARTICIPATION IN GAMES OF CHANCE FOR MINOR SUMS OF MONEY AND/OR THINGS OF LITTLE VALUE (LESS THAN $50)

1.10 SKIPPING. Unauthorized absence from class or classes includes all learning platforms: traditional, virtual, or blended/hybrid.

1.11 UNAUTHORIZED USE OF SCHOOL OR PERSONAL PROPERTY

1.12 ANY OTHER MINOR VIOLATION WHICH THE PRINCIPAL MAY DEEM REASONABLE TO FALL WITHIN THIS CATEGORY AFTER CONSIDERATION AFTER CONSIDERATION OF EXTENUATING CIRCUMSTANCES.

<u>CLASS I- DISCIPLINARY ACTIONS</u>

GRADES K-12

First Offense: Conference with Principal/Assistant Principal, parental contact, and an assigned consequence deemed appropriate at the discretion of building administrators.

Second Offense: Required parental conference via in-person, phone, and/or virtual and an assigned consequence deemed appropriate at the discretion of building administrators.

Third Offense: Required parental conference (in person or virtual) and an assigned consequence deemed appropriate at the discretion of building administrators.

Fourth Offense: Students referred to the RTI/PST/MTSS team and an assigned consequence deemed appropriate at the discretion of building administrators.

Fifth Offense: Same as a Class II Offense.

CLASS I OFFENSES MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL

INTERMEDIATE OFFENSES-CLASS II

2.01 UNAUTHORIZED ABSENCE: Any unexcused absence as determined by the local school administrator. Included in this category are skipping, cutting class, and leaving school grounds without permission.

2.02 GAMBLING. The intentional, unlawful participation in gambling activities, such as flipping coins, matching, etc. involving amounts of less than $100.00.

2.03 DEFIANCE OF AUTHORITY/DISRESPECT: Willful disobedience of a direct order of instruction of, refusal to comply with directions of, or verbal or non-verbal conduct and/or behavior that is rude or discourteous to, a school board employee or other adult in the school in an official capacity such as a School Resource Officer or substitute teacher.

2.04 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM: Unauthorized access to a computer system or knowledge of restricted computer passwords.

2.05 INDIRECT THREATS/BULLYING. The indirect, intentional threat by word or act to do violence to a school board employee or another student, coupled with an apparent ability to do so, or the doing of an act which creates a fear in the person that such harm is likely.

2.06 PROHIBITED OBJECTS. Possession, sale, or use of any object that can be used in an intimidating or threatening fashion that has the potential to cause harm or put student learning or participation in school activities at risk. These items include, but are not limited to lighters and matches, laser pointers or other similar devices, such as "pen knife" or any similar instrument that would normally be considered a weapon or any facsimile or other item resembling a firearm that is not being used for the purpose that it is normally intended. Also included in this category are the possession and/or sale of fireworks, firecrackers, or stink bombs.

2.07 POSSESSION OF OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIAL or grossly misusing school district devices to view such sites.

2.08 PARTICIPATION IN ILLEGAL ORGANIZATION. Any unapproved on-campus fraternities, sororities, secret sororities or non-school affiliated school clubs. The wearing of

clothing, possession of writings or drawings, use of gestures or signals which indicate gang affiliation, or promote the use of alcohol, drugs and violence.

2.09 **FALSE INFORMATION.** Intentionally providing false information to a School Board employee, including giving false student information, data, and concealment of information directly relating to school business. This includes but is not limited to forgery of any school document, parent or guardian notes, or other related material.

2.10 **POSSESSION AND/OR USE TOBACCO/VAPE .** The possession, distribution, sale/transfer or use of tobacco products on school grounds, at school- sponsored events, and on transportation to and from school or other school- sponsored transportation.

2.11 **FIGHTING.** Physical conflict (e.g. fisticuffs) between two (2) individuals. All parties involved are subject to disciplinary action.

2.12 **Unsafe and/or unlicensed driving:** Driving on Board of Education property or other violations of state, municipal, or school rules related to the operation or parking of motor vehicles.

2.13 **TRESPASSING.** To enter or remain on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry, or to enter and remain on a campus, or school board facility after being directed to leave by the chief administrator or designee of the facility, campus, or function.

2.14 **CRIMINAL MISCHIEF/VANDALISM.** Intentional and deliberate action resulting in injury or damages of less than $200.00 to public property or the real estate or personal property of another. Restitution to be paid by the student or guardian of the student may be required.

2.15 **STEALING-LARCENY.** The intentional unlawful taking and carrying away of personal property valued at less than $100.00, or possession of stolen property with the knowledge it is stolen. Restitution to be paid by the student or guardian of the student may be required.

2.16 **EXTORTION.** Verbally or by a written or printed communication, maliciously threatening to accuse another of any crime or offense.

2.17 **DISORDERLY CONDUCT.** Any act which substantially disrupts the orderly conduct of the school learning environment or a school function or poses a threat to the health, safety and/or welfare of students, staff or others, including, but not limited to, making unreasonable noises, disrupting any lawful assembly or meeting, or obstructing vehicular/pedestrian traffic.

2.18 **CHEATING/PLAGIARISM.** The use or attempted use of any deceptive or dishonest method of improving a grade. In addition to any disciplinary action appropriate to this offense, cheating or plagiarism will result in a grade of zero.

2.19 **WILLFUL DISOBEDIENCE.** Any other offense which the principal may reasonably deem to fall into this category.

2.20 **INCITING OTHERS.** Inciting, promoting, publicizing, or participating in major student disorder. Leading, encouraging, or assisting in (major) disruptions, which result in

destruction or damage of private or public property or personal injury to participants or other. If any of the above continues or escalates, it would then fall under **Class III Code 3.20**.

2.21 HARASSMENT/BULLYING. With intent to harass, annoy, intimidate, or alarm whether socially, physically, or emotionally, a student:

Strikes, shoves, kicks or otherwise touches a person or subject him/her to physical contact.

Directs abusive or obscene language or makes an obscene gesture towards another person.

Makes a threat, verbal or non-verbal, that will cause the student who is the target or the threat to fear for his/her own safety; or

Uses any forms of written or electronic communication in a manner likely to harass or cause alarm;

Uses speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color, handicap, religion, sexual orientation or national origin;

Touches another with sexual connotations or makes written or verbal proposition to engage in sexual acts.

Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.

2.22 ELECTRONIC UNAUTHORIZED COMMUNICATION DEVICES. Use of wireless communication devices such as cellular telephones, iPad, iPhones, eBooks, or other communication devices are prohibited during school hours or while being transported on a school bus without specific authorization by school officials. The school administrator may review messages, images, or information on any electronic device that is used in an unauthorized manner during the school day or while being transported on a school bus. Circumstances arising from the unauthorized use of wireless communication may result in a Class III offense. Please refer to Class III offenses for further information.

2.23 INAPPROPRIATE BUS CONDUCT. Starting or engaging in a fight or any physical contact that disrupts the transporting of students.

A COPY OF ALL SUSPENSIONS MUST BE FAXED TO THE SUPERINTENDENT'S OFFICE
CLASS II- DISCIPLINARY ACTION

GRADES K-12

First Offense	Grade K-4	Require parental contact with appropriate disciplinary action such as in/out school suspension, discretion of administrator(s).

	Grades 5-12	Require parental contact with appropriate disciplinary action such as in/out school suspension, discretion of administrator(s).
Second Offense	Grade K-4	Require parent notification and an appropriate disciplinary action such as in school suspension days, loss of school privileges, or out of school suspension from school and/or bus at the discretion of MCBOE administrators.
	Grades 5-12	Require parent notification and an appropriate disciplinary action such as in school suspension days, loss of school privileges, or out of school suspension from school and/or bus at the discretion of MCBOE administrators.
Third Offense	Grade K-4	Require an in person/virtual parent conference with appropriate disciplinary action such as out of school suspension. The student may be referred to the school's counseling department or PST (Problem Solving Team).
	Grades 5-12	Require an in person/virtual parent conference with appropriate disciplinary action such as out of school suspension at the discretion of administrator(s). The student may be referred to the school's counseling department or PST (Problem Solving Team**).**
Fourth Offense	Grade K-4	Require an in-person parent conference with an appropriate disciplinary action. The student must be referred to the school's counseling department or PST (Problem Solving Team). The student will also be referred to Student Services.
	Grades 5-12	Require an in-person parent conference with an appropriate disciplinary action at the discretion of administrator(s). The student must be referred to the school's counseling department or PST (Problem Solving Team). The student will also be referred to Student Services.
Fifth Offense	Grade K-4	Same as Class III Offense.
	Grades 5-12	Same as Class III Offense.

Class II Violations at Either Level May Warrant Police Contact.

MAJOR OFFENSES - CLASS III

3.01 **STEALING - LARCENY – GRAND THEFT**. - The intentional unlawful taking and/or carrying away of property valued at $100.00 or more belonging to or in the lawful possession or custody of another. Restitution to be paid by the student or guardian of the student may be required.

3.02 **ALCOHOL**. Unauthorized possession, transfer, sale or use of, of the intent to use, buy, possess, transfer or sell, alcoholic beverages at school, school-sponsored events or on school sponsored transportation; being intoxicated or under the influence of alcohol at school, school-sponsored events, and on school-sponsored transportation. **REFER TO THE**

ADMINISTRATIVE OPTIONS FOR ADDITIONAL CONSEQUENCES AS IT RELATES TO VIOLATION OF THIS OFFENSE.

3.03 **TOBACCO/VAPING.** The use of tobacco products on school grounds, at school- sponsored events, and on transportation to and from school or other school- sponsored transportation**.**

3.04 **DRUGS**. Unauthorized possession, transfer, sale or use of drugs or drug paraphernalia (including, but not limited to syringes, water pipes, roach clips, pot pipes, bongs, rolling papers, Vape, etc.); the intent to use, buy, or sell drugs; being under the influence of drugs.

"Drugs" includes all illegal controlled substances, prescription drugs, over the counter medications, substances other than drugs which by dosage unit, appearance (including color, size, shape and marking) and/or by representations made would lead a reasonable person to believe that the substance is a controlled substance, or other substances with a potential for abuse which might create a hazard to the user's health or safety or the health or safety of another.

Such incidents under this section may also be recorded as an element of the Alabama School Incident Reporting System (SIR).

REFER TO THE ADMINISTRATIVE OPTIONS FOR ADDITIONAL CONSEQUENCES AS IT RELATES TO VIOLATION OF THIS OFFENSE.

3.05 **BURGLARY/BREAKING AND ENTERING**. Unlawful entry into a building, or other

structure, or school board vehicle with the intent to commit a crime, or breaking, entering or remaining in a building, structure or school board vehicle without justification during the hours the premises are closed to the public.

3.06 **ARSON**. The crime of maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property of another or of burning one's own property for an improper purpose.

3.07 **CRIMINAL MISCHIEF.** Willful and malicious injury or damage at or in excess of $200.00 to public property, or to real or personal property belonging to another. Restitution to be paid by the student or guardian of the student may be required.

3.08 **SEXUAL BATTERY:** Forcible offenses, including rape, attempted rape, and/or offensive touching of a sexual nature against another's will or when the victim is incapable of giving consent.

3.09 **AGGRAVATED BATTERY:** Unlawful and intentional touching or striking of, or intentionally causing bodily harm to any student, School Board employee, or any other adult at the school in an official capacity (School Resource Officer, substitute, etc.) against his/her will.

3.10 **INCITING OTHERS.** Inciting, promoting, publicizing, or participating in major student disorder. Leading, encouraging, or assisting in (major) disruptions, which result in destruction or damage of private or public property or personal injury to participants or other.

3.11 **FIREARMS**. Possession by students of deadly weapons or firearm in a school building, on school grounds, on school buses, or at other school sponsored functions. Any student who is determined by the Board of Education (a) to have brought a deadly weapon or firearm to school; or (b) to have had a deadly weapon or firearm in his/her possession in a school building, on school grounds, on a school bus or on a school sponsored function shall be expelled from school for a period of at least one year.

The term "deadly weapon" as used in this policy means a firearm or anything manifestly designed, made or adapted for the purposes of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile or explosive or incendiary device; a pistol, rifle or shotgun; or a any type knife, gravity knife, stiletto, sword or dagger; or any club, baton, billy, block-jack, bludgeon or metal knuckles.

For purposes of this policy, the term "firearm" shall mean:

Any weapon (including a starter gun), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

The frame or receiver or any weapon.

Any firearm muffler or firearm silencer; or

Any destructive device, including explosives.

3.12 **THREAT/INTIMIDATION.** A threat to do serious bodily harm or violence to another student or school board employee by word or act, cyberbullying, or intimidation that may induce fear into another. Incidents under this infraction may include, but are not limited to, the following examples: a threat to kill, maim, or inflict serious harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object or other object which may be perceived by the individual being threatened as capable of inflicting bodily harm. Any threat, made on or off campus, any form of a hit list, writing, statement, or communication evidencing a plan or intent to do violence may also be included in this category.

3.13 **WEAPONS.** Possession, sale/transfer, or use of any instrument or object not being used for the purpose that it was normally intended, but capable of inflicting damage or having the

potential to cause great bodily harm to a person or to intimidate a person. Weapons in this category may include, but not limited to the following examples: knives, metallic knuckles, hunting knives, razor blades, box cutters, tear gas guns, chemical weapons or devices, martial arts weapons, or any other similar object.

3.14 **TERRORIST THREAT**. A person commits the crime of making a terrorist threat when he/she threatens by any means to commit any crime of violence or to damage any property by doing any of the following:

▪ **Intentionally or recklessly:**

Terrorizing another person.

Causing the disruption of school activities.

Causing the evacuation of a building, place of assembly, or facility of public transportation, or other serious public inconvenience (i.e.

unjustified activation of a fire alarm system or tampering with any component of a fire alarm system).

Public publication of Social Media posts that pose a threat to human safety, i.e. weapons and any other device that can cause hurt, harm or danger.

An objective standard governs whether a statement is a threat falling outside first amendment protection that is: "Whether a reasonable person would foresee that the statement would be interpreted by those to whom the maker communicates the statement as a serious expression of intent to harm or assault". Accordingly, alleged threats should be considered in light of their entire factual context, including the surrounding events and the reaction of the listener.

The ordinary, reasonable and prudent person considers a threat to be an expression of an intention to inflict evil or injury, on another with a reasonable expectation that the child has the ability to carry out the threat. Therefore, under this policy, a statement of threat, even if made in jest, may constitute a violation of this policy. Examples specifically include, but are not limited to, statements such as "I am going to blow up this school", "I will shoot you", or "I am going to cut you with a knife".

3.15 **BOMB THREATS.** Unlawfully place any person in fear of bodily harm or damage to property by threat of explosives by any means of communication, regardless of whether a bomb or other explosive device actually exists.

3.16 **EXPLOSIVES.** Preparing, possessing or igniting on School Board property, explosives (including live projectiles), which have the potential to cause serious bodily injury or property damage.

3.17 **SEXUAL HARASSMENT.** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and any other physical or verbal conduct of a sexual nature when:

Submission to such conduct or communication is made a term or condition (either explicitly or implicitly) of employment, educational opportunity or other benefits provided by the school system;

Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment, educational opportunities, or other benefits provided by the school system; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working, learning or educational environment.

Examples of conduct that may constitute sexual harassment, depending on individual circumstances:

Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;

Repeated unwelcome solicitation of sexual activity or sexual contact;

Unwelcome, inappropriate sexual touching;

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. Any violation of the Sexual Harassment Policy shall be deemed to be a violation of this Policy IDEA.

3.18 UNAUTHORIZED USE OF A COMPUTER OR COMPUTER SYSTEM WHICH RESULT IN, BUT IS NOT LIMITED TO, THE FOLLOWING:

Unauthorized access to a computer system resulting in data modification or disclosure of restricted information.

Computer tampering causes a major disruption in the educational process. The student must also pay restitution for the cost of repairs. **c.** Distribution of restricted computer passwords. **d.** Introduction of unauthorized software into computer systems.

3.19 HAZING Any willful action taken or situation or situation created, whether on or off any educational premises, which recklessly endangers the physical or mental health of any student

Any willful act on or off any school or educational premises by any person alone or acting with others in striking, beating, bruising, or intent to maim, or seriously threaten or attempt to do physical violence to any student of any educational institution or any assault upon any such student made for the purpose of committing any acts or producing any of the results to such a student as defined herein,

The term hazing as defined herein does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with an initiation into or affiliation with any organization.

3.20 Other offenses reasonably likely to cause great harm to person or property or seriously disrupt the educational process including, but not limited to the following:

1. Aggravated fighting involving two (2) parties or more participants under any of the following circumstances (**ALL parties involved in a fight are subject to disciplinary action**).

When fight has reasonable potential to cause injury to those other than the participants;

Which is premeditated by one or more of the participants, to include Social Media posts;

Which occurs in congested areas, during class changes, or where other students, employees, parents or the public are subjected to potential harm as a result of the fight;

Which occurs in a classroom, during instructional time, and within the confines or proximity to the school environment;

Which continues despite specific instructions to cease by a teacher or other adult acting in an official capacity; or

Which occurs on a school bus or while the school bus is in motion, or during the pedestrian path home from school.

3.21 ASSAULT: Intentionally cause great bodily harm, disability or permanent disfigurement to another person, or recklessly using a deadly weapon or dangerous instrument to cause this harm.

3.22 PROFANITY/VULGARITY: Directing obscene or profane language or gestures toward a school board employee or any adult in an official capacity such as the School Resource Officer or substitute teacher.

3.23 WILLFUL DISOBEDIENCE. Recurring, intentional violation of the Code of Student Conduct as determined by the school administrator which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. Infractions in this category include, but are not limited to, the following: **a.** Multiple Class II Offenses

b. Refusal by student(s) to honor any lawful request made by the administration (Grades 612).

3.24 Any other violation that the principal may deem reasonably falls within the definition of a Class III violation after consideration of all the facts.

A COPY OF ALL CLASS III SUSPENSIONS MUST BE EMAILED TO THE SUPERINTENDENT'S OFFICE

DISCIPLINARY ACTION/MAJOR OFFENSES
CLASS III ELEMENTARY STUDENTS (K-4)

SECONDARY STUDENT (5-12)

Commission of a Class III Offense shall be reported immediately by the principal (or designee) to the following persons:

- The student's parent(s) or guardian
- The Hearing Officer of Midfield City Schools
- The Superintendent or their designee principal or designee, after reviewing the allegations and evidence against the student and giving the student the opportunity to respond to the allegations, is initially responsible for deciding if a Class III Offense has been committed. Once that determination has been made, the principal or designee shall suspend the student until a hearing date, (to be determined by the hearing officer) can occur (usually within 3 days of the suspension. The principal or designee shall also send the suspension notice to the parent(s) or guardian (via hand delivery or mail) and notify the Superintendent (via email).

ADMINISTRATIVE OPTIONS

- Suspension for up to ten (10) days with the approval of the Superintendent
- Recommendation by the Hearing Officer for referral to Alternative School (Grades 3-12 only) with the approval of the Superintendent.
- Recommendation by the Hearing Officer for expulsion with the approval of the Superintendent. The student will be referred to the Midfield Board of Education for an administrative hearing. Accommodations, in the best interest of the student, will be detailed within the scope of academic and district financial means with external student support services.

DRUG AND ALCOHOL CONSEQUENCES

1st OFFENSE: For the first offense, the student will be referred to the hearing officer of Midfield City Schools and be given a minimum of 30 days of alternative school.

2nd OFFENSE: For the second offense, the student will be referred to the Midfield Board of Education for an administrative hearing. The student will be assigned to alternative school for a minimum of 45 days.

3rd OFFENSE: For the third offense, the student will be referred to the Midfield Board of Education for an expulsion hearing.

If serious bodily injury, property damage, drugs and or firearms are involved, or in other cases deemed sufficiently serious, contact the Midfield Police Department (9237575) for assistance. All drugs and or firearms found or confiscated on school premises must be immediately turned over to police officers. Other unauthorized objects found in the possession of students may be returned to the parent upon a written request to the principal from the parent(s).

Note: In an emergency or if immediate police assistance is needed, dial 911 before following normal notification procedures.

If the Hearing Officer decides, based on the facts developed at the hearing, that the student committed a Class III Offense, the student shall be subject to the administrative options listed above. If, however, there are mitigating or extenuating circumstances, the Hearing Officer shall separately state those circumstances and may consider them in deciding appropriate disciplinary action. Mitigating or extenuating circumstances include but are not limited to the absence of severe personal injury, the absence of extensive property damage, identified disabilities, including lack of English proficiency, which may require the need to provide English as a Second Language services, interventions at the local school level, and no prior record of a Class III Offense.

*** Class III Violations may warrant police contact.**

STUDENTS WITH DISABILITIES (GRADES 4-12): For students with disabilities, the due process hearing called for in this Code of Conduct and traditionally conducted by the Hearing

Officer for Class III offenses will be conducted by the student's IEP team in conjunction with the hearing officer. The IEP team will conduct a manifestation determination regarding the conduct in question and will determine the disciplinary consequences, if any, for the offense in accordance with federal and state law prior to the due process hearing.

When the principal has determined that a child has committed a Class III offense, he/she should contact the Special Education Coordinator immediately so that the Manifestation Determination meeting can be held.

SEARCH AND SEIZURE

In New Jersey v. T.L.O. (1985), the U.S. Supreme Court held that public school students do have a privacy right; however, the standard for an administrative search is "What is reasonable." By this standard, students' purses, lockers, and cars can be searched if the administrator has reason to think that a school rule or law is being violated.

Sequential steps are as follows:

1. Distribute the local board of education policy on student search and seizure through student and teacher handbooks.
2. If a situation presents itself where suspicion of violation of rules of the school, rules of the board of education, or any violation of law, the administrators should not hesitate to lock down the school and conduct an appropriate search.

3. Document the reason for a search or seizure by completing the appropriate forms. Keep these forms on file at the school level and send them to the board of education for records of all searches.
4. Cooperate fully with police in any case where it is possible that "probable cause" exists.

SUMMARY

By following the due process in the above specific situations, a public-school administrator should practice fairness by ensuring that both substantive and procedural due process, as well as equal protection, is followed when appropriate.

CONCLUSION

It is the finding of the Alabama Legislature that the people of Alabama have two basic expectations of their public schools: (1) that students should expect to learn in a safe classroom setting where order and discipline are maintained; and (2) that students learn at the level of their capabilities and achieve accordingly. The Legislature finds further that every child in Alabama is entitled to have access to a program of instruction which gives him or her the right to learn in a non-disruptive environment. No student has a right to be unruly in his or her classroom to the extent that such disruption denies fellow students of their right to learn. The teacher in each classroom is expected to maintain order and discipline. Teachers are hereby given the authority and responsibility to use appropriate means of discipline as may be prescribed by the local Board of Education. So long as teachers follow approved policy in the exercise of their responsibility to maintain discipline in their classroom, such teachers shall be immune from civil or criminal liability. (Title 16-28A (1), Code of Alabama, 1975)

IT'S THE LAW!

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

Teacher Assault (Act 94-794) (Ala. Code § 13A-6-21)

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783) (Ala. Code § 6-5-72)

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) (Ala. Code § 16-1-24.1)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five school days.

Weapons in Schools (Act 94-817) (Ala. Code § 13A-11-72)

No person shall knowingly with intent to do bodily harm carry or possess a weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term "deadly weapon" means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun, or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, blackjack, bludgeon, or metal knuckles.)

Possession of Firearms—Expulsion Recommendation (Al Code 16-1-24)

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

Vandalism (Act 94-819) (Ala. Code §16-5-380)

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

Pistol Possession/Driver's License (Act 94-820) (Ala. Code §16-28-40)

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public-school bus, shall be denied issuance of a driver's permit or license to operate a

motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

Drop-Out/Driver's License (Act 94-820 which amended Act 93-368 as codified in Ala. Code 16-28-40(1975) & Ala. Code §16-8-40)

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are parents of a minor or unborn child, or are the sole source of transportation for the parent.

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

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

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

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

Alabama Act 2022-442, effective July 1, 2022, requires local boards to:

- Adopt a policy concerning parental opt-in for mental health services.
- Provide annual written notification to parents and legal guardians regarding the mental health services provided in the school system; and
- Obtain a written opt-in from a student's parent or guardian before providing such services to a student under the age of 14.

DRESS CODE POLICY

Although a variety of opportunities are provided for students at school, it is primarily a place where students go about the important business of learning. Many different elements are found in an effective school. One of these is that students show respect for themselves, other students and adults, and for the importance of a good education by dressing each day for success. This means that they do not wear clothing to school that distracts from the educational environment. The principal or his/her designated person(s) have the authority to determine inappropriate dress. Each Midfield City School enforces the guidelines provided here with regard to student dress. Every effort is made to implement and monitor these guidelines fairly. However, each student is held personally responsible for abiding by this Dress Code. Those who choose not to cooperate in this matter may be removed from class until such time as other, more appropriate clothing can be provided. The student is responsible for all class work/assignments missed for this reason. Parents will be called to bring a change of clothing to school for the student. Nonconformity to the dress code is a Class I offense and subject to the disciplinary consequences outlined in Class I offenses.

The patience, cooperation and support of students, parents, and teachers in this matter are appreciated. Every effort will be made to consistently and fairly enforce these guidelines.

DRESS CODE GUIDELINES - Expectations of School Climate and Culture (CHAMPS and Foundations:

1. Hats, caps, headbands, sweat bands, bandanas, visors and sunglasses may not be worn inside of the school building. If worn to school, they must be removed and placed in the locker or designated area and remain in that area during the school day.
2. Develop and practice good grooming and personal hygiene habits. Hair must be kept clean and well-groomed at all times. Hair should also not impair vision or be disruptive to the learning environment.
3. Students are to wear clothing in a manner for which it is designed. No clothing shall be worn inside out; suspenders. Buckles shall be fastened and belts buckled and visible around the waist. Pants must be worn at the waist- no sagging or slacking will be tolerated.
4. Sun dresses and backless dresses or tops will be worn with a jacket or appropriate covering. (Jacket or covering may not be sheer or mesh).
5. Cut off tops, tank tops, and mesh tops can be worn if a T-shirt with sleeves is worn underneath it or another shirt is worn over the top. (Cover shirt or undershirt may not be sheer or mesh).
6. Halter tops, tube tops, and midriff tops are not allowed. Midriffs and sides must be covered.
7. Bracelets, belts, and other clothing and accessories with spikes, studs, or chains are not allowed.
8. Insignias, buttons, and clothing which are suggestive of wine, beer, whiskey, tobacco, vulgarities and violence, are drug related or are demeaning to other persons may not be worn at school.
9. Jeans and other articles of clothing must be clean with no open holes above the knee. Shredded jeans will be allowed as long as leggings or tights are worn underneath them.

10. Articles of clothing must be appropriate for school wear. Skirts, dresses, and shorts must be no shorter than 2 inches above the knee. Slits in skirts must also be 2 inches above the knee. Clothing worn over leggings/ jeggings or tights must be of appropriate length (no shorter than 2 inches above the knee).

EXCEPTION: Students in grades K-3 may wear skirts, dresses, and shorts no shorter than 2 inches above the knee.

11. Clothing shall not be so tight or loose as to be overly revealing, a disruption to the school environment or a safety concern.

12. Shoes appropriate to the school setting, with student safety the primary concern, must be worn at all times. Slides, flip flops, crocs, or slippers may not be appropriate for the school setting due to safety concerns.

EXCEPTION: Students may wear crocs at RMS; however, they must be worn in sport-mode. Crocs may not be worn during physical education due to safety concerns.

13. Book bags/backpacks and athletic bags must be placed in the locker or designated area and remain there during the school day. ONLY CLEAR OR MESH BAGS MAY BE USED.

Alabama Focus ACT / CELL PHONES AND OTHER ELECTRONIC DEVICES

Alabama Focus Act (Freeing our Classrooms of Unnecessary Screens for Safety) (FOCUS) Act; to prohibit the use, operation, and possession of wireless communication devices on certain public school properties; to require local boards of education to adopt an Internet safety policy; to add Section 16-40-13 to the Code of Alabama 1975, to require students to complete a social media safety course prior to entering the eighth grade; and to repeal Section 16-1-27, Code of Alabama 1975, providing for the use of electronic communication devices on school property.

INSTRUCTIONAL DAY. The period of time during which a public elementary or secondary school is open and in session for purpose of meeting the minimum number of instructional days or hours pursuant to Section 16-13-231, Code of Alabama 1975. The term also includes class transitions, lunch, non-instructional times, and any other time specified in a wireless communication device policy. (2) WIRELESS COMMUNICATION DEVICE. A cellular telephone, tablet computer, laptop computer, pager, gaming device, or any other portable electronic device identified in a wireless communication device policy that has the capability of exchanging voice, messaging, or other data communication with another electronic device.

The Midfield City School Board requires that cell phones brought to school MUST be stored appropriately, either in the student's locker, personal vehicle and/or a designated place assigned by the administrator. Cell-phone calls for personal use (calling friends, playing games, social media, etc.) are strictly prohibited during the school day (which is usually the time students arrive at school until dismissal) and anytime students are being transported on a school bus unless specific permission is given by a school board employee. ***Use of cell phones for educational purposes must be documented in a teacher's lesson plan and approved by the school administration. If cell phone use is not documented in the teacher's lesson plan, then it is prohibited from being used in the classroom.***

Should a cell phone be either seen or heard from a student for personal use, the phone will be taken from the student and placed in an appropriate location until a parent reclaims it. A parent may claim any cell phone taken during the hours specified by the administrator. The school system, which includes the school administrator, teacher or staff member, shall not assume responsibility for theft, loss or damage to any personal/wireless communication device even for cell phones that are taken. If the phone is suspected to contain illegal or inappropriate material, the administrator has the right to inspect the contents of the phone. Any illegal or inappropriate material found on the phone may lead to further disciplinary action.

Violation of the rules regarding cell phone possession will be considered a

Class I Infraction (Possession),

Class II Infraction (inappropriate use during the school day or on a school bus) or

Class III Infraction (where context or manner of the use falls properly in the Class III infraction category), depending on the nature of the rule violated.

SCHOOL BUS CODE OF CONDUCT

Zero-Tolerance Policy for Fighting on School Buses

In order to ensure the safety and well-being of all students, the following zero-tolerance policy for fighting on school buses is in effect:

Policy Statement:

- **Fighting on the bus will not be tolerated.**
- Any student involved in a physical altercation on a school bus will face **immediate suspension of bus riding privileges**.
- The suspension may be for a specified duration or result in a permanent loss of bus riding privileges, depending on the severity of the incident and repeat offenses.

RESPONSIBILITIES OF TRANSPORTED STUDENTS

"MSCD Transportation is a privilege not a right"

Teaching children on how to be a safe pedestrian is essential to school bus safety. Beginning with their first step as they leave the house, children must learn how to safely arrive at the school bus stop, board the bus, behave during the bus ride, and exit the bus.

The Midfield City Board of Education recognizes the school bus as an extension of the classroom. Students are required to conduct themselves in a responsible manner on the bus going to and from school and on all field trips. When on the school bus, students are under the direct supervision of the driver and must follow his/her instructions. Failure to cooperate and follow the bus rules endangers the safety of everyone. Students who do not behave properly will be disciplined and will lose the privilege of riding the bus. This is also true for those who misbehave while waiting for the bus to arrive – either at school or at the bus stop. Any misconduct that occurs will be reported to the principal or principal's designee at the school where the student is enrolled. The school administrator or designee will administer discipline in accordance with policies and procedures governing misconduct. Should the misconduct seriously endanger the safety of others, the driver is authorized to stop the bus and notify the board of education offices, school administrators, or law enforcement immediately. If the bus driver has to return to the school for any misconduct caused by the student or if the bus has to stop the bus due to misconduct, it will be the responsibility of the parent to pick up the child from the location (either school) and the child will be suspended from the bus indefinitely. During transportation of students on school buses or other modes of transportation (charter buses) used from time-to-time, video cameras may be used by school personnel for the purpose of supervision of students using said transportation. Pupils will be assigned certain seats by the driver or school administrator.

Students may not ride a bus other than the one that they are assigned. Students will provide written permission from a parent to the principal for approval when planning to exit the assigned bus at a stop other than their own. Parents are urged to send a notice in writing whenever a student who typically rides the bus home will use another means of transportation.

Parents or guardians of pupils are held responsible for their children's conduct on the school bus. They are requested to study, inquire and try to understand all policies, rules and regulations and to respect the driver and the rights of others. Following are the rules that students are expected to follow while being transported by the bus:

Bus Protocols and Procedures:

- Students should be at the bus stop at least 10 minutes before scheduled bus arrival time
- Students should wait at the designated bus stop until the bus comes to a complete stop
- Students should remain 15 to 20 feet away from the loading stop

In approaching the bus or a bus stop along the highway, students should walk on the left side of the road facing traffic. Students should be sure that the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, students should immediately walk around the front of the bus and stop before crossing. Students should make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing.

STUDENT TRANSPORTATION RULES:

1. Students will maintain proper conduct at all times while riding the bus.
2. Students will not use profanity, offensive, or disrespectful language or gestures.
3. Students will remain seated and facing forward with feet on the floor and legs out of the
   1. aisle. The bus ail way and exits are to remain clear while the bus is in motion.
4. Students will keep all body parts inside the bus at all times, even when the bus is stopped.
5. Students will maintain a low level of conversation with person(s) in the same seat.
6. Students will not spit or throw anything in the bus or out of the windows.
7. Students will not push, shove, intimidate, harass, fight, or otherwise disturb others. (Class II).
8. Students will be at the designated bus stop before the designated pick up time.
9. Students will present written permission from a parent to the principal/designee no later than 9:00 am each time the student is planning to exit the bus at another stop.
10. Students may not damage the school bus. Students found guilty of destroying or damaging school bus equipment may be placed on immediate suspension from the bus and will be charged for the cost of replacement and/or repairs. Restitution must be made before permission can be granted to resume riding the bus.

11. Students may not have any food, drink, candy, or gum on any Midfield bus at any time.
12. Students will respectfully follow the directions of the school bus driver at all times.
13. Students will load and exit in a proper and orderly manner, failure to do so is a Class I offense.
14. Students will not carry items on the bus which are not allowed at school. This list includes but is not limited to matches, tobacco products, lighters, knives, guns, weapons, explosives, CD players, radios, tape recorders, cameras, live animals, toys, glass containers, large bulky items, etc.
15. Guest riders are not allowed on the bus - only students and school personnel.

Parents, please note the following that unlawfully entering or interfering with a school bus in the state of Alabama is a Class-A misdemeanor punishable by up to one year in jail.

This includes intentionally stopping, impeding, delaying or detaining any school bus from being operated for public school purposes "with the intent to commit a crime." Perpetrators will also be prosecuted in the first degree if they are found guilty of:

- Entering a public-school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver or other authorized school official;
- Refusing to depart the school bus after the bus driver in charge or other school official demands this of said occupant; or
- Intentionally destroying, defacing, burning or damaging any public-school bus.

The school bus driver's job is to ultimately protect students' lives and safety. Student misconduct distracts the driver and endangers everyone on the bus. Failure of any student to follow the above rules and the rules/regulations of Midfield City Schools will lead to disciplinary actions.

If misconduct is serious enough to justify immediate action, the driver may refuse admittance to the bus. The principal or designee will decide if and when the pupil will again be admitted.

SAFE AND DRUG FREE SCHOOLS

Midfield City Schools is committed to providing a learning environment free from alcohol, drugs, controlled substances and weapons. The Code of Conduct includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances and weapons. The possession, use, sale, attempted sale, attempted possession or any other involvement with tobacco, drugs, alcohol, controlled substances, or dangerous instruments/weapons will not be tolerated and will subject the violating individual to immediate disciplinary action up to and including expulsions for students. Such prohibition applies not only to firearms, guns, deadly weapons or dangerous instruments carried by a

person, but extends also to said prohibited items in automobiles, personal items such as purses or backpacks, or otherwise in the actual possession of any person. Any violations regarding firearms will result in involvement by appropriate law enforcement authorities and may also result in expulsion from the school system.

ILLEGAL DRUGS AND ALCOHOL: The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited.

Penalties for Violations: In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of illegal drugs or alcohol:

1. **Students:** Students will be disciplined in accordance with the Board's Code of Student Conduct.
2. **Employees:** Employees will be subject to adverse personnel action, which may include termination.
3. **Other Persons**: Other persons may be denied re-entry to school property.

Notification of Law Enforcement: The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

TOBACCO: The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. **Penalties for Violations**

1. **Students:** Students who violate the tobacco prohibition will be disciplined in accordance with the Board's Code of Student Conduct.
2. **Employees:** Employees who violate the tobacco prohibition will be subject to adverse personnel action, which may include termination.
3. **Other Persons:** Other persons who violate the tobacco prohibition may be denied re-entry to school property.

Parental Notification: Parents and guardians may be notified of actual or suspected violations of the tobacco prohibition whether or not the student is charged with a violation of Board policy, which includes the Code of Student Conduct.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. For the purpose of this policy, certain definitions shall apply:

PROHIBITION ON THE POSSESSION OF FIREARMS:

The possession of a firearm in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel and as provided by law. For purposes of this policy, the term "firearm" has the same definition as is found in 18 U.S.C §921.

Penalties for violations: In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of firearms:

1. **Students:** Students will be expelled for a period of one year. The expulsion requirement may be modified in writing by the Board upon recommendation of the Superintendent on a case-by-case basis. Students who are expelled for firearm possession may not attend regular school classes. Discipline of students with disabilities who violate the firearm possession policy will be determined on a case-by-case basis in accordance with federal and state law. Parents of students who violate this policy will also be notified by the principal of violations.
2. **Employees:** Employees will be subject to adverse personnel action, which may include termination.
3. **Other Persons**: Other persons may be denied re-entry to school property.

Notification of Law Enforcement: The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

PROHIBITION ON THE POSSESSION OF WEAPONS: The possession of a deadly weapon or dangerous instrument in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel. For purposes of this policy, the terms "deadly weapon" and "dangerous instruments" include but are not limited to explosives, incendiary devices, projectiles, knives with a blade length of more than two (2) inches, archery equipment, devices designed to expel projectiles at a high rate of speed, any device so classified under state or federal law, and any device either used or intended to be used in such a manner as to inflict bodily harm, provided that the terms "deadly weapon" and "dangerous instruments" will exclude, to the extent permitted by law, devices and equipment that are used for the purpose of and in connection with school or Board sanctioned educational, team, or competitive activities.

Penalties for Violations: In addition to any criminal penalties that may be imposed, the following penalties will be imposed for unauthorized possession of deadly weapons or dangerous instruments:

1. **Students:** Students will be disciplined in accordance with the Board's Code of Student Conduct.
2. **Employees**: Employees will be subject to adverse personnel action, which may include termination.
3. **Other Persons:** Other persons may be denied re-entry to school property.

Notification of Law Enforcement: The appropriate law enforcement authority, which may include the city police, county sheriff, and the local district attorney, will be notified by the principal of violations of this policy.

SEXUAL HARASSMENT POLICY SECTION 1. SEXUAL HARASSMENT PROHIBITED

Sexual harassment in any form that is directed toward students is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action.

SECTION 2. DEFINITIONS

For purposes of this policy, sexual harassment means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or third parties, when:

a. Submission to the conduct is made explicitly or implicitly a term or condition of the student's education, including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education;

b. Submission to or rejection of the conduct is used as the basis for decisions affecting the student's academic performance, participation in school-sponsored activities, or any other aspect of the student's education;

c. The conduct has the purpose and effect of unreasonably interfering with a student's academic performance or participation in school-sponsored activities or creating an intimidating, hostile, or offensive education environment.

<u>The following are examples of conduct that may constitute sexual harassment, depending on the circumstances:</u>

a. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures (digital or hard copy), and sexual propositions;

b. Repeated unwelcome solicitations of sexual activity or sexual contact; c. Unwelcome, inappropriate sexual touching;

c. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to the student's educational status.

SECTION 3. STUDENT COMPLAINT RESOLUTION PROCEDURE REPORTING:

Any student who believes that he or she has been or is being subjected to any form of sexual harassment or has knowledge of sexual harassment involving other students should promptly report the matter to a teacher, counselor, assistant principal or other school official, who, in turn should promptly apprise the Superintendent or the Coordinator of Student Services of the reported incident. A student may choose to make his or her report of sexual harassment to a person of the same sex as the student. Complaints may be brought on a student's behalf by a parent, guardian, teacher, other school official, or third party. 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.

LOCAL INVESTIGATION AND RESOLUTION: Some cases are most appropriately resolved by investigation and disposition at the school site in accordance with applicable disciplinary guidelines. In such cases, the principal may attempt to investigate and attempt to resolve the matter without resorting to formal procedures. If the complaint is not resolved to the satisfaction of the student or other complaining party, the student or his /her representative should contact the Superintendent or the Director of Student Services immediately.

FORMAL COMPLAINT PROCEDURES a) PERSONS RESPONSIBLE FOR RECEIVING AND INVESTIGATING FORMAL

COMPLAINTS: This Superintendent is responsible for receiving and investigating formal complaints of sexual harassment. The Director of Student Services is an additional official to which formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, the alternate should be contacted regarding the formal complaint.

1. The Superintendent may be reached at the following address:

Midfield Board of Education
417 Parkwood Street
Midfield, AL 35228
(205) 923-2262
swilliams@midfield.k12.al.us

If a complaint is reported by electronic mail, please call to confirm receipt.

b) COMPLAINT FORM CONTENTS: Formal complaints should be made in writing, signed by the complainant, describing the circumstances surrounding the alleged harassment. Harassment complaints that cannot be made in writing should also be investigated by the Superintendent or designated alternate official. If the incident involves a student who is the victim of a sexual crime, law enforcement and other authorities may be contacted prior to having the student complete a formal statement.

c) INVESTIGATION: The Superintendent or designee will promptly, adequately, and impartially investigate the complaint. The complainant and subject of the complaint will be allowed to present the names of witnesses and other evidence. The witnesses identified will be interviewed and provided assurances regarding confidentiality and non retaliation. The

Superintendent or designee may review the results of any investigation with legal counsel or other appropriate officials, make any findings that are supported by the investigation, and recommend appropriate action based on these findings. The investigation should be initiated promptly and normally be completed within thirty (30) days. However, if either law enforcement or a child welfare agency is involved, the investigation may be stayed until the completion of their investigation and prosecution.

d) NOTIFICATION: The complainant and subject of the complaint will receive written notification of the outcome of the investigation.

e) ACTION: If there is a finding of sexual harassment, the Board will take remedial action as necessary to address and resolve any found incident of sexual harassment and take steps to prevent the recurrence without any discrimination.

f) REVIEW BY SUPERINTENDENT AND BOARD: A complaining party who is not satisfied with the investigation or resolution of the complaint may request that the Superintendent take additional or different action or prevent the complaint to the Board for its review and action. In such a case, the Board will render a final decision as soon as possible.

CONFIDENTIALITY: To the maximum extent possible, the Board will keep the complaint and investigation confidential. Complete confidentiality cannot be guaranteed.

RETALIATION PROHIBITED*:* Title IX prohibits retaliation against any individual who files a complaint or participates in a complaint investigation.

PROVIDING FALSE INFORMATION: Any student who falsely and in bad faith accuses another of sexual harassment or who otherwise knowingly provides false information regarding sexual harassment shall be subject to appropriate disciplinary action in accordance with the Code of Conduct.

PENALTIES FOR VIOLATION: Any student who sexually harasses another student or person in violation of the Board's sexual harassment policy, or who refuses to cooperate with the Board's investigation into allegations of sexual harassment, will be subject to punishment in accordance with the Code of Student Conduct.

JAMARI T. WILLIAMS ACT - ANTI-BULLYING

POLICY AND REPORTING FORM Section 1. BULLYING, INTIMIDATION, HARASSMENT, VIOLENCE AND THREATS PROHIBITED, This includes social media and all other electronic platforms;

No student shall engage in nor be subjected to bullying, harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Midfield Board of Education in this Student Code of Conduct policy. Students who violate this policy will be subject to disciplinary

sanctions specified in this policy, subject to the investigating school administrator's authority and decision.

Section 2. DEFINITIONS

a) The term "Bullying/Harassment" means a continuous pattern of intentional behavior that takes place on or off school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying, and or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in this policy. To constitute bullying/harassment, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

b) The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

c) The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

d) The term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity, or opportunity for which the student is or would be eligible.

e) The term "student" as used in this policy means a student who is enrolled in the Midfield City School System.

f) "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.

g) "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.

Section 3. DESCRIPTION OF BEHAVIOR EXPECTED OF STUDENTS

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required

(1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, harassment, violence, or intimidation;

(2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and

(3) to refrain from placing another student in fear or being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristics of the student that is identified in this policy.

Bullying, violence, threats of violence, harassment and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one of more of the following personal characteristics of the victim of such conduct:

- ▪ Race;
- ▪ Sex;
- ▪ Religion;
- ▪ National origin, or
- ▪ Disability

Section 4. CONSEQUENCES FOR VIOLATIONS

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

Section 5. REPORTING, INVESTIGATIONS, AND COMPLAINT RESOLUTION PROCEDURES

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

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 an 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 will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may 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.

d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or legal guardian of the report.

Jason Flatts Act

SUICIDE PREVENTION AND AWARENESS

Governor Robert Bentley signed The Jason Flatts Act on May 10, 2016 – Alabama (SB11) into law, making Alabama the 18th state to pass The Jason Flatt Act since 2007. The Bill was sponsored by Senator Gerald Allen of Alabama Senate District 11. The Jason Flatt Act SB11 Effective May 10, 2016 Major components of the legislation are:

1. Amends Section 16-26B-8, Code of Alabama 1975.

2. The Department of Education shall adopt rules to require that all certificated public-school personnel receive annual training in suicide awareness and prevention. 3. The Department of Education will develop a list of approved training materials to fulfill the requirements of the act which may include training materials currently being used by a local school system if such training materials satisfy the criteria established by the department.

4. This training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by the local school system. Approved materials may include programs that can be completed through self-review of suitable suicide prevention materials.

5. Each local school system shall adopt a policy on student suicide prevention. The policies shall be developed in consultation with school and community stakeholders, school

employed mental health professionals, and suicide prevention experts, and, at a minimum, shall address procedures relating to suicide prevention, intervention, and postvention.

6. This act shall become effective on the first day of the third month following its passage and approval by the Governor, or its otherwise becoming

MIDFIELD CITY SCHOOLS STUDENT BULLYING REFERRAL FORM

GENERAL INFORMATION	
Last Name:	**First Name:**
Date of Incident: **Time of Incident**	**Location of Incident:** **Reported By:**
Infraction:	

HARASSMENT REFERRAL ACTION
Harassment: _____ **Other Infraction:)Explain**
Description of Infraction:

ACTION TAKEN BY TEACHER					
Note: Parents Must Be Contacted in Regard to This Incident Before Referral Will Be Processed					
	Previous Parental Notification(s) by Phone	**Name of Parent Contacted**	**Date/Time**	**Date/Time**	**Date/Time**
	Verbal Warning: Date(s):				
	Conference with Student: Date				

	Silent Lunch: Date(s)		
	In-Class Displacement: Dates:		
	After-School Detention: Dates:		
	Conference with Parents: Date(s)		
	Other Action(s)		
ADMINISTRATIVE ACTION			
	Consultation with Student in Office Code of Conduct Information Given: Yes____No___		
	Warning Issued for Offense Method: Verbal _____ Written _____		
	Parent Notification Method	**Phone Number** **Date:** **Time:** **Contact:**	**Letter Notification** **Student Delivery ___** **1st Class Certified Mail____**
	In School Suspension	**Number of Days:_____ Inclusive Dates:**	
	Out of School Suspension	**Number of Days: Inclusive Dates**	
	After-School Detention	**Number of Days Inclusive Dates**	
	Saturday School	**Date:**	
	Guidance Counselor Referral	**Name of Counselor**	
	Campus Police Referral	**Officer #**	
	Other Action (Explain)		

Student Signature_____Date_____
Parent Signature_____Date_____
Administrator Signature _____Date_____

ALABAMA STATE DEPARTMENT OF EDUCATION MODEL POLICY 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 during the school day and during school activities.

Section 1. Definitions

In this policy, these terms shall have the following meanings:

(a) "Plan" refers to the "individualized student safety plan" developed following the student's adjudication and/or enrollment in the school to serve as a behavior contract between the Student and the School.

(b) "School" refers to "all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation" related to the student's current school of record.

(c) "Student" refers to "the low-risk juvenile sex offender" designated by a juvenile court judge as having a low risk of re-offense.

(d) "Teachers and staff with supervision over the student" or "Supervision team" refers to school officials or staff who have a specific responsibility for the Student, including the school principal, the Student's assigned teachers and/or coaches, the Student's counselor, and if applicable, the Student's bus driver, during the subject school year and who will be privy to information regarding the Student's status. Teachers and staff with only passing and/or general contact with the student shall not be privy to information regarding the Student's status.

(e) "Victim" refers to the victim, if known by and attending the same school as the student, of the offense for which the Student was adjudicated delinquent. Section 2. Notification

Section 2. Notification

(a) **Current Students**: In the event a currently enrolled Student is adjudicated delinquent and designated "low risk" by the juvenile court, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing.

(b) **Newly Enrolled Students**: In the event a Student seeks to enroll in the district as a new student, and that Student has been previously designated as a low risk juvenile sex offender, local law enforcement is expected to notify the local Superintendent and principal of the Student's school in writing. (c) Students That Change Schools Within the District

In the event a currently enrolled Student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable.

Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original Plan and the transferring Student's status and circumstances. Regardless, the principal of the prior school must provide the Student's records and Safety Plan to the principal of the new school as soon as practicable.

The new principal should review the Plan and meet with the Student, the Student's parent or guardian, and the anticipated new Supervision Team to determine whether the current terms are sufficient or should be adjusted based on the Student's circumstances.

(d) School Staff Changes In the event the principal or a member of the Supervision Team leaves his position or is no longer responsible for supervising the Student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the Supervision Team regarding the Student's status and Plan.

The Student, his parent or guardian, and other members of the Supervision Team should be notified of changes to the Supervision Team within a reasonable timeframe.

Section 3. Plan Development and Maintenance

Upon proper notification from law enforcement, the Student's principal or designee will call together the anticipated Supervision Team to meet with the Student and/or the Student's parent or guardian to develop an appropriate Plan. This meeting should take place within 10 school days or as soon as practicable. In the event the Student's parent or guardian is unable or unwilling to meet, the principal or designee and the Supervision Team should meet with the Student within a reasonable timeframe to develop an appropriate Plan.

In the event the Victim attends the same school as the Student, the plan should include measures to reduce the likelihood of Victim and Student interaction.

The terms of the Plan and any updates to it must be memorialized in writing and approved by the principal or designee before being distributed to the Student and the Student's parent or guardian, as well as the Supervision Team.

The principal or designee should meet with the Student, the Student's parent or guardian, and the Supervision Team at least annually, but as often as deemed necessary by the principal or designee to assess the Student's status and to determine whether adjustments should be made to the Plan.

Section 4. Supervision

The Student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the Student's Plan. Members of the Supervision Team should report any suspected violations of the Plan to the principal or designee. The school officials and staff responsible for supervising the Student on a daily basis should do so in a manner that is discrete and unobtrusive.

Section 5. **Students with Disabilities**

Discipline of Students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and implementing regulations.

Section 6. **Violations of the Plan**

In the event the Student violates the Student Code of Conduct or the Plan, the Student may be subject to discipline pursuant to board policy and/or reassessment of the Plan's conditions.

Section 7. **Challenges to the Plan**

In the event the Student and/or his parent or guardian object to conditions of the Plan or the application of a sanction, a challenge must be submitted in writing to the Superintendent or his designee to consider whether adjustment of the Plan or response modification is warranted. The Superintendent's decision shall be final. A response that constitutes disciplinary action will adhere to the applicable School disciplinary policies and procedures and the Student will be afforded process due thereunder.

Section 8. **Confidentiality**

Information received by school officials or staff related to the Student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the Student's status should be safeguarded from unintentional disclosure by the members of the Supervision Team. Any school official or school employee who improperly discloses the Student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

Section 9. **Retaliation**

Members of the Supervision Team should make every effort to treat the Student with the same respect and courtesy to which every student is entitled. The Team is reminded that the Student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

Section 10. **Procedures**

The Superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

Legal Reference: Ala. Act No. 2018-528, Ala. Code § 16-1-51.1 (1975).

USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE

TEST The possession of a digital device (including but not limited to cell phones, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. 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. The LEA may take additional disciplinary action

USE OF SCHOOL TECHNOLOGY

Midfield City Schools provides all district employees, students, and school board members with access to the Internet and electronic communications through a district network. This policy is designed to govern the use of and provide acceptable use guidelines for all Internet, electronic communications and digital media throughout the district. This policy is designed to be in cooperation with Midfield City Schools' board policies, student code of conduct and individual school handbooks with regard to student use of the Internet, electronic communications and the district network.

The use of the Internet, electronic communications and digital media is to further educational goals and objectives. The purpose of providing access to the district's network is to assist in preparing students for success in life and work in the 21st century. This is accomplished by providing access to a wide range of information and the ability to communicate with people from throughout the world.

Students may find ways to access other, less desirable or inappropriate material. However, the district believes the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages.

Network Access

Midfield City Schools provides access to the district network to:

All Midfield City Schools' employees

All Midfield City Schools students, with parental control if the student is under the age of 18.

Midfield City Schools board members

Policy Guidelines

Limited Educational Purpose: Midfield City Schools' network has been established for a limited educational purpose. The term "educational purpose" includes use of the network for classroom activities, professional or career development activities and educational research. Users are expected to use Internet access through the district network to further their educational and personal goals consistent with the mission of Midfield City Schools, school policies and handbooks, and Midfield

City Schools' board policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

Use of District Network is a Privilege

Access to and the use of the district network is a privilege and not a right. Access entails responsibility and is provided to students who agree to act in a considerate and responsible manner. Depending on the nature, degree, and frequency of the violation(s), unacceptable use of the network, Internet or electronic communications may result in suspending or revoking the offender's network privileges. Additional disciplinary actions may be taken at the building or district level up to and including expulsion. If appropriate, law enforcement agencies may also be involved.

Student Responsibilities

Students will accept responsibility for all material received and sent under his/her user account.

Students will accept responsibility for all Internet use under his/her user account.

Students will follow all acceptable use policy guidelines, Midfield City Schools' policies and administrative regulations, student code of conduct and any other pertinent policy or guidelines concerning the use of the Internet and electronic communications.

Responsibilities

The district will notify parents about the district network and the policies governing its uses. Parents must sign an agreement to allow their student(s) to have an individual account. Parents may request alternative activities for their student(s) that do not require Internet access.

Parents have the right to investigate the contents of their student(s)' email files at any time.

The district will make available to parents' policies and guidelines for student network, Internet and electronic communication use.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as TV, telephone, radio, movies, and other possible offensive media. Parents are responsible for monitoring their student's use of the district's network and of the Internet if the student is accessing the district's network from home or a remote location.

District Responsibilities

The district will designate staff as necessary to ensure coordination and maintenance of the district's electronic communications system, which includes all district computers, email and Internet access.

a) The district will provide notification to all network users of the district policies relating to Internet and electronic communications.

b) The district will provide proper training to authorized network users including, but not limited to, education about proper online behavior and how to interact with other individuals on the Internet.

c) The district will use only properly licensed software, audio, or video media purchased by the district or approved for use by the district. The district will comply with the requirements of the law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use of license agreements.

d) The district will monitor the online activities of minors and employ technology protection measures during any use of computers and/or the district network in order to ensure the use is for educational purposes. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1) Obscene

2) Child pornography

3) Harmful to minors

e) The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion, or

2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals, and

3) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

f) An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

Unacceptable Uses

The following uses of the district network are considered unacceptable. Using the district's network to access, review, upload, download, store, print, post, receive, transmit or distribute any of the following:

a. Disrupting the Educational Process

1) Materials that use language or images that are inappropriate in an educational setting or disruptive to the educational process.

2) Information or materials that could cause damage or danger of disruption to the educational process.

b. Inappropriate Material

1) Pornographic, obscene, or sexually explicit materials or other visual depictions that is harmful to minors.

c. Inappropriate Language

1) Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, discriminatory, disrespectful, or sexually explicit language.

2) Materials that use language or images that advocate violence or discrimination toward other people, or that may constitute harassment, or discrimination. **d. Illegal Activity 1**) Students will not use the district's network to engage in any illegal act or violate any local, state, or federal statute or law.

2) Students will not attempt to gain unauthorized access to the district's network or to any other computer system through the district network, or go beyond their authorized access.

3) Students will not attempt to log in another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." **4**) Students will not make deliberate attempts to disrupt the district's network performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

5) Students will not tamper with, modify, or change the district's systems software, hardware, wiring, etc. or take any action to violate the district's security system. **e. Personal Safety**

1) Students will not post personal contact information about themselves or other people. Personal contact information includes, but is not limited to names, addresses, phone numbers, school address, work address, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable.

2) Students will not repost a message that was sent to the user privately without permission of the person who sent the message.

3) Students will not agree to meet with someone they have met online without their parent's approval and participation.

4) Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. 5) Students should never share their individual account information and should take reasonable precautions to prevent others from being able to use their account. Students should only share passwords with district personnel and parents or guardians.

F. Respectful Digital Citizens

1) Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

2) Students will not bully/harass another person (as defined in the Student Code of Conduct).

3) Students will not knowingly or recklessly post false or defamatory information about a person or organization.

4) Students will not post information that, if acted upon, could cause damage or a danger of disruption.

G. Plagiarism and Copyright Infringement

1) Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2) Students will not use the district's network to violate copyright laws or usage agreements.

3) Students will not use another person's property without the person's prior approval or proper citation, including downloading or exchanging pirated software or copying software to or from any school computer.

Use of Personal Technology at School

a) It is acceptable for students to use personal technology (laptops, iPods, iPads, cellular phones, etc.) only when approved by a certificated employee for educational purposes.

b) All personal technology falls under the jurisdiction of this Acceptable Internet Use Policy while being used at school or during any school related function.

c) Content that is not acceptable for school use may not be accessed while on school property or during any school related function.

d) Disciplinary action will occur for any student accessing inappropriate content, using the district network for inappropriate use and/or accessing any other network using personal technology while at school or during any school related function.

Limitation on School District Liability

Use of the Midfield City Schools network is at the user's own risk. The network is provided on an "as is, as available" basis. The District will not be responsible for any damage students may suffer, including, but not limited to, loss, damage, or unavailability of data stored on District diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis deliveries or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's network and will not be responsible for any damage suffered by the user, including but not limited to, loss of data or interruptions of service. The Midfield City School District will not be responsible for financial obligations

arising from the unauthorized or inappropriate use of the Midfield City School District's network, the Internet or electronic communication or use of district technology.

Notice of Right to Change

With Board approval, this policy may be changed as deemed necessary to continue to ensure the safety of students and compliance with any and all laws and regulations.

Online Collaborative Systems

The Board provides valuable online learning resources to employees and students. These resources promote collaboration and provide a controlled environment for course content. Examples of online collaborative systems used by the Board include, but are not limited to, Google Workspace for Education, Schoology (LMS), and single sign-on applications such as Clever and ClassLink.

A. Accounts for these services are provided to all users through a controlled environment that is for Board use only. A Google Workspace for Education unique account will be assigned to each student.

- Email and collaborative accounts are provided for educational purposes only.
- Students will create, save, and collaborate in these environments via email, documents, presentations, quizzes, classroom assignments, and more.

B. All school rules and guidelines for appropriate technology usage shall apply to online collaborative systems, including the Learning Management System (LMS).

RESTRAINT AND SECLUSION

The Midfield City Board of Education requires that all schools and programs within the school district comply with the State Board of Education Rule 290-3-1-.02(1)(f) regarding the use of "seclusion" or "restraint," as those terms are defined within the rule.

Physical Restraint

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student is in 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 is prohibited as a form of discipline or punishment.

The Midfield City Board of Education recognizes that in determining when and how to implement this policy and procedures related to it, educators will be required to exercise their professional judgment and discretion. Therefore, this policy is not intended to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the school district that use physical restraint as defined the State Board of Education rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include, at a minimum, the following:

A. Positive Behavioral Interventions will be used to de-escalate, if possible, before initiating restraint.

B. When a pattern of aggressive behavior is established, training in therapeutic restraint will be provided for staff involved with the student.

C. When possible, a third party will assist by monitoring the safety of the student. D. Documentation of the use of physical restraint will be submitted to the building administrator and appropriate central office personnel and upon request, the Alabama Department of Education.

E. If the behavior of a special education student indicates that mechanical restraint should be used, the IEP team will convene.

F. A school nurse will see the student as soon as possible after the restraint on the day of the restraint.

G. Staff will notify the parent on the day of the restraint and send home written notification of the restraint, within a timely manner, not to exceed 1 school day after the restraint. H. Staff will meet to debrief after the restraint. Debriefing will include assessing steps taken to de-escalate the behavior both before and during the restraint.

Seclusion

The Board of Education also prohibits the use of seclusion, as that term is defined in State Board of Education Rule 290-3-1-.02(1) (f).

NOTIFICATION OF PARENT AND STUDENT RIGHTS FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record they believe is inaccurate by notifying the school principal in writing. The request must clearly identify the part of the record to be amended and must specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing

regarding the request for amendment. Information regarding the hearing procedures will be provided to the parent or eligible student at the time of this notification.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - State and local authorities, within a juvenile justice system, pursuant to specific State law;
    - To comply with a judicial order or lawfully issued subpoena; and
    - Appropriate officials in cases of health and safety emergencies.

Midfield City Board of Education school administrators will transfer upon request all education records, including disciplinary records, with respect to a suspension or expulsion, to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full or part-time basis.

School Districts, with certain exceptions, must obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, school districts may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary.

The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists; • Graduation programs; and • Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Additionally, parents have the right to inspect, upon request, any instrument used in the collection of information as described above. This inspection will be scheduled within 45 days of the day the school receives such a request in writing.

The Midfield City Board of Education has designated the following information as Directory Information:

1. Student's or parent's name;
2. Address;
3. Telephone Listing;
4. Participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Electronic mail address;
7. Photograph;
8. Diplomas, honors and awards received;
9. Date and place of birth;
10. Dates of attendance;
11. Grade Level;
12. Most recent educational agencies or institutions attended.

The use of directory information by Midfield City Schools is for educational purposes and for the benefit and enhancement of educational programs.

Parents and eligible students have the right to request that directory information not be disclosed by contacting the school principal in writing no later than fifteen (15) days of the beginning of the school year or within (15) days after enrollment in school, whichever is later.

Parents should know that schools may, upon request, provide military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and must provide student's names, addresses, and telephone listings to military recruiters, when requested, unless a parent has "opted" out of providing such information. Parents of Midfield City School students and eligible students wishing to "opt out" must notify the schools principal in writing no later than fifteen (15) days after receipt of this notice by each school each year.

- Parents should know that schools and contractors must obtain prior written parental consent before minor students are required to participate in any ED funded survey, analysis, or evaluation that reveals information concerning;
- Political affiliations or beliefs of the student or the student's parent;
- Mental and psychological problems of the student or the student's family; ● Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;

- Legally, recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent;
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). Additionally, schools and contractors must make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate.
- Parents have the right to inspect upon request, a survey created by a third party (non-Department of Education funded), if the survey contains one or more of the eight items of information noted above, before the survey is administered or distributed by a school to students. This inspection will be scheduled within 45 days of the day the school receives such a request.
- Parents have the right to opt out of (deny permission for their child) activities involving the collection and disclosure of personal information from students for marketing purposes or for selling that information, or otherwise providing that information to others for that purpose. However, this right does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
    1. College or other postsecondary education recruitment or military recruitment; o book clubs, magazines, and programs providing access to low-cost literacy products;
    2. Curriculum and instructional materials used by elementary schools and secondary schools;
    3. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students;
- The sale by students of products or services to raise funds for school-related or education-related activities; and
- Student recognition programs;
- Parents have the right to opt out of (deny permission for their child) participation in the administration of any third party (non-Department of Education funded) survey containing one or more of the above described eight items of information. Parents wishing to opt out must notify the school administrator in writing within fifteen (15) days receipt of notice of survey(s) or by the designated due date.

The Midfield City Board of Education will make arrangements to protect student privacy in the event of the administration of a survey to students.

- Parents have the right to inspect, upon written request to the school principal, any instructional material used as part of the educational curriculum for students. This

inspection will be scheduled within 45 days of the day the school receives such a written request.

- Parents have the opportunity to "opt out" of the administration of physical examinations or screenings that are non-emergency or invasive and are 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; AND 3) NOT necessary to protect the immediate health and safety of the student, or of other students. (Invasive physical examination is defined as any medical examination that involves the exposure of private body parts, or any act during such an examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.) Midfield City Schools do not conduct invasive physical examinations or screenings.

Vision, hearing and scoliosis screenings are scheduled throughout the school year in Midfield City Schools. Please contact your school regarding these screenings. Parents wishing to "opt out" of health screenings must notify the school principal in writing within fifteen (15) days of receipt of this notice or upon written notification of a scheduled screening. "Opt Out" forms are available at all schools and on the Midfield City Schools website.

- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Midfield City School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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Midfield City Schools
Compulsory School Attendance Law

Notice to Parents
2024-2025 Academic School Year

Dear Parents and Guardians:

Regular attendance at school is important for your child's success in learning and making progress toward graduation. Attendance at school is not only important, it is also a state law. Our state requires that students enrolled in public school from age 6 to 17 shall regularly attend school for 180 days per year, **THIS INCLUDES AND IS NOT LIMITED TO VIRTUAL/BLENDED AND OR HYBRID INSTRUCTION**. It is necessary that you notify the school when your child is absent. A student's absence from school is either excused or unexcused, depending upon the information you provide.

Excused Absences

Please notify your child's school when your child is absent by sending a written excuse that gives an explanation for their absence. Parents/Guardian should inform your child's school and report the reason for their absence. **Excuses must be turned in to the school office within three days of the absence. Midfield City Schools will accept 4 parent notes per semester.**

Excused absences are defined as one of the following:

- •Personal illness;
- •Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, death of a friend);
- •Necessary appointments (doctor, dentist, etc.) that cannot be made outside the school day and can be verified;
- •Emergencies requiring a student's service or presence at home and can be verified;
- •Obligatory religious observances of the student's own faith.

Students may participate in school digital learning platforms and Learning Management System (LMS) assignments provided by the Local Education Agency (LEA) during absences, with credit awarded according to school guidelines. Students with an excused absence may participate in a school extracurricular or co-curricular activity on the same day(s). If applicable, students with an excused absence and eligible to participate in school extra-curricular or co-curricular activities must be present for a minimum of 51% of the school day. **The number of excused and unexcused absences for a student during a school year is 18 days. Requests for an excused absence for more than 3 days may be submitted to the school principal for approval.** Appeal of the principal's decision may be made to the Student Services. Our school will inform you if your child has missed an excessive amount of school and may request your assistance to implement corrective measures to improve attendance problems.

Unexcused Absences

Any absence for a day or any significant part of a day for reasons other than those listed above and any absence without parent knowledge and arrangement with school officials shall be considered an "unexcused" absence (with the option to complete or make up missing assignments). A "significant part of a day" is defined as half of the school day 51% of the academic day. Students with a history of personal illness may be requested by the school to provide a physician's statement. **LACK OF PARTICIPATION IN VIRTUAL, BLENDED, REMOTE, VIRTUAL, OR HYBRID INSTRUCTION IS CONSIDERED AN ABSENCE.**

A student is considered "truant" if the student is inexcusably absent from school on: 3 consecutive school days, or 5 school days in any semester, or 10 school days in any school year; this includes, virtual, hybrid or blended instruction. Students approved for Blended, Remote, Virtual or Hybrid instruction must be actively engaged in school assignments on a daily basis.

A truant student who is less than 19 years of age can be reported to local police authorities and/or the District Attorney. Thank you for your assistance in reporting your child's absences from school according to policy.

Please contact the Midfield Central office if you have any questions about this letter.

Midfield City School
Office of Attendance
(205) 923-2262

Parent/Guardian Signature _____Date _____

Student Name_____Date _____

School _____

The student is to sign the above statement.
If the student lives with either parents or guardians, both are to sign the statement.
If the student lives with only one parent or guardian, only one is to sign.
A separate statement is to be signed for each student.

NOTICE OF RECEIPT OF CODE OF STUDENT CONDUCT MIDFIELD CITY SCHOOLS

May be Reprinted

_____ a student enrolled at
Student Name

_____and
Name of School

_____

Name of Parent/Guardian(s)

hereby acknowledged by our signatures that we have received and read, or had read to us, the local school's handbook and the Midfield City District Code of Student Conduct, which contains a copy of "It's the Law." We understand that these policies apply to all students and parents in the public schools; to school campuses, the immediate vicinity of the school, school buses or other school-owned vehicles; and to school-related activities and events. We further acknowledge by our signature that we have read, or had read to us, the sections on Truancy and Attendance, the section on Internet Use, and the section on the Family Educational Rights and Privacy Act (pages 41-45) which allows schools to disclose directory information that is not considered harmful or invasive unless parents have advised the school that they do not want their student's information disclosed without their prior consent.

My child may access the Internet while at school according to the rules outlined in the Midfield City Technology Acceptable Use Agreement for Students**. _____ Yes _____ No**

My child may have an online collaborative system account (email, documents, presentations, etc.) for educational purposes. **_____ Yes _____ No**

My child's photo or video image can be published in school publications and media (such as yearbook, school and school support organization newsletters, athletic programs, school newspaper, or school or school system website). **_____ Yes _____ No**

My child's photo or video image may be made available to newspapers, television and radio stations, and to other print or electronic media organizations and outlets in order to portray Midfield City programs, activities, and students in an appropriate and favorable light and for other uses as may be designed to promote public interest in and support of Midfield City Schools. **_____ Yes _____ No**

Please sign this page and have the student return it to the homeroom teacher. Keep the accompanying information for future reference. May require an electronic signature.

Student Signature_____Date_____

Parent Signature_____Date_____

Midfield City Schools complies with non-discrimination regulations under Title VI and Title VII,

Civil Rights Act of 1964, Title IX, Educational Amendments of 1972; and Section 504 Rehabilitation Act of 1973. It is the official policy of the Alabama State Department of Education, Midfield City Board of Education, Midfield High School, Rutledge Middle School, and Midfield Elementary School that no person in Alabama shall, on the grounds of race, color, handicap, sex, religion, creed or national origin, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any program, activity or employment. Inquiries regarding compliance and complaint procedures can be directed to:

Stephanie Matthews,
Special Education Coordinator
Midfield City Schools
417 Parkwood Street Midfield, AL 35228
(205) 923-2262

Or

Derrick Aikerson
District Safety Coordinator
Midfield City Schools
417 Parkwood Street Midfield, AL 35228
(205) 923-2262