Butler County Board of Education
211 School Highlands Road
Greenville, AL 36037
Website: www.butlerco.k12.al.us
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Butler County Schools

BUILDING COMMUNITIES FOR STUDENT SUCCESS

STUDENT HANDBOOK and CODE OF STUDENT CONDUCT

2026-2027

One Team, One Dream

BUTLER COUNTY BOARD OF EDUCATION
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BUTLER COUNTY SCHOOLS DIRECTORY

School	Grades	Approximate Enrollment
Georgiana School Deedra Benson, Principal 866 Highway 31 South Georgiana, AL 36033 Telephone: 334-376-9130	K –12	340
Greenville High School Bryant Marlow, Principal 100 Tiger Drive Greenville, AL 36037 Telephone: 334-382-2608	9 –12	455
Greenville Middle School Penny Gorum, Principal 300 Overlook Road Greenville, AL 36037 Telephone: 334-382-3450	5 – 8	445
Greenville Elementary School Belinda Cook, Principal 102 Butler Circle Greenville, AL 36037 Telephone: 334-382-7614	3 – 4	244
McKenzie School Michael Collins, Principal P. O. Box 158 McKenzie, AL 36456 Telephone: 334-374-2711	K - 12	432
W. O. Parmer Elementary School Dr. Thelma Jackson, Principal 100 Butler Circle Greenville, AL 36037 Telephone: 334-382-8720	K - 2	389

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CODE OF STUDENT CONDUCT

Our Motto

"Building Communities for Student Success."

OUR VISION

The vision of the Butler County School System is to be a learning community where students are empowered to envision and create individual pathways to success.

OUR MISSION

The mission of the Butler County School System is to collaborate with all stakeholders to create a positive learning environment that supports the academic, social, and emotional well-being of each child.

INTRODUCTION

The Butler County Board of Education recognizes fully the constitutional rights of students enrolled in its schools. The Board recognizes equally, however, its obligation to establish policy related to student behavior and discipline which assures that an atmosphere conducive to quality teaching and learning will be maintained within every school serving Butler County.

The Board believes that the kind of discipline preferable in a democratic society is that typified by self-discipline. It considers self-discipline as a learning process whereby the individual progressively learns to develop habits of self-control and recognizes his/her own responsibilities to society. Behavior and discipline policies shall, therefore, demonstrate recognition of individual need to maintain a proper atmosphere for learning within each school.

SCHOOL SAFETY STATEMENT OF COMMITMENT

The safety of all students, faculty, staff, parents, and visitors of Butler County School System is a top priority. In order to ensure that adequate measures are taken to fulfill this concern, a comprehensive plan has been developed for each school. The roles of local emergency agencies, school officials, faculty and staff members, as well as support services have been identified in each plan as a means of ensuring effective communication and response to carry out procedures for specific incidents.

Butler County Schools Bullying Hotline

In an effort to provide a safe school environment, the Butler County School System has established a hotline and email address for parents and students to report bullying issues. Please report any bullying concerns by calling the following numbers or e-mailing the address below.

334-382-4989 or 866-663-8244
stopbullying@butlerco.k12.al.us

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Butler County Board of Education that no person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of race, color, religion, age, gender, national origin/ethnic group, sexual orientation or disability.

EQUITY COORDINATORS

In accordance with the provisions of the regulations of Section 504 of the Rehabilitation Act of 1973, provisions of the Americans with Disabilities Act (ADA), provisions of Title IX of the Education Amendments of 1972, and the provisions of Title VI of the Civil Rights Act of 1964, the Butler County Board of Education has adopted a grievance procedure and appointed responsible coordinators. The coordinators may be contacted at the system Central Office, 211 School Highlands Road, Greenville, AL 36037.

TITLE IX

TITLE IX DEFINED: No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX (20 U.S.C. §1681, et seq.) and its regulations is a federal law enforced by the Office for Civil Rights (OCR) that prohibits discrimination based on sex.

COMMITMENT: The Butler County Board of Education is committed to the prevention of and response to conduct prohibited by Title IX which interferes with the academic and professional experiences of any student or employee of the Butler County Board of Education. We are consistent with our commitment to comply with the Title IX of the Education Amendments of 1972 (Title IX) which prohibits sex discrimination on the basis of sex or gender in education programs, activities, and employment. The (Title IX) policy also protects students and employees from retaliation for advocating for a right secured by the Title IX policy. This policy applies to programs and activities such as recruitment,

enrollment, course offerings and access: athletics or club programs; hiring, retention and promotion: benefits and leave, in the provision of all services, programs and activities. The Board prohibits discrimination against a student or employee based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of the above conditions.

The Butler County Public School System seeks to foster a climate free from Title IX misconduct and one that encourages reporting should Title IX misconduct occur. This will be done through

- A coordinated education and prevention program that educates all employees
- Implement an awareness program for middle to high school students
- Clear effective policies and grievance procedures that are accessible to all.
- Prompt response to allegations
- Provide supportive measures to address the safety, emotional well-being, and academic needs of the individuals involved.

Employees responding to reports of Title IX misconduct will act in a professional manner displaying the dignity of all individuals involved.

Any individual wishing to report or file a complaint regarding sexual harassment or sexual discrimination under Title IX, ay do so by contacting the school principal or the Butler County Public School's Title IX Coordinator.

Ms. Lisa Adair, Assistant Superintendent
for Instructional and Federal Programs, Title IX Coordinator
Butler County Board of Education
211 School Highlands Road
Greenville, Alabama 36037
Phone (334) 382-2665 Extension 1219
Email lisa.adair@butlerco.k12.al.us

FERPA DIRECTORY INFORMATION DISCLOSURE NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Butler County Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from educational records. However, Butler County Schools may disclose appropriately designated "directory information" without written consent. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

If a parent/guardian does not want the Butler County Schools to disclose "directory information" from their child's education records without prior written consent, a FERPA Directory Information Opt-Out Form is available in the front office of each school. Due to the significance of opting out of directory information disclosure, this form must be completed by the parent/guardian at the school.

SCHOOL LAW ENFORCEMENT UNIT

The Superintendent of Education and/or his/her designee is assigned as the school system law enforcement unit. All disciplinary records shall be maintained with the law enforcement unit. Video tapes from school bus or school security cameras are law enforcement unit records. Records related and maintained by the law enforcement unit are for a law enforcement purpose. Law enforcement records are not education records as defined by the Family Education Rights and Privacy Act (FERPA) of 1974.

GIFTED EDUCATION (GE) OPPORTUNITY STATEMENT

In the Butler County School System, gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be found to be gifted. The Butler County Board of Education shall prohibit discrimination against any student on the above basis with respect to participation in the Gifted Education Program.

GIFTED EDUCATION

The Alabama State Department of Education defines gifted students as those who perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program (general education). Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Student Referral

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

Basic Eligibility Criteria

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

Aptitude – Aptitude is assessed through an individual or group test of intelligence or creativity.

Characteristics - A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.

Performance – At least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, grades, products, work samples, and/or portfolios.

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

Referral Contact

For more information or to discuss making a referral, contact the Special Education Services Coordinator at the Central Office.

EXTRACURRICULAR ACTIVITIES

The Butler County Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Butler County Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class. This Board of Education also recognizes that Cohort 2014 and subsequent classes will be required by the State Board of Education resolution and the *Alabama Administrative Code* to earn a minimum of 24 credits in Grades 9-12, with four (4) credits each in science, mathematics, social studies, and English. The Butler County Board of Education encourages students to be successful on State Assessments and to graduate within four years. These should be priorities over participation in extracurricular activities and athletics.

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school, which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the Butler County Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the Board of Education approve participation in the activity as an extension of

a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.

STUDENT ACTIVITIES

Clubs and organizations will be organized only with the advice and approval of the administration. When it is determined that formation of a club or organization is in the best interest of the students of Butler County Schools, a meeting time and place and a faculty advisor will be provided. In order for a club to become or remain active, the club must have definite goals, objectives, and activities. A copy of the constitution and bylaws must be on file in the principal's office. Continuance of a club/organization requires annual administrative approval.

DUE PROCESS

It is the policy of the Butler County Board of Education to adhere to due process when carrying out the procedures contained within the Code of Student Conduct handbook. Furthermore, the Board of Education and the educational staff employed by the Board will comply with the elements of due process. It will be the responsibility of the school principals to familiarize their staffs with the due process procedures and to provide each staff member and each student with a copy of this handbook.

This handbook has been published with the following concepts in mind:

I. School rules must be clearly stated and related to the educational purposes of the school.
2. School rules must be fair and specific enough for students to know what they may and may not do.
3. Students, parents, and guardians must be informed of the rules affecting behavior and discipline.
4. When disciplinary action is involved, school personnel and students must comply with required procedures.

The consensus of the Butler County Board of Education is that the regulations in this handbook deal with a matter of legitimate interest with the intent of protecting the health, safety, and welfare of students and insuring the efficient operation of the schools.

RIGHT OF STUDENT APPEAL

Students and/or parent(s) have the right to appeal decisions of the school principal regarding disciplinary action that result in long-term suspension (10 continuous days), Alternative Center placement, or a recommendation for expulsion. The student and/or parent(s) desiring to appeal such decision shall, within five (5) school days of notification of disciplinary action by the principal, request in writing a hearing with the superintendent of education.

The request shall include a written statement setting out the reasons for the discipline and the action taken by the principal. The appeal process does not postpone any disciplinary action taken by the school administrator.

The superintendent or his/her designee shall have five (5) school days following receipt of the written contact to hold a hearing on the matter. This hearing shall be attended by the student, parent(s) and school administrator(s). Both parties have the right to call witnesses and present evidence. The superintendent shall notify the student and parent(s) of his/her decision within five (5) school days following the hearing.

After receiving the decision of the superintendent, the student and/or parent(s) shall have five (5) school days in which to appeal the superintendent's decision to the School Board. The Board shall schedule a hearing on the appeal at the next regular Board meeting following receipt of the request. However, the Board may call a special meeting to hear such appeal if circumstances warrant. The Board shall have five (5) school days following the conclusion of the hearing in which to mail to the parent(s) notification of the action taken. The decision of the Board is final.

JURISDICTION OF THE BOARD OF EDUCATION

Students enrolled in the Butler County School System are subjected to the policies of the Butler County Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including, but not necessarily limited to, the following:

Transportation on school buses
Field trips
Club or organization meetings
School-sponsored events
School groups representing the school system in educational events

All school rules and regulations pertain to automobiles driven or parked on school property. Any motor vehicle parked on school property can be searched by school authorities if reasonable cause is given. School officials can have any vehicle towed from campus if the owner or student driver refuses to remove it from campus when requested.

ATTENDANCE, TRUANCY AND TARDY POLICY

The internal hearing officer is charged by the Board to determine appropriate sanctions to be taken against students and parents. The school attendance officer will provide additional support to ensure the effectiveness of the policy.

TRUANCY (Unexcused Absence)

TRUANCY DEFINITION
(Alabama State Board of Education, 2004)
The parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school.

A maximum of **six (6) days per school year** will be excused per parent note(s).

- Beginning with the seventh absence, an excuse from a physician must be submitted or prior permission from the principal must be given in order for the absence(s) to be excused. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent.
- The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual.
- Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy were used to define the truancy status of students in the Butler County School System.

A suspension will be counted as an excused absence. Credit and/or passing to the next grade may be withheld from truant students who have eight (8) or more unexcused absences within a semester. The principal/attendance committee will determine if credit will be denied based on truancy. If credit is denied or the student is retained as a result of truancy, the parent/guardian may appeal.
Truant students will be managed according to the procedure outlined below:

TRUANCY OCCURRENCE #1:

- Parent/guardian shall be notified via school telephone messaging service by the school principal or his/her designee when (date) the unexcused absence occurred.

This communication will also emphasize/encourage compliance with school attendance rules.

TRUANCY OCCURRENCE #2:

- Parent/guardian shall be notified via school telephone messaging service by the school principal or his/her designee when (date) the unexcused absence occurred. This communication will also emphasize/encourage compliance with school attendance rules.
- The parent, guardian, or person having control of the child shall attend a school or phone conference with the school principal or his/her designee.

TRUANCY OCCURRENCE #3:

- Parent/guardian shall be notified via school telephone messaging service by the school principal or his/her designee when (date) the unexcused absence occurred. This communication will also emphasize/encourage compliance with school attendance rules.
- Parent/guardian shall be notified in writing by the school principal or his/her designee when (date) the third unexcused absence occurred. This communication will also emphasize/encourage compliance with school attendance rules and notification that the parent, guardian, or person having control of the child is required to attend the School Level Early Warning Meeting with the school principal/designee.

TRUANCY OCCURRENCES #4-7

- Parent/guardian shall be notified via school telephone messaging service by the school principal or his/her designee when (date) the unexcused absence occurred. This communication will also emphasize/encourage compliance with school attendance rules and notification that the parent, guardian, or person having control of the child is required to attend the Early Warning Program provided by the Butler County School System & Butler County Juvenile Court.
- Failure to attend the Early Warning Program will result in the filing of a complaint/petition against the parent, guardian, or person having control of the child under Code of Alabama (1975), §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.
- School principal or his/her designee will make routine attempts to contact the student's parent, guardian, or person having control of the student to develop an action plan to prevent further truancy.

TRUANCY OCCURRENCES #8 OR MORE

- Parent/guardian shall be notified via school telephone messaging service by the school principal or his/her designee when (date) the unexcused absence occurred. This communication will also emphasize/encourage compliance with school attendance rules.
- School principal or his/her designee will make routine attempts to contact the student's parent, guardian, or person having control of the student to develop an action plan to prevent further truancy.
- Charges will be filed against the parent, guardian, or person having control of the child under the Code of Alabama (1975), §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.
- The superintendent or his/her designee will notify the Department of Public Safety regarding students who are 16 to 19 years of age with more than 10 consecutive or 15 cumulative days of unexcused absences during a single semester.

Child Under Probation

The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), §12-15-100 and 105.

When a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

Tardies, Late Check-ins, and Early Check-outs

An Excused Tardy, Late Check-in or Early Check-out includes:

- Documented illness or injury
- Bereavement/family funeral
- Late school bus arrival
- Extraordinary family circumstances (excused at the discretion of the principal)

An Unexcused Tardy, Late Check-in or Early Check-out is not covered by the aforementioned definition. Examples of an unexcused tardies, late check-ins, or early check-outs may include, but may not be limited to:

- Repetitive or chronic tardiness, late check-ins or early check-outs due to illness or injury not documented by a doctor or other medical professional
- Non-emergency family situations

Excessive tardies, late check-ins and/or early check-outs (total incidents will be combined) will result in the following:

- Tardies, late check-ins and/or early check-outs will be treated as a Class I offense. Subsequent Class I offenses may be treated as a Class II offense.
- Credit and/or passing to the next grade may be withheld from students who have eight (8) or more occurrences within a semester.

STUDENT CONDUCT

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

The Code of Conduct is in effect during the time a student is transported under the sponsorship of the school system, during the time that he/she is attending school, or is a participant in a school sponsored event. The pupil shall be under the control and supervision of the principal or the teacher in charge of the school or any other member of the instructional staff and/or the bus driver as assigned. Reasonable attempts will be made by administration to contact a parent/guardian before the pupil is removed from a school-sponsored activity, after school hours, due to unacceptable behavior.

This Code of Student Conduct is applicable to special education students except as amended by a child's IEP or other applicable rules and regulations under federal or state law.

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

DETENTION

The principal or his/her designee has the authority to assign students to a designated area at the beginning/end of the regular school day or during break for a reasonable and specified period of time. The parent is responsible for providing transportation in these cases.

A reasonable attempt will be made to notify elementary and middle school parent(s) prior to the assignment of a student to detention. High school students will be notified prior to detention and will be responsible for parental notification. Detention shall be limited to sixty (60) minutes per day.

SCHOOL BUS SUSPENSION

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student, will be for a specified period of time. The parent(s) will be notified of the suspension from the bus.

CORPORAL PUNISHMENT

The Board shall allow reasonable corporal punishment only after other means of discipline have failed to produce desirable results. If corporal punishment is required, it shall be administered only by a ***certified employee*** in the presence of a school ***administrator*** who has been informed beforehand of the reasons for the punishment. At no time shall corporal punishment be administered

in the presence of another student. Parents who object to corporal punishment as a method of discipline shall advise the school administrator in writing of the objection; however, the school administrator has the authority to determine appropriate discipline [Alabama Code Section 16-28A-1: U.S. Constitutional case law as supported by Ingram v Wright (1977) authorizes the use of corporal punishment by school officials]. In those schools without assistant principals, the principal shall appoint a designee(s) who may administer/witness such punishment in his/her absence.

In administering corporal punishment, the following guidelines shall be adhered to:

1. The employee will use a Board issued paddle.
2. The certified employee administering the corporal punishment must attempt to make telephone contact with the child's parent/guardian in advance of administering the corporal punishment.
3. The employee will provide the following in advance of administering corporal punishment:
    a. Notice of charges
    b. An opportunity for the student to explain guilt/innocence
    c. Notice of the number of licks to be administered (at no time more than three (3)
4. All corporal punishment will be administered only by a certified employee in the presence of a school administrator who has been informed beforehand of the reasons for the punishment
5. All corporal punishment events will be recorded into PowerSchool.
6. School employees who have administered corporal punishment shall provide the child's parents or legal guardians a written explanation of the reason(s) for the punishment and the name of the school administrator who was present as a witness.

SUSPENSION

Suspension is defined as the temporary removal of a student from school. Students who are suspended may not attend or participate in school related activities until reinstated on the day following the suspension. The authority to suspend a student from school rests entirely with the principal/designee of each school. Each suspension should be for a specified number of school days, not to exceed ten (10) consecutive school days. Any deviation from said pattern would require authorization from the Superintendent of Schools or his/her designee. Tests and assignments missed due to suspension shall be made up within 5 school days. It is the responsibility of the student to get assignments and request to make up tests. All state and federal regulations related to discipline of students with disabilities will be followed.

EXPULSION
Expulsion is defined as the removal of a student from a school for violation of school rules or regulations. The authority to permanently expel a student is retained by the Board of Education, which alone can approve such an action. A student who is expelled loses the privilege to attend extracurricular activities.

Students who are expelled must meet the following requirements before they can be reinstated.

1. Complete 40 hours of community service
2. A letter from the parent requesting reinstatement
3. A letter from the student stating that he/she is remorseful and has learned a lesson
4. Drug test results if the student was involved in an incident involving drugs

In certain situations, students may have other requirements such as counseling for the student or for the student and parent depending on the situation. The student will not be allowed to re-enter school until all of the prescribed items are completed. A central office staff member will be assigned to the student to periodically verify that the student is making adequate progress on the readmission requirements during the expulsion period. If the parent/child does not complete the required items, the parent will be reported to the District Judge for their child being truant.

Prior to re-admittance, any student expelled from school must have a conference with the superintendent and principal. Parents are expected to attend the above-mentioned conference.

PROBATION
Any student placed on probation by the Superintendent is subject to expulsion for any violation of the Code of Conduct.

IN-SCHOOL STUDY PROGRAM
In-School Study Program (ISSP) is a structured disciplinary action in which a student is isolated, but is not dismissed from the school setting. The principal or designee has the authority to assign students to the in-school study program for a reasonable and specified period of time. Students may continue to attend and participate in school related after school activities.

ALTERNATIVE PROGRAM
The Board authorizes operation of alternative education programs. To meet State Department of Education requirements, the Board requires that alternative education programs shall provide a curriculum that stresses skills in recognizing and managing anger, alternatives to aggression (verbal and physical assault), strategies

for developing self-control and personal responsibility, skills for getting along with others, success through academic achievement, and skills for success in the workplace.

Parents/guardians are responsible for transporting their children to and from the Alternative Program each day.

While assigned to Alternative Program, participation in, and attendance at any school facility, school-related activity outside of the Alternative Program setting is prohibited, unless otherwise directed by the school principal or superintendent. Failure to abide by Alternative Program rules or the Code of Conduct may result in suspension and/or filing of Act 94 *(see p. 38*).

INTERROGATION OF STUDENTS - NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

ON-CAMPUS INCIDENTS

Students who are involved in a major school disruption will be guilty of a Class IV offense. The school administrator will take appropriate disciplinary action. The student will also be referred to the appropriate legal authority. Notification of law enforcement authorities means notification of Juvenile Court Services, the Butler County Sheriff's Department, Resource Officer, and/or local police officials. All interrogations shall be conducted in private, with an official school representative (principal or designated representative) present. Every reasonable effort shall be made to have a parent or guardian present. In those instances where a parent cannot be present within a reasonable period, school officials must allow interviews by law enforcement officials to proceed. Other non-school persons shall not interview students at school with the exception of parents or guardians or representatives of the Department of Human Resources.

OFF-CAMPUS INCIDENTS

Law enforcement officials will not be allowed to interrogate students on public school property during regular school hours.

STUDENTS EXPELLED OR SUSPENDED FROM OTHER SYSTEMS

A prospective student who has been expelled from another school system or who has been suspended from another school system without a satisfactory resolution of the problem for which the student was expelled or suspended shall not be permitted to register in or attend the Butler County Schools.

PHYSICAL RESTRAINT

The principal or his/her designee shall have the authority to use physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians or other staff members. Physical restraint shall be used only when necessary to maintain discipline or to enforce school rules, and must be accomplished in a reasonable manner and only in order to protect all parties involved. Law enforcement officials may be called to assist when necessary.

CLASSIFICATIONS OF VIOLATIONS

Violations of the Code of Conduct are divided into four classes: Class I, Class II, Class III, and Class IV. Each classification has a disciplinary procedure to be followed by the principal or his/her designee.

CLASS I OFFENSES

A. Distraction of other students -any behavior which alters the teaching process in the classroom or in other educational activities
B. Eating or drinking in unauthorized areas
C. School property misuse or abuse
E. Littering of school property
F. Unauthorized use of electronic devices unless permission is granted by administrator or teacher
H. Sitting in or loitering around parked vehicles after arriving at school
I. Inappropriate behavior
J. Inappropriate display of affection
K. Tardies
L. Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense
M. Disrespect – Verbal or non-verbal disrespectfulness toward a school board employee
N. Class I bus referrals

DISCIPLINARY ACTIONS FOR CLASS I OFFENSES

All Class I offenses that occur in the classroom will be handled by the classroom teacher according to the teacher's approved classroom management plan. Subsequent Class I offenses may be referred to the administrator and may be addressed as Class II offenses. The principal or designee will address uniform dress code violations. The student will be instructed to adjust clothes or contact parent to bring clothes/or go to isolation/ISSP for remainder of day.

CLASS II OFFENSES

SIR CODE	Description	CLASS II OFFENSES
S09	Defiance	• Defiance of School Board employee's authority - any verbal or non-verbal refusal to comply with a lawful directive or order of a School Board employee • Refusal to give name or intentionally giving false information to an authorized person
S10	Disobedience	Failure to follow class schedules and/or leaving class without written permission
S11	Disorderly Conduct	Verbal confrontation (excessive arguing) or verbal harassment
S12	Disruptive	Illegal organizations - any attempt to use the school day for activities that are not school related or school sponsored
S19	Gambling	Gambling - any participation in games of chance for money and/or other things of value
S26	Profanity/Vulgarity	Use of obscene or inappropriate language (verbal, written, electronic, gesture or touching)
S58	Other Incident	• Any other offense that the principal may deem reasonable to fall within this class/category will result in disciplinary action appropriate to the offense • Subsequent Class I offenses
S99	Class II bus offenses (local use code)	Class II bus offenses

DISCIPLINARY ACTIONS FOR CLASS II OFFENSES
Elementary Students (K-5)
First Offense: Parental contact and disciplinary action.

Subsequent Offenses: Suspension up to 2 school days, extended work assignments, corporal punishment and/or other disciplinary

action as determined appropriate by the administrator. Subsequent Class II offenses may be handled as Class III offenses.

Middle School and High School Students (6-12)
First Offense could result in one of the following: Corporal punishment, ISSP, extended work assignments, suspension for 1-5 school days or detention. Subsequent Class II offenses may be handled as Class III offenses.

CLASS III OFFENSES

SIR CODE	Description	CLASS III OFFENSES
S11	Disorderly Conduct	Vandalism - intentional and deliberate action resulting in injury or damages of less than $50.00 to public property or the real or personal property of another
S16	Unauthorized Communication Device	Use of or possession of unauthorized communication device
S17	Fighting	Fighting or instigating fights or arguments via electronic, written or verbal messages ***Fighting Disposition Progression** • First Offense – 5 days out of school suspension. Upon the student's return from suspension, the student will attend a counseling meeting with school counselor to discuss appropriate means of conflict resolution (form to be completed by counselor and student) • Second Offense – 45 days alternative school placement and attend a counseling meeting with school counselor to discuss appropriate means of conflict resolution (form to be

SIR CODE	Description	CLASS III OFFENSES
		completed by counselor and student. • Third Offense – Recommendation for expulsion
S18	Fire Alarm Abuse/Tampering	Unjustified activation of a fire alarm system or fire extinguisher
S20	Harassment	Harassment (bullying or cyberbullying) - as defined by the Butler County School System *Student Bullying/ Harassment Prevention Policy*
S24	Theft/Larceny	• Stealing, larceny, petty theft - the intentional unlawful taking, or carrying away of property valued at less than $25.00 belonging to or in the possession or custody of another • Receipt, possession, or transfer of stolen property with the knowledge or reasonable suspicion that it is stolen
S30	Sexual Offenses, Other	• Use or possession of obscene and/or pornographic materials • Written, electronic or verbal proposition to engage in sexual acts
S31	Threat/Intimidation	• Intentional action or threats – verbal, electronic, written communication tor gesture threatening or causing an injury to the person, property or reputation of another. • Extortion - verbal or printed communication threatening an injury to the person, property or reputation of another, with the intent to extort money or take advantage of any person or

SIR CODE	Description	CLASS III OFFENSES
		to force one to do any act or refrain from doing any act against his/her will • Directing threats or obscene language or behavior (verbal, electronic, written or gesture) to a School Board employee
S32	Tobacco, Possession	Possession of tobacco products, to include electronic cigarettes (E-cigarettes), vapor devices (vapes), matches or lighters, in school buildings or on school buses - possession on the person, in the locker, or in the effects of a student ***Possession/Use/Distribution of Tobacco Products:** • **First Offense: (Class III-S32, S33, or S34) Student will be placed in ISSP for ten (10 days).** • **Second Offense: (Class III-S32, S33, or S34) Student will be placed in Alternative School for 45 days.** • **Third Offense: (Class IV-S58) Student will be recommended for expulsion.**
S33	Tobacco, Sale	Sale or attempted sale of tobacco products, to include electronic cigarettes (E-cigarettes), vapor devices (vapes), matches or lighters, in school buildings or on school buses - possession on the person, in the locker, or in the effects of a student ***Possession/Use/Distribution of Tobacco Products:** • **First Offense: (Class III-S32, S33, or S34)**

SIR CODE	Description	CLASS III OFFENSES
		Student will be placed in ISSP for ten (10 days). • **Second Offense: (Class III-S32, S33, or S34) Student will be placed in Alternative School for 45 days.** • **Third Offense: (Class IV-S58) Student will be recommended for expulsion.**
S34	Tobacco, Use	Use of tobacco products, to include electronic cigarettes (E-cigarettes), vapor devices (vapes), matches or lighters, in school buildings or on school buses - possession on the person, in the locker, or in the effects of a student ***Possession/Use/Distribution of Tobacco Products:** • **First Offense: (Class III-S32, S33, or S34) Student will be placed in ISSP for ten (10 days).** • **Second Offense: (Class III-S32, S33, or S34) Student will be placed in Alternative School for 45 days.** • **Third Offense: (Class IV-S58) Student will be recommended for expulsion.**
S35	Trespassing	Trespassing - willfully entering or remaining on any school property without being authorized, licensed or invited; or after having been authorized licensed or invited, refusing to depart when requested to so do by an authorized person
S36	Unauthorized Absence	Leaving campus without written permission
S58	Other Incident	• Any other offense that the principal may deem

SIR CODE	Description	CLASS III OFFENSES
		reasonable to fall within this class/category will result in disciplinary action appropriate to the offense • Subsequent (2 or more) Class II offenses
S59	Technology, Inappropriate Use	Gross abuse or misuse of school board electronic devices, programs, property, and/or equipment of less than $50.00 to public property or the real or personal property of another

DISCIPLINARY ACTIONS FOR CLASS III OFFENSES
Elementary Students (K-5)
First Offense: Parental contact and could include the following: corporal punishment, extended work assignments, ISSP (if available), detention or suspension.
Subsequent Offenses: Suspension and/or other disciplinary action.

Middle School and High School Students (6-12)
First Offense could result in one of the following: Corporal punishment, ISSP (if available), extended work assignments, detention, Alternative Program, or suspension.

Subsequent Offenses could result in one of the following: Corporal punishment, ISSP (if available), suspension, detention, or Alternative Program placement. Special circumstances may warrant a recommendation for a disciplinary hearing with the superintendent or his/her designee. Students suspended for Class III offenses may not participate in or attend any school-related activities until reinstated on the day following the suspension.

Class III offenses, when warranted or legally required, shall be reported to the designated law enforcement agency using the appropriate administrative procedures.

Possession/Use/Distribution of Tobacco Products:
- First Offense: (Class III-S32, S33, or S34) Student will be placed in ISSP for ten (10 days).
- Second Offense: (Class III-S32, S33, or S34) Student will be placed in Alternative School for 45 days.

- Third Offense: (Class IV-S58) Student will be recommended for expulsion.
- Parental Notification: Parents and guardians may be notified of actual or suspected violations by their child, even if no formal charge is issued.

CLASS IV OFFENSES

SIR CODE	Description	CLASS IV OFFENSES
S01	Alcohol Possession	Possession of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor.
S02	Alcohol Sale	Sale, attempted sale and/or manufacture of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor.
S03	Alcohol Use	Use of or under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor.
S04	Arson	Arson - the willful and malicious burning of any School Board property or the personal property of anyone on School Board property
S05	Assault	• Battery upon a School Board employee - the intentional touching or striking of a School Board employee against his/her will, or the intentional causing of bodily harm to a School Board employee • Aggravated battery - intentionally causing great bodily harm, disability or permanent disfigurement, or the use of a deadly weapon
S06	Bomb Threat	Bomb or other threats -any communication which has the effect of interrupting the educational environment
S07	Burglary	Burglary of school property - entering or remaining in a structure or on the premises with the intent to commit an offense
S08	Criminal Mischief	Vandalism/Criminal Mischief - willful and malicious damage in excess of $50.00 to public property

SIR CODE	Description	CLASS IV OFFENSES
		or to real or personal property belonging to another
S13	Drugs, Possession	Possession of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance and/or any drug paraphernalia. **Definitions: Drugs - The term "drug" or "drugs" shall mean any substance not prescribed by a physician for the particular student using or possessing it that can influence one's level of consciousness or awareness including, without limitation, any scheduled drug as defined in Alabama Code Title 13A. This may include substances referred to as look-alike drugs, designer drugs, over-the-counter drugs, synthetic drugs, research compounds, or prescription drugs.**
S14	Drugs, Sale	Sale, distribution, manufacture, or dispensing of narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.
S15	Drugs, Use	Use of or under the influence of narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike

SIR CODE	Description	CLASS IV OFFENSES
		substance, or any substance that is represented to be a controlled substance
S22	Inciting a Disturbance	Inciting or participating in a 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 others, or which disrupts the school environment
S24	Theft/Larceny	Theft - the intentional unlawful taking or carrying away of property valued in excess of $25.00 belonging to or in the possession or custody of another
S25	Theft/Motor Vehicle	Theft of motor vehicle
S27	Robbery	Robbery -the taking of money or other property from the person or custody of another by force, violence, assault, or by instilling the fear of same
S28	Sexual Battery	Sexual acts - acts of a sexual nature including, but not limited to sexual battery, attempted rape, or rape to include videotaping, photographing or any form of participation in said act.
S29	Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (includes electronic communications)
S30	Sexual Offenses, Other	• Indecent exposure - exposing a part of one's anatomy that is offensive to others, i.e., exposure of genitalia, breasts, or buttocks • Acts of a sexual nature including but not limited to intercourse to include videotaping, photographing or any form of participation in said act

SIR CODE	Description	CLASS IV OFFENSES
S37	Handgun, Possession	Possession of a handgun (including a starter gun) or any device capable of expelling a projectile
S38	Handgun, Sale	Sale or attempted sale of a handgun (including a starter gun) or any device capable of expelling projectile
S39	Handgun, Use	Unauthorized discharge of a handgun (including a starter gun) or any device capable of expelling a projectile
S40	Rifle/Shotgun, Possession	Possession of a rifle/shotgun, air gun or any device capable of expelling a projectile
S41	Rifle/Shotgun, Sale	Sale or attempted sale of a rifle/shotgun, air gun or any device capable of expelling a projectile
S42	Rifle/Shotgun, Use	Unauthorized discharge of a rifle/shotgun or any device capable of expelling a projectile
S43	Firearm Component, Possession	Possession of firearm component - any firearm or other device (including a starter gun) which may be readily converted to expel a projectile
S44	Firearm Component, Sale	Sale or attempted sale of firearm component or other device (including a starter gun or air gun) which may be readily converted to expel a projectile
S45	Firearm Component, Use	Discharge or use of firearm component or other device (including a starter gun or air gun) which may be readily converted to expel a projectile
S46	Explosive/Poison Gas, Possession	Possession on school board property of explosives/poison gas or fireworks capable of causing bodily injury, property damage, or interruption of the educational environment
S47	Explosive/Poison Gas, Sale	Sale or attempted sale on school board property of explosives/poison gas capable of causing bodily injury, property

SIR CODE	Description	CLASS IV OFFENSES
		damage, or interruption of the educational environment
S48	Explosive/Poison Gas, Use	Use on school board property of explosives/poison gas capable of causing bodily injury, property damage, or interruption of the educational environment
S49	Other Weapon, Possession	Possession of ammunition, weapon or replica of a weapon - metallic knuckles, tear gas guns, chemical weapon or device, or any other weapon, instrument, or dangerous object on any school property
S50	Other Weapon, Sale	Sale or attempted sale of ammunition, weapon or replica of a weapon - metallic knuckles, tear gas guns, chemical weapon or device, or any other weapon, instrument, or dangerous object on any school property
S51	Other Weapon, Use	Use of ammunition, weapon or replica of a weapon - metallic knuckles, tear gas guns, chemical weapon or device, or any other weapon, instrument, or dangerous object on any school property
S52	Knife, Possession	Possession of knife, box cutter, or other bladed weapon
S53	Knife, Sale	Sale or attempted sale of knife, box cutter, or other bladed weapon
S54	Knife, Use	knife, box cutter, or other bladed weapon
S55	Other/Unknown Weapon, Possession	Possession of weapon or replica of a weapon that is not identified in categories noted above
S56	Other/Unknown Weapon, Sale	Sale or attempted sale of weapon or replica of a weapon that is not identified in categories noted above
S57	Other/Unknown Weapon, Use	Use of weapon or replica of a weapon that is not identified in categories noted above
S58	Other Incident	• Any other offense that the principal may deem reasonable to fall within this

SIR CODE	Description	CLASS IV OFFENSES
		class/category will result in disciplinary action appropriate to the offense • Subsequent (two or more) Class III offenses • Habitual Offender - a student who commits five Class II or III offenses in any combination (does not include dress code violations or tardies) • Distribution of Explicit Images - No student shall distribute, display, solicit, possess, or produce a sexually or pornographic explicit image of any individual, including sexually explicit images of a child. This prohibition applies whether or not the image is of an identifiable person nor whether the age of the individual can be determined. This prohibition includes images of known and unknown individuals and those generated by artificial intelligence. • Tobacco Possession, Use, and/or Distribution - Third offense: recommendation for expulsion.

DISCIPLINARY ACTIONS FOR CLASS IV OFFENSES
All Students, Grades K-12
Class IV offenses, when warranted or legally required, shall be reported to the designated law enforcement agency by the principal. Parents will be notified and students in grades K-12 may be suspended pending final determination of the facts by the principal. A student committing a Class IV offense may be placed in the Alternative Program or a recommendation for expulsion may be submitted to the superintendent. In cases of an appeal, Alternative Program placement will continue until all appeals are complete.

BUS DISCIPLINE EXPECTATIONS

Students are expected to follow all school and bus safety rules while riding district transportation. Bus misconduct may result in the following disciplinary consequences:

- **1st Offense:** Parent/Guardian Contact and Warning
- **2nd Offense:** 5-Day Bus Suspension
- **3rd Offense:** 10-Day Bus Suspension
- **4th Offense:** Bus Suspension for the Remainder of the School Year

Administrative Discretion: The principal or designee may modify these consequences when the facts, circumstances, severity of the misconduct, prior disciplinary history, or available evidence warrant a different disciplinary response. Nothing in this guideline limits the authority of school administrators to impose consequences that are deemed appropriate to maintain the safety, order, and effective operation of the school transportation system.

Serious Offenses: Any behavior that threatens the safety, security, or well-being of students, the bus driver, or others may result in immediate disciplinary action that exceeds the progressive consequences outlined above, including long-term or permanent loss of bus privileges. Administration reserves the right to assign more severe consequences based on the nature and severity of the offense.

INTERIM EDUCATIONAL PLACEMENT AND RETURN ELIGIBILITY REVIEW

The Butler County Board of Education is committed to maintaining safe, secure, and orderly schools. Students who are charged with, adjudicated delinquent for, or convicted of serious criminal offenses—including offenses involving violence, weapons, drugs, sexual misconduct, threats, or other conduct that may significantly impact school safety—may be assigned to an alternative educational setting, virtual instruction, or another appropriate placement while the matter is reviewed.

The Superintendent or designee will evaluate each situation to determine whether the student's conduct creates a concern for school safety, student or staff welfare, or the orderly operation of the school system. Educational services will continue during any alternative placement.

Before returning to a traditional school setting, students assigned under this policy may be required to participate in a Return Eligibility Review. Factors considered may include academic progress, attendance, behavior, completion of counseling or

intervention services, compliance with court requirements, community service completion, and any other information relevant to school safety.

Return to a traditional school placement is not automatic and may be subject to conditions established by the Butler County Board of Education. This policy shall be implemented in accordance with Alabama law, Board policy, due process requirements, and applicable special education protections.

TOBACCO-FREE SCHOOLS AND FACILITIES

The Butler County School System is committed to providing a tobacco-free and vape-free environment for all students, employees, and visitors. Therefore, the use, possession, or distribution of tobacco products (including but not limited to cigarettes, cigars, pipes, chewing tobacco, and snuff) and electronic vaping devices (including e-cigarettes, vape pens, e-hookahs, hookah pens, vape pipes, and similar devices) is prohibited at all times:

- On all school properties, including buildings, grounds, and parking lots.
- In school-owned or leased vehicles.
- At school-sponsored events, both on and off campus.

This policy applies to all students, employees, volunteers, parents, spectators, and visitors.
Definitions:

- Tobacco Products: Any product made or derived from tobacco that is intended for human consumption, including cigarettes, cigars, pipe tobacco, snuff, and chewing tobacco.
- Electronic Vaping Devices: Also known as e-cigarettes, vapes, or ENDS, these devices heat a liquid to produce an aerosol that is inhaled.

Students: Students found in violation of this policy will be disciplined according to the provisions outlined in the Student Code of Conduct/Handbook. Disciplinary actions may include:

Student Discipline – Possession/Use/Distribution of Tobacco Products

- First Offense: (Class III-S32, S33, or S34) Student will be placed in ISSP for ten (10 days).
- Second Offense: (Class III-S32, S33, or S34) Student will be placed in Alternative School for 45 days.
- Third Offense: (Class IV-S58) Student will be recommended for expulsion.

Parental Notification
Parents and guardians may be notified of actual or suspected violations by their child, even if no formal charge is issued.

CHEATING

Cheating on a test or other assignment will result in a grade of zero. The parent/guardian will be notified about the infraction.

CHECK-OUT PROCEDURE

1. A K-12 student may not leave campus unless checked out in person by a parent or designated person.
2. Parents may identify two or three other responsible adults to whom permission is given to check their child out of school. A picture ID must be presented by these individuals when checking out the child. Names and phone numbers of these individuals will be maintained at school. Teachers and school board employees may not be designated by another parent to check a child out and to transport the child home during the instructional day.

CAREER/TECHNICAL STUDENTS

Career/Technical students who have work experience as part of their program may not be permitted to work when on suspension. The School to Work Teacher/Coordinator is responsible for notifying the employer that the student will not be permitted to work.

SEARCH OF SCHOOL OWNED PROPERTY

Desks, lockers, and other equipment at any school belong to the Board of Education, and although assigned to particular students for use, may be entered and searched by school officials whenever the school officials have reasonable belief that some substance or other material is contained therein which is illegal, harmful to the safety of the student, himself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

STUDENTS WITH DISABILITIES

Students with disabilities served by Butler County Board of Education Special Education Services are entitled to procedural protection under the Individuals with Disabilities Education Act (IDEA).

If disciplinary action results in long-term change (more than 10 days in a school year) in a special education student's current educational program or placement, due process is required through the Individualized Education Program (IEP) Team action.

Students with disabilities who bring firearms to school may be placed in an interim alternative educational setting for up to 45 calendar days, as determined by the IEP team. The Gun-Free School Act applies to students with disabilities.

Students with identified disability conditions under Section 504 of the Rehabilitation Act of 1973 may be suspended or expelled from school for more than ten days. Educational services may cease during the period of disciplinary exclusion from school. The school system will develop a Section 504 Plan for students as determined eligible by the Section 504 committee.

Prior to any long-term change in a special education student's educational program or placement, the coordinator of Special Education Services for Butler County Schools must be informed.

STUDENT TRANSPORTATION RULES

General Transportation Policies

1. Students will be transported by school bus only to and from the school normally served by that bus, or to those areas that have been designated by the Butler County Board of Education as a part of the school community of that school.
2. The Butler County Board of Education will not duplicate any part of a school bus route.
3. Only students, chaperones, or others designated by the principal or superintendent will be permitted to ride school buses. School employees shall not be transported to and from work.
4. Students will not be permitted to ride a school bus to a school where they are not enrolled unless prior permission to do so has been granted by the school principals involved and the bus driver has been officially informed in advance.
5. Each school principal will ensure that the teachers in his/her school instruct all students who are transported by school bus on proper and acceptable behavior while being transported.
6. If actions of a student immediately before or during transportation jeopardize the safety of others or unduly disrupt other students, the bus driver is authorized to refuse to allow the student to board the bus, or if such student misconduct occurs in transit, the bus driver may stop the bus at the next safe, public place and notify the principal or transportation supervisor. The principal or transportation supervisor shall immediately notify the parents and, if applicable, the appropriate law enforcement authorities. The driver shall remain with the student until appropriate authorities arrive.
7. Students with disabilities will be accorded due process as provided by the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

Student-Parent Responsibility in School Transportation

1. Students are under the authority of the principal of the school they attend. The driver of the bus is responsible to the school principals for the behavior of students on the buses. The driver must, therefore, prohibit students from:
   a. Eating, drinking, and chewing gum on the bus
   b. Throwing objects from the bus
   c. Exchanging seats while the bus is in motion
   d. Using tobacco in any form, striking matches, or lighters, or possessing knives or other weapons and dangerous objects
   e. Extending heads, arms, or hands from bus windows
   f. Vulgar talk, loud noise, or shouting
   g. Defacing or damaging the bus in any manner
   h. Using emergency door except in emergencies; and exiting the bus at any place other than the regular stop for each student, except upon written notice from the appropriate school principal
2. Students who destroy or damage school buses or 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 for such students to again be transported by school bus. Parents/guardians are responsible for restitution.
3. Parents should encourage their children to know and obey all rules and regulations, and to respect the driver and the rights of others.
4. Students may be assigned specific seats if the driver or principal deems such action necessary.
5. Bus schedules must be strictly adhered to. The bus driver will not repeatedly wait on tardy students. Parents should ensure that their children are at the designated bus stop on time each morning.
6. Students should avoid unnecessary conversation with the driver while the bus is in transit.
7. Students must meet the bus at the designated student pick-up point.
8. Students who live on the left side of the road shall remain on the left side of the road until the bus has come to a complete stop, the mechanical stop signal has been extended, and the door opened. When exiting the bus, students who live on the right should walk quickly away from the bus and off the street and students who live on the left or who must cross the road should walk to the front of the bus and wait until the driver signals for them to cross the road.
9. Parents should read and understand the policies, rules and regulations of the Butler County Board of Education and are encouraged to respect and support the drivers and rights of others.

10. Parents should immediately report all incidents or evidence of carelessness or dangerous practices on the bus, on the highway, or on the part of drivers to the transportation supervisor.
11. In areas where the bus must turn around at a house, the turning area must be kept free of parked cars or other vehicles and other obstructions. Adequate space must be provided, and landowners must ensure that culverts, etc. are in good repair.
12. Students must obey the driver promptly and cheerfully.
13. Drivers shall not permit students to ride in any place other than the inside body of the bus.
14. Drivers shall not allow pupils to stand in the doorway or door well of the bus at any time other than when students are entering or leaving the bus.
15. Once a student has been assigned to a specific school bus, he/she shall continue to be transported to and from school on that bus until the transportation supervisor or principal approves a change.
16. The Board of Education reserves the right to assign students to a bus in order to equalize the loads.
17. A student whose right to bus transportation has been terminated may not ride any Butler County school bus until his/her right to so do has been reinstated.
18. While waiting for or exiting the bus, students should not stand on the roadway, crowd, or push to get on or off the bus, and must wait for the bus to come to a complete stop before approaching the bus to board or the bus door to exit.
19. Students entering the bus should be seated as soon as possible and shall not change seats while the bus is in motion. Students should not place anything in the aisles and should be courteous and responsible passengers at all times.
20. Students are permitted to use cell phones and other electronic devices while riding the school bus. They are not permitted to throw or pass the device around to others on the bus or talk in a loud voice during usage. Students may not take photos or video while on the school bus. Earphones must be used to listen to music or other audio. The Butler County Board of Education is not responsible for lost or stolen cell phones or electronic devices.
21. Fighting is strictly prohibited on the school bus, and around the bus while students are entering or leaving the bus. The disruption caused by a fight jeopardizes the bus driver's ability to navigate through traffic and on the roadways, which could cause a collision, serious injury, or death to the riders. In addition, fighting may result in serious bodily harm to other students and/or the bus driver who are not directly involved in the altercation. Therefore, any student(s) who participate in a fight on the school bus will not be allowed to ride any school

bus within the school system for one (1) calendar year. The student may be subject to disciplinary action for the infraction in addition to the loss of bus privilege.

Riding the school bus is a privilege, which may be revoked due to a student's misbehavior.

Private Transportation Rules

1. Students driving a motorized vehicle (including motorcycles) on school campus must show proof of liability insurance and a valid driver's license.
2. A copy of liability insurance and driver's license must be kept on file in the principal's office or designated site.
3. Students that drive a motorized vehicle to school must park the vehicle in the designated school parking lot.
4. Students, upon parking their vehicle, must exit that vehicle and lock it immediately. Students must then proceed to their classroom/designated area. No students are to assemble in the parking lot.
5. Schools that require a student to purchase a parking sticker will establish their own policies regarding this matter.
6. Students may not return to their vehicles during the school day. If a student has a legitimate reason to return to the vehicle, he/she must have administrative approval.
7. The principal has the authority to revoke the privilege of driving a vehicle to the school.
8. All vehicles on school property are subject to being searched if reasonable suspicion exists that a policy is being violated.
9. Students must obey all traffic laws when operating a motorized vehicle.
10. A student that checks out during the day or when students leave at the end of the school day must immediately leave campus.

FIELD TRIPS

Field trips for academic enrichment may be offered as part of the curriculum. Schools will notify parents/guardians if a field trip is being planned. Schools will adhere to deadlines given for turning in permission forms and/or money to participate on a field trip. Refunds will be given only if stated by teacher/sponsor on the field trip form. If a parent transports his/her child on a field trip, the Release to Transport Student by Private Vehicle form must be signed by the parent/guardian and filed in the school office.

UNIFORM DRESS CODE
Grades K-12

We take pride in the appearance of our students. Dress reflects the quality of our schools. Dress and appearance must not present health or safety problems, draw undue attention or cause

disruptions. All students are expected to dress in clothing that has been approved by the Butler County Board of Education and groom themselves neatly. Boys dress will be pants and shirts. Girl's dress will include pants, skirts, skorts, Capri pants, jumper, and shirts.

General

1. All items may be mixed and matched as desired with exceptions noted in uniform dress code specifications.
2. All clothing must be of appropriate size and fit neatly – no sagging or bagging clothes.
3. Uniforms are to be worn at all school sponsored events except athletics, band concerts, and dances.
4. Students who move into the school system shall be in compliance with the mandatory uniform specifications within five (5) school days of enrollment
5. The only days students will be allowed to be out of uniform are school picture days and/or other days designated by administration.

Uniform Dress Code Specifications

Pants/Shorts: Khaki, black, or navy – long or short, pleated, plain front, or elastic waist, hemmed or cuffed. No cargo, carpenter, flare, or wide-leg pants or cargo shorts. Shorts must be long enough to touch the fingertips when hands are placed by their side. Blue jeans may not be worn. Leggings and/or jeggings may not be worn as pants.

Skorts: Khaki, black, or navy -- Shall be hemmed or cuffed and long enough to touch the fingertips when hands are placed by their side

Capri Pants: Khaki, black, or navy

Shirts: Polo style (originally designed with no alterations) collared, pull-over without pockets, navy, red or white, long or short sleeve (**ONLY** approved school names and school club logos will be allowed on the left breast pocket area of the polo shirts) and must be tucked in at all times

Skirts: Khaki, black, or navy, long enough to touch the finger tips when hands are placed by their side

Belts: Solid Black or brown belts shall be worn if garment has belt loops. Belts must be visible at

	waist band, must be buckled, and must not be extra-long or hang down between legs. No belt buckles are allowed that exceed three (3) inches square.
Jumper:	Khaki, black, or navy, long enough to touch the finger tips when hands are placed at their side, to be worn with white, red, or navy polo style shirt (long or short sleeve) or white blouse with "Peter Pan" style collar (long or short sleeve)
Sagging Clothing:	No sagging clothing. Clothing must fit at the natural waistline. Must not be excessively loose or excessively tight
Coats/ Jackets:	Any style or color except "hoodies" and trench coats – must be removed upon entering school building. Coats and jackets may not have hoods attached. No trench coats or jackets with hoods will be allowed on school buses or in school buildings. The superintendent will establish dates in the winter months for local schools to allow the wearing of appropriate coats/jackets in the classroom. The coat or jacket must not be oversized (bulky, bagging) with the school administrator using discretion to determine the appropriate size.
Sweaters:	Navy, red or white – cardigan style with buttons, snaps or zipper. Sweaters may not have logos or insignia and no belt attached. The sweater must not be oversized (bulky, bagging) with the school administrator using discretion to determine appropriate size.
Sweater Vests:	Navy, red or white – pullover or cardigan style with buttons, snaps or zipper. Pullover vests may not have hoods attached. Vests may not have logos or insignia and no belt attached. The vest must not be oversized (bulky, bagging) with the school administrator using discretion to determine appropriate size.
T-shirts:	T-shirts in red, white or navy may be worn as undergarments but shall not show through the outer shirt. T-shirts or other undergarments with

	emblems, graphics, or logos which show through the outer clothing are prohibited.
Turtleneck Shirts:	Navy, red or white turtleneck shirts may be worn underneath polo shirt (short or long sleeve)
White Blouse With Peter Pan Collar:	Shall only be worn with jumper – not navy or khaki pants, shorts, or skirts
Shoes:	Shoes must be worn at all times – no flip-flops, house shoes, slippers, or slides are permitted. All shoes must have a heel strap or covering. Preferred footwear includes boots, sneakers, athletic shoes, or dress shoes.
Hair:	Students' hair must be neat, clean, and trimmed. No combs, picks, rollers, shower caps, or bonnets are allowed to be worn in the hair. Extreme hair colorations are prohibited.
Accessories:	Earrings may be worn by boys and girls in the ears only. Caps, hats, bandanas, sweatbands and sunglasses are prohibited in the school building.

School Sponsored Polo Shirts and Sweatshirts

School sponsored polo shirts and sweatshirts may be worn at any time. Shirts must be official shirts purchased from the school. Prices for the shirts will be consistent county-wide.

Specifications for the shirts are as follows:

- Polo style shirt (originally designed with no alterations) collared, pull-over without pockets
- Sweatshirt without hood

School Colors/Logos:

Greenville Schools: (W. O. Parmer Elementary School, Greenville Elementary School, Greenville Middle School, Greenville High School)

- Black polo shirts and sweatshirts with gold embroidered school logo (one logo for all Greenville schools)

Georgiana School

- Royal blue polo shirts and sweatshirts with white embroidered school logo

McKenzie School

- Navy polo shirts and sweatshirts with gold embroidered school logo

Spirit Day Shirts:
Students may wear principal approved school related t-shirts, polo shirts or jerseys at any time. Shirts must be worn tucked in and other dress code rules are still applicable.

Procedure for K-12 Dress Code Violations

School system personnel will evaluate compliance with dress code. If questions exist related to appropriateness of dress, the principal or designee will make the final judgment.

First Offense:
Parental contact, disciplinary action and/or isolation (student removed from classroom to office until parents contacted or ISSP all day if necessary)

Subsequent Offenses:
Isolation (student removed from classroom to office until parents contacted or ISSP all day if necessary) pending parental notifications, suspension for 1-5 days and/or other disciplinary action. Subsequent Class II offenses may be handled as Class III offenses.

DIGITAL DEVICE USE

Cell phone or similar device use is prohibited in the school between the hours of 7:00 a.m. – 3:30 p.m. Local schools will determine how digital devices are stored during the school day

Theft/Damage of Devices

- The schools/system will not be responsible for lost or stolen devices.
- Physical damage or loss of data is not the responsibility of the school or the school system.
- As with any items on school campuses, school officials may inspect any personal device when there is reasonable suspicion that contents are a violation of policies, or of any local, state, or federal laws.

Student Discipline – Possession/Use of Cell Phone/Digital Device (Grades 6-12)

- First Offense (Class II-S09): Cell phone/digital device will be collected and secured and a parent/guardian will be required to pick it up**. Student will be placed in ISSP for ten (10 days).**

- Second Offense (Class III-S16): Cell phone/digital device will be collected and secured and a parent/guardian will be required to pick it up. **Student will be recommended for placement in Alternative School for 45 days.**
- Third Offense (Class IV-S58): Cell phone/digital device will be collected and secured and a parent will be required to pick it up. **Student will be recommended for expulsion.**

USE OF A DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST

Student Policy

The possession of a digital device (including but not limited to cell phones, smartwatches, MP3 players, cameras, or other telecommunication devices capable of capturing and 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.

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

School Personnel Policy

School personnel involved in administration of state testing may not use digital devices (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing and relaying information) during test administration. Violations may result in disciplinary action/certification revocation.

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

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

well-being of the student.

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

ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY

The Butler County School System supports the use of technology to improve teaching and learning, and to support innovations throughout the educational system. This includes the use of Alternative Intelligence (AI) platforms. The Butler County School System has created this policy to emphasize the role of AI as a tool to support learning, while ensuring the platforms aren't used as a replacement for student or employee work.

Since AI systems could lead to bias in how patterns are detected and unfairness in how decisions are automated, it is essential for the District to develop this policy in how AI is used in education. This policy outlines the acceptable use of AI tools and applications within the Butler County School System to ensure their safe, ethical, and responsible use.

A. Teachers and staff need to be aware and understand:

1. AI is not a substitute for human creativity, judgement, and creation.
2. Supervisors must be notified when AI is being used to complete a task.
3. AI use requires authorization to protect against violation of District Policy.
4. Any use of AI platforms shall include a review of the generated result for accuracy, appropriateness, or potential bias (depending on the nature of the work).
5. Employees shall not integrate AI tools with other District software.
6. Employees shall not allow AI to learn passwords, confidential, proprietary or sensitive district data.

7. Employees shall not share or upload personally identifiable employee or student records, names, addresses, etc.
8. Employees shall not use AI tools to record meetings, classroom instruction/activities, or training sessions, unless approved by their school principal or District Level. Administrator and other parties involved are aware they are being recorded.
9. Employees shall not upload recordings of meetings, classroom instruction/activities, or training sessions to AI platforms, unless approved by their School Principal or District Level Administrator.
10. Employees shall not use AI for employment decisions about applicants or employees.
11. Employees shall not use AI tools specifically prohibited or (if applicable) not on approved lists.

B. Students Responsible Use:

1. AI is not a substitute for human creativity, judgement, and creation. Students may not use AI when their teacher or school has expressly forbidden its use.
2. Students shall not use Artificial Intelligence (AI) platforms to avoid doing their own work. AI platforms should only be used as a supplement when authorized by a teacher. Should AI be used, the student must acknowledge and cite the use of AI, attributing text, images, multimedia, etc. to the AI source and criteria used to show how AI contributed to the result of the assignment. A violation of this rule is considered cheating and will be handled as outlined in the current Handbook and Code of Student Conduct.
3. AI programs can have implicit bias, and present incorrect information. Students using AI acknowledge that it is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims.
4. Students who choose to use an AI platform for purposes authorized within this policy need to be aware that they are sharing data with a third-party platform.
5. AP, IB and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.
6. Student access to certain websites using AI may be granted, however privacy guidelines and age restrictions must be considered prior to allowing the usage.
7. Any use of AI should be in compliance with the Technology/Internet Use and Ethics Code listed in the current Handbook and Code of Student Conduct.

C. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited.
D. Staff or students using AI software with a personal device and/or personal credentials should be aware that the platforms they are uploading information to is collecting various forms of data and their privacy may not be protected.
E. This policy shall be reviewed continuously to ensure the District remains aligned with emerging and changing AI capabilities, Federal or State Law, ALSDE guidance, and industry best practices.

SCHOOL CONDUCT INTERVENTION PROGRAM (ACT 94)

In addition to the Early Warning Program, the school system is also required by law, Alabama Code 16-28-12, Act 94 (1975), to inform you of the following:

Section I. Section 16-28-12, Act 94, of the Code of Alabama, 1975, reads as follows:

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

"(B) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report such suspected violations to the district attorney within

10 days. Any principal or superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school."

Parental responsibilities required in Section 16-28-12, Act 94, are as follows:

1. To enroll their child" - "Every child between the ages of six and seventeen years shall be required to attend school -"
2. "To regularly attend school"- Attendance requirements, as set forth in the Early Warning Program, will be followed to ensure regular attendance.
3. "To compel the child to properly conduct himself/herself in accordance with written policies on school behavior"

TECHNOLOGY/INTERNET USE AND ETHICS CODE

The purpose of technology and the Internet in Butler County Schools is to support research and education by providing access to unique resources and an opportunity for collaborative work. Use of technology or the Internet, including e-mail, must be in support of and consistent with the educational objectives and within the guidelines of the approved curriculum of the Board of Education.

It is the policy of the Butler County Board of Education to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Technology Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the Butler County Board of Education online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. All use of computers, Internet, and e-mail programs are subject to monitoring by electronic means. Any device (regardless of ownership) suspected to be used inappropriately on school grounds is subject to immediate inspection in order to determine the contents and recent utilization of the device. The devices subject to inspection include, but are not limited to, laptops, hand helds, cell phones, gaming devices, calculators, or any other device that can be used to communicate electronically.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The following local regulations will also apply:

(a) All use of the Internet must be in support of education and research and consistent with the purpose of the Butler County School System.
(b) It is not permitted to create, send, or forward electronic chain letters.
(c) Use of the Internet which results in any copyright violation is prohibited.
(d) Use of the Internet to access or transmit materials likely to be considered obscene or pornographic is prohibited.
(e) Hate mail, harassment, cyber bullying, discriminatory remarks, spam, and other antisocial communications using local area networks, wide area networks, or the Internet is prohibited.
(f) Personal information such as name, address, or telephone number should not be revealed on the Internet.
(g) Use of the Internet for product advertisement, political lobbying, commercial, for profit, buy/sell/trade/order goods, or services, or illegal activity is prohibited. Fraudulent copying, communicating, or modifying of materials in violation of law is prohibited and will be referred to appropriate authorities.
(h) Malicious use of technology or the Internet to develop programs that harass other users or infiltrate a computer

system and or damage the software components of a computer or system is prohibited.

(i) Installing, downloading or uploading of unauthorized games, programs, files, or other electronic media (including music and movies) is prohibited.

(j) Technology or the Internet shall not be used to disrupt the work of others.

(k) The hardware, software, or programs of the Butler County Board of Education shall not be destroyed, modified, or abused in any way.

(l) Hacking is prohibited. Use of technology, local area networks, wide area networks, or the Internet to intentionally browse, see information about, obtain copies of, or modify files, passwords, or data belonging to other users is prohibited.

(m) All encountered or observed problems in system or network security should be reported to an administrator in your building.

Supervision and Monitoring

It shall be the responsibility of all members of the Butler County Board of Education staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives. Any person found to be in violation of this policy, applicable state and federal laws (including copyright laws), posted classroom rules, or other relevant Board of Education policy will be subject to appropriate disciplinary measures as outlined in (a) for a Student, the Student Code of Conduct or (b) for an Employee, the Butler County Policy and Procedure Manuals. Violators will also be subject to immediate revocation of Internet and/or computer privileges.

Pursuant to the State of Alabama law, any unauthorized access or attempted unauthorized access may be subject to criminal prosecution.

Education

Each year, School Administrators will ensure that students are being educated about proper online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.

Adoption

The Butler County Board of Education adopted this Internet Safety Policy at a public meeting, following normal public notice, on June 21, 2012.*CIPA definitions of terms:*

TECHNOLOGY PROTECTION MEASURE: *The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:*

1. ***OBSCENE****, as that term is defined in section 1460 of title 18, United States Code;*
2. ***CHILD PORNOGRAPHY****, as that term is defined in section 2256 of title 18, United States Code; or*
3. ***HARMFUL TO MINORS.*** *The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:*
   a. *Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;*
   b. *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 a lewd exhibition of the genitals; and*
   c. *Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.*
4. ***SEXUAL ACT; SEXUAL CONTACT.*** *The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.*

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

- Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis.*
- It is the leading cause of bacterial meningitis in children 2-18 years of age in U.S.
- Meningococcal disease can be very serious, even life-threatening in 48 hours or less.
- The two most severe and common illnesses caused by meningococcal bacteria include;
    - Meningitis - an infection of the fluid and lining around the brain and spinal cord
    - Septicemia - a bloodstream infection

What are the symptoms?

- Symptoms of meningococcal disease are similar to influenza (flu) and may include:
    - Sudden onset of a high fever o Increased sensitivity to light
    - Headache o Rash
    - Stiff neck o Confusion
    - Nausea
    - Vomiting
    - Severe aches and pain in the
    - muscles, joints, chest or belly

How does meningococcal disease spread?

- Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household.
- Anyone can get meningococcal disease, but teens and college freshmen who live in residence halls are at increased risk.
- Some people can “carry” meningococcal bacteria in their nose and throat without getting meningococcal disease, but can still infect other people.
- Most cases of meningococcal disease are spread by people who “carry” the bacteria with no symptoms, appear to be random, and not linked to other cases.
- Meningococcal outbreaks can occur in communities, schools, colleges, prisons, and in other high risk populations.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type meningococcal disease in SEARCH box.

Who should get meningococcal vaccine?

- Adolescents 11 through 18 years of age are routinely recommended for two doses
- of meningococcal conjugate vaccine (MCV4).
- Preteens should get the first dose of MCV4 at their 11–12 years of age check-up
- and a booster dose of MCV4 is recommended at 16 years of age.
- Teenagers who missed a dose and are heading off to college as a freshman living in
- a residence hall. Ask your doctor about getting the vaccine now.
- Teenagers with HIV should get three doses of MCV4.
- People 55 years of age and older should get Meningococcal polysaccharide vaccine
- (MPSV4).
- Both vaccines prevent 4 types of bacterial meningococcal disease.

Who should be vaccinated because they are at increased risk?

- College freshmen living in dormitories.
- Laboratory personnel exposed to meningococcal bacteria.

- U.S. military recruits.
- Anyone traveling or living where meningococcal disease is common, like Africa.
- Anyone with a damaged spleen or who had the spleen removed.
- Anyone with an immune system disorder.
- Anyone exposed during a meningococcal meningitis outbreak.

IT'S THE LAW

The Code of Conduct and related behavior and discipline policies adopted by the Butler County Board of Education will serve as guidelines for determining inappropriate behavior.

a. Inappropriate student conduct or behavior may result in suspension from school -
b. Suspensions will be reported to the Superintendent and District Attorney
c. On student's third or subsequent suspension from school, parent will be subject to prosecution by the District Attorney pursuant to Section 16-28-12, Act 94, of the Code of Alabama. A parent may be referred to the District Attorney's Office on a student's first or second suspension, if, in the opinion of the superintendent of education the offense committed by the student warrants such action.

In an effort to assure that parents are informed of their school-related responsibilities, the State Board of Education has mandated that parents receive notification which addresses civil liabilities and criminal penalties for violence and misbehavior by students on school property or against school employees.

It's the Law is provided to advise you of those school-related civil liabilities and criminal penalties. You are encouraged to read the document carefully and retain it for future reference.

Attendance and Conduct (Act 94-782; Alabama Code 16-28-12)

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to $100 and may be sentenced to hard labor for up to 90 days).

School Discipline (Alabama Code 16-28A-1)

Teachers are hereby given the authority and responsibility to use appropriate means of discipline up to and including corporal punishment 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 teacher shall be immune from civil or criminal liability.

Teacher Assault (Act 94-794; Alabama Code 16-124)

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; Alabama 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; Alabama Code 16-1-24.2; Alabama 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 harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

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

Weapons in Schools (Act 94-817; Alabama Code 13-A-11-72)
No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a class C felony. (Note: Deadly weapons include but are not limited to hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switchblade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, Billy-jack, bludgeon, or metal knuckles.)

Possession of Weapons and Firearms by Students
It shall be a violation of Board policy for any student to have in his/her possession a firearm or weapon of any kind at any place in the school system during regular school hours or during any school function or activity.

This policy is to comply with Public Law 103-382, “Improving America’s Schools Act of 1994”, Part F, Section 14601, Gun-Free

Requirement (Gun-Free Schools Act/GFSA). For the purposes of the GFSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code.
According to Section 921, the following are included within the definition:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any explosive, incendiary, or poison gas
    1) bomb
    2) grenade
    3) rocket having a propellant charge of more than four ounces
    4) missile having an explosive or incendiary charge of more than one-quarter ounce
    5) fireworks/pyrotechnics of any class
    6) mine, or
    7) similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

In addition items forbidden shall include, but not be limited to the following: knives, openers, metallic knuckles, tear gas gun, chemical weapon or device, double/triple/quadruple rings which are attached or connected in such a fashion that they may be used as a weapon, any items which may be used as clubs, all sharp or pointed objects designed for use as a weapon, or any other weapon, instrument or object.

Any student who is determined to have brought a weapon as defined in this policy to school, or to have in his/her possession in a school system building, on school system property, on a school bus, or at a school-sponsored function or activity and found in violation of the policy will be:

1. Placed on immediate suspension from school.
2. Subject to a disciplinary hearing with final disciplinary action determined by the Board of Education.
3. Expulsion from the school system of no less than one calendar year; provided, however, that the Board of Education, in

appropriate cases, may apply sanctions less severe than expulsion for one calendar year; and provided, further, that, in appropriate cases, such students may be expelled from the regular school setting and be provided educational services in an alternative education setting.

The school principal shall notify the superintendent or his/her designee of violations of this policy. Further the superintendent or his/her designee shall report suspected violations to the appropriate law enforcement authority, which may include city/town police, the Butler County sheriff, and the Butler County district attorney. In addition the school principal shall notify the parents of students who violate this policy. Any student determined by school authorities to have brought a weapon or firearm as defined above shall be referred to the criminal justice or juvenile court system.

Discipline of students with disabilities who violate this policy shall be administered on a case by case basis in accordance with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

Possession of Weapons and Firearms by Parents/Guardians and Other Persons

Parents/guardians and other persons are prohibited from bringing firearms or other weapons on school system property at any time or to any school system function or activity. Items forbidden shall include, but not be limited to the following: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive, the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charger of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, fireworks/pyrotechnics of any class, mine, or similar device), any weapon which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled, knives, openers, metallic knuckles, tear gas gun, chemical weapon or device, double/triple/quadruple rings which are attached or connected in such fashion that they may be used as a weapon, explosive devices including fireworks of any description, any items which may be used as clubs, all sharp or pointed objects designed for use as weapons, or any other weapon, instrument or object.

Authorized law enforcement personnel are excluded from provisions of this policy.

Parents/guardians and other persons found in violation of this policy will be:

1. Placed on immediate suspension from visitation or attendance at any school, or school system function or activity.
2. Referred to appropriate law enforcement or criminal justice authorities.

Vandalism (Act 94-819; Alabama Code 6-5-380)
The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful or malicious act of the minor.

Pistol Possession/Driver's License (Act 94-820; Alabama 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 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 section 16-28-40, Code of Alabama 1975; Alabama Code 16-28-40 through 16-28-45)
The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

Unsafe School Choice Option (Alabama State Board of Education, State Department of Education *Administrative Code*, Section 290-3-1-02.e – 2 – Adopted ER effective March 13, 2003; adopted ER as regular rule May 8, 2003, effective June 12, 2003)
1. Definitions: A transfer option school (TOS) in the state of Alabama is one in which for three (3) consecutive school years the school has expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent

criminal offenses committed on school property during school hours or committed at school-sponsored activities. The words "transfer option school, "TOS," or "TOS school" shall mean a "persistently dangerous school" as those words are used in the No Child Left Behind Act of 2001, Public Law 107-110, Title IX. §9532(a) and (b). For the purpose of this definition, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape) as these offenses are defined in the Criminal Code of Alabama (see § 13A-6-1, et. seq., Ala. Code 1975); and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR).

2. A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school-sponsored activities shall be given an opportunity to transfer to a safe public school within the LEA. The LEA shall notify the student's parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All LEA transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the LEA annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the LEA in resolving all safety issues. At a minimum, an LEA that has one or more schools identified as persistently dangerous must:
   a. Step 1 Notify parents/guardians of each student attending the school within ten (10) working days that it has been identified as a transfer option school and offer students the opportunity to transfer to a safe public school within the LEA if another school is available.
   b. Step 2 Complete the transfer for those students who opt to do so within 20 working days.
   c. Step 3 Develop a corrective action plan to be submitted to the SDE for approval within 20 working days of the LEA's receipt of status.
   d. Step 4 Implement the corrective action plan

Once a school has been identified as a transfer option school, it can return to safe status by (1) completing Steps One through Four above and (2) completing two consecutive years with less than

one percent (1%) of the student population or five (5) students (whichever is greater) expelled for violent criminal offenses as defined in its policy.

Charles "Chuck" Poland Act (Act 2013-347, §§1, 2.)
Trespass on a school bus in the first degree.
(a) This section shall be known and may be cited as the Charles "Chuck" Poland, Jr., Act.

(b) A person commits the crime of trespass on a school bus in the first degree if he or she is found guilty of doing any of the following:

(1) Intentionally demolishing, destroying, defacing, injuring, burning, or damaging any public school bus.

(2) Entering a public school bus while the door is open to load or unload students without a lawful purpose, while at a railroad grade crossing, or after being forbidden from doing so by the authorized school bus driver in charge of the bus, or upon demand of a principal of a school to which the bus is assigned or other duly authorized school system official.

(3) As an occupant of a public school bus, refusing to leave the bus on demand of the authorized school bus driver in charge of the bus, or upon demand of a principal of a school to which the bus is assigned or other duly authorized school system official.

(4) Intentionally stopping, impeding, delaying, or detaining any public school bus being operated for public school purposes with the intent to commit a crime therein.

(c) The crime of trespass on a school bus in the first degree is a Class A misdemeanor.
(d) Subdivisions (2), (3), and (4) of subsection (b) do not apply to a child who is less than 12 years of age or to authorized school personnel who are boarding the school bus as a part of their job assignment.

Video Monitoring in Self-Contained Special Education Classrooms (Tyler's Law – Alabama Code §16-39-13)
The Butler County Board of Education is committed to maintaining safe and supportive learning environments for students receiving special education services. In accordance with Alabama Code §16-39-13 (Tyler's Law), the district may install, maintain, and operate video monitoring equipment in certain self-contained classrooms providing special education services in order to promote student safety and transparency.

GRADING, PROMOTION & RETENTION POLICY

The following statements regarding grading are proposed to provide consistency within our school system for regular academic coursework. The intent is to protect and promote the integrity of the grades assigned to students in the Butler County School System. This uniformity allows a Board-approved format for assigning grades, a consistent grading policy within our school system aiding in the transfer of grades between and among our schools, a basic policy of grading easily explained to parents/guardians, and a policy that assists administrators when the need arises to interpret a student's grade in the absence of the teacher.

Kindergarten & First Grade

Standards-Based Report Card:

Kindergarten students will receive a standards-based report card using a "Y" (Yes) or "N" (No) to indicate whether they have met each standard.

First-grade students will receive a standards-based report card using qualitative performance indicators: E = Excellent – Consistently exceeds expectations, P = Proficient – Meets expectations, D = Developing – Approaching expectations, B = Beginning – Below expectations

This report card system provides parents/guardians and teachers with a better understanding of each child's strengths and weaknesses based on the Alabama Course of Study.

Promotion/Retention – Kindergarten

If a student needs to be retained based on the student's academic performance and/or other factors, the parents/guardians of that student should be informed as early in the school year as possible. Ultimately, Kindergarten students may only be retained upon the approval and agreement of the student's parents or guardians. It is highly recommended that the decision of whether a student should be promoted or retained be made based on the grade placement that provides the student with a better chance of progressing in their educational development.

Promotion/Retention – First Grade

Promotion criteria for 1st-grade students are based on their proficiency in critical learning standards. Students must demonstrate mastery of grade-level standards in core areas. Teachers assess students' progress through various measures, including classwork, projects, assessments, and observations, ensuring they meet the established benchmarks for each

standard. Promotion is granted when students show consistent readiness for the next grade level. If a student does not demonstrate a clear understanding of the critical standards, a team-based decision-making process is initiated to determine whether the student should be promoted or retained. This team typically includes the classroom teacher, a school administrator, a special education teacher (if applicable), a second-grade teacher, and other relevant support staff. The team will review the student's academic performance, work samples, assessment data, and any interventions or supports that have been provided. Input from the student's parents or guardians is also sought to gain a comprehensive understanding of the student's learning experience. Based on this collective input, the team will weigh the potential benefits and drawbacks of promotion versus retention.

Promotion/Retention - Second and Third Grades
To be promoted to the next grade level, students must earn a minimum yearly average of 60% in Reading and Math, which receive numerical grades, and demonstrate at least a 'Proficient' (P) level of performance in Science and Social Studies, which are assessed using qualitative indicators. Students who do not meet this requirement in the core academic areas may be retained at their current grade level. Additionally, all third grade students must meet the requirement of the Alabama Literacy Act in order to be promoted to the fourth grade.

In certain cases, the Response to Instruction (RTI) Team may recommend an administrative promotion or retention based on a comprehensive review of student progress and in alignment with district guidelines. This includes situations where students receive a combination of numerical and qualitative grades, such as in 2nd and 3rd grades.

Grades 4–8
Academic Grading Scale (Grades 4–12)
A 100–90
B 89–80
C 79–70
D 69–60
F 59–0

Transfer Grades
****If a student transfers into the Butler County School System from a school using a different grading format (including letter grades, qualitative indicators, or standards-based reporting), grades should be converted using the corresponding scale below:***

Grades 2-12 (Students in 2nd & 3rd grades will only receive numerical grades for the subjects of Math and Reading)
A = 95, B = 85, C = 75, D = 65, F = 55

1st-3rd Grades (Students in 2nd & 3rd grades will only receive qualitative grades for the subjects of Science and Social Studies)
E = 90–100 (Excellent – Consistently exceeds expectations)
P = 89–70 (Proficient – Meets expectations)
D = 69–60 (Developing – Approaching expectations)
B = 59–0 (Beginning – Below expectations)

Incoming Students on the S, NI, U Grading Scale
S = P (Satisfactory – equivalent to Proficient)
NI = D (Needs Improvement – equivalent to Developing)
U = B (Unsatisfactory – equivalent to Beginning)

S = 80 (Satisfactory)
NI = 70 (Needs Improvement)
U = 59 (Unsatisfactory)

Computation Scale & Grading Categories Grades 2-12
• 40% Category – Minor Grades (class assignments, spelling tests, homework, etc.)
• 60% Category – Major Grades (Tests, projects, essays, 9-week exams, etc.)

Graded Assignments Grades 2-12:
• In 2nd and 3rd grade, a minimum of 9 numerical grades are required per subject in Reading and Math, with at least one (1) grade per week. Science and Social Studies, which receive qualitative scores, will be assessed based on student progress toward standard mastery rather than assignment-specific numerical grades. In grades 4–12, a minimum of 9 numerical grades must be recorded for each subject every nine weeks.
• Major Grades: A minimum of 4 but no more than 5 should be assigned each nine weeks.
• Minor Grades: A minimum of 5 minor grades should be assigned each nine weeks. Homework grades are an optional choice for this category. Only one grade can be entered per nine-week period and would be considered a 6th minor grade.
• All assignments (i.e. class work, tests, projects, etc.) should be aligned to the ACOS.
Written assignments are required at all grade levels.

Promotion/Retention – Grades 4–8
To be promoted to the next grade level, students must earn a minimum yearly average of 60% in all subjects that receive a numerical grade. Students who do not meet this requirement in

the core academic areas may be retained at their current grade level.

Promotion/Retention – Grades 9–12
A student must receive passing averages in each of the required and elective Carnegie unit courses. Carnegie unit credit will be based on a per-semester basis, with each semester standing alone. Students will earn a ½ Carnegie unit (credit) for each class with a semester average of 60% or higher.

Students must earn the minimum number of Carnegie units (credits) necessary for grade placement as indicated below:

- 9th graders must earn 6 units to be considered a sophomore; at least 3 of these units should be core courses.
  10th graders must earn 12 units to be considered a junior; at least 6 of these should be core courses
- 11th graders must earn 18 units to be considered a senior; at least 9 of these should be core courses.
- 12th graders must have a minimum of 24 units to graduate and meet all other State of Alabama requirements for graduation.

A student who fails to earn a semester average of 60% or higher in a specific subject will repeat that subject. Core classes can be retaken through credit recovery.

Promotion of all students takes place once per year at the end of the school year.

HOMEWORK POLICY

Homework is an integral part of the student's total school program. Teachers at all levels are encouraged to require home study. The purpose of homework is to increase the educational opportunities of students by providing additional learning time after the regular school day for reinforcing, extending and enriching instruction.

HOMEWORK PROCEDURES

The assignment of the amount and type of homework should be the professional responsibility of the teacher based upon the needs of the child and the subject matter. It is the teacher's responsibility to communicate his/her homework policy to the student. Any grades given for homework will be averaged and reported as one score in the minor grades category in accordance with the most recent system grading procedures/guidelines.

Within the above context, homework assignments should:

- be coordinated between subject area departments (when possible)
- be a meaningful extension of classroom learning and lessons
- be attainable, assuring that all students are capable of successful completion of assignments
- be related to skills previously taught in the classroom, although special interest projects may be an outgrowth of classroom instruction or may extend and enrich specific interests
- be acknowledged
- be of high quality, which should be representative of the school, the instructional program, and student effort
- be graded once per nine weeks as a single cumulative average grade

PROGRESS REPORTS AND REPORT CARDS

Progress Reports will be issued at the end of every 4 ½ weeks. Parental contact will be made for any student who has a failing grade in any subject at the end of each grading period.

CREDIT RECOVERY

Credit Recovery is a course-specific, skill-based extended learning opportunity for students who have failed to master content or skills required for course credit or promotion. Credit Recovery allows students to demonstrate competency in deficient areas rather than requiring a repeat of the entire course. School counselors are available to discuss the admission process.

ACCELERATION

It is the belief of the Butler County School System that students who can exceed the grade-level indicators and benchmarks set forth by the Alabama Course of Study be given the opportunity and encouragement to do so. All children should be provided adjustments, when necessary, in order to address their individual needs. Academic acceleration provides the opportunity for students to advance an entire grade.

Types & Process of Acceleration

- Grades (K-8) - Process: Refer to the Gifted Education Program Acceleration Guidelines and/or whole grade acceleration will be determined using the Iowa Acceleration Scale.
- **High School Acceleration through Dual Enrollment:** High school students may achieve academic acceleration through participation in dual enrollment courses. Dual enrollment allows eligible students to enroll in postsecondary coursework while

simultaneously earning both high school and college credit. This pathway provides students the opportunity to advance more rapidly through high school graduation requirements, access rigorous academic content, and begin building a postsecondary transcript. Participation in dual enrollment must align with the student's Individualized Student Plan and is subject to eligibility criteria, institutional guidelines, and district approval.

NO PASS/NO PLAY

The Butler County Board of Education recognizes the value of athletics and other extracurricular activities as they relate to the total education of students. The Butler County Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in athletics and extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class. In addition to standards set forth by the AHSAA, the Board of Education encourages parents and students to make graduating a priority over participating in athletics and extracurricular activities. This Board of Education also recognizes that the Class of 2010 and subsequent classes will be required by the Butler County Board of Education policy to earn a minimum of 24 credits in Grades 9-12, with four (4) credits each in science, mathematics, social studies, and English.

The Butler County Board of Education prescribes the following regulations for eligibility by students in this school system to participate in athletics:

1. Each student in Grades 9-12 must for the immediately preceding school year earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including one credit each in English, science, social studies, and mathematics.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) Carnegie units may be made up during summer school.
4. Eligibility may be determined before the start of each new school year or at the beginning of the second semester. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. A student that regains eligibility at the beginning of second semester remains eligible for the remainder of the second semester so far as grades are concerned. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as it pertains to other extracurricular activities.

5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular schoolwork failed in computing the 70 average.
6. Each eligible student must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year, or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on track for graduation with his/her class.

Each student below Grade 9 shall pass five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12

For purposes of definition, athletic events are defined as those recognized and sanctioned by the Alabama High School Athletic Association. Extracurricular activities are defined as those that are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and local board of education for approval. Each request for full participation by all students, regardless of academic standing in a curricular activity shall be granted if the principal, superintendent, and local board of education approve it as an extension of a course(s) requirement(s) and/or it is a sanctioned event by a state/national subject matter association.

Eligibility for extracurricular activities that are not subject to the standards and sanctions imposed by the Alabama High School Athletic Association (AHSAA) may establish stricter academic and other eligibility requirements (i.e., discipline referrals, attendance, etc.) than those required by AHSAA with the approval of the school principal and the superintendent of education. The extracurricular activity sponsor must submit the proposed standards in writing to the school principal who in turn will submit the request to the superintendent for final approval. All stakeholders must be informed in writing of the new standards prior to the next eligibility determination period.

RESPONSIBILITY FOR STUDENT MASTERY

The Principal:

The principal is responsible for:

1. Monitoring the instructional program to insure success;
2. Insuring the flow of information about the instructional program between the school and the parents;
3. Assuring that teachers notify parents regarding student progress at prescribed intervals and/or more often as deemed by the teacher(s); and,
4. Placing students appropriately so that they can receive the proper kinds of instruction

The Teacher:

The teacher is responsible for:

1. Making sure that the specified skills for mastery are taught from an appropriate management system;
2. Keeping parents informed about their children's progress; and,
3. Systematically scheduling conferences with parents to review students' progress.

The Parents:

The parents are responsible for:

1. Monitoring the children's progress through reviewing progress report card grades and test scores available at the school;
2. Making sure that their children attend school regularly and adhere to performance and behavior expectations;
3. Scheduling school visits often; and,
4. Providing a specified time for children to do homework in an environment that is free of distractions.

The information provided here is only a summary of the Promotion/Retention Policies. If you need further details or would like to see a copy of the entire document, contact your child's teacher or the principal at his/her school.

SENIOR CLASS RANK DETERMINATION (GRADUATING CLASSES OF 2027 AND 2028)

Determination of Class Rank (Effective for Graduating Class of 2029 and Forward): *Beginning with the graduating class of 2029, the Butler County Board of Education will implement a cum laude system for graduate recognition. This shift reflects the district's commitment to honoring academic excellence through a more inclusive and achievement-based model. See the Class of 2029 Honor Graduate Requirements in following section.*

Class rank is determined through a weighted numeric grade point average (GPA), which accounts for the academic rigor of the courses students complete. The calculation process for senior class rank involves assessing the numerical grades achieved by earning Carnegie units from Grade 8 through the first semester of Grade 12 or the student's graduation year. Only the first four traditional and ALSDE-approved equivalent core curriculum courses that qualify for Carnegie unit credit in the subject areas of English, Math, Science, and Social Studies are considered.

Weighted Numeric Average Computation

- **Add Numerical Grades:** Total all grades obtained in the core curriculum, from Grade 8 through the first semester of Grade 12 or the student's graduation year, in which a Carnegie unit is achieved.
    - If a student's transcript reflects duplicate core course credits, the course where Carnegie credit was earned the first will be used in GPA calculation to determine class rank.

- **Additional Points for traditional and ALSDE-approved equivalent Core Curriculum Courses**:
    - **Dual Enrollment Courses**: Add 10 points per semester.
    - **Advanced Placement (AP) Courses**: Add 10 points per semester.
    - **Advanced Courses**: Add 5 points per semester.

- **Compute Weighted Average**:
    - Divide the total number of core curriculum classes taken by the sum of the numeric grades (including extra points) taken by the end of the first semester of grade 12 or the student's graduation year.
    - This results (quotient) in the weighted numeric average.

This procedure will be used for the purpose of determining class rank only. Numerical grades recorded on the permanent record will be the numerical grades earned until the end of the school year and will not reflect the added weights. Numerical grades earned, not weighted, will be used for transcripts. However, weighted class rank and weighted GPA for students pursuant to this policy may be used for scholarship applications.

Subject to the weighting requirements listed above, the valedictorian and salutatorian will be those students who are Honors graduates and have the two highest numerical grade point

averages on the Alabama High School Diploma with Honors Endorsement and have been enrolled in that particular school for their junior and senior year.

Early Graduation
Early graduation is available to any student who has successfully met all graduation requirements. Students who graduate early may choose to participate in the graduation ceremony at the end of the school year.

It is the student's responsibility to ensure all graduation requirements are verified and cleared through the principal's office. Early graduates may qualify as honor graduates based on academic performance and will be eligible for Valedictorian or Salutatorian distinctions.

Honor Graduate Criteria
- Achieve a Weighted Numeric GPA of 90 or higher
- Achieve minimum ACT Composite or Super Score of 20

Valedictorian and Salutatorian Criteria
- **Enrollment Requirement**: Must have been enrolled in the same school for their junior and senior years.
- **Diploma**: Must meet the honor graduate criteria
- **Eligibility**: Must be Honors graduates with the two highest weighted numerical grade point averages.
    - Valedictorian: Highest weighted numerical GPA
    - Salutatorian: Second highest weighted numerical GPA
- **If there are no Honor Graduates**, the following assessments or experiences will be used in the order listed to determine Valedictorian and Salutatorian. The student that meets the criteria first will be named Valedictorian.
    - Compare GPA to the fourth decimal place, if the same for both students-
    - Compare ACT Composite Score, if the same for both students -
    - Compare ACT WorkKeys Score, if the same for both students -
    - Compare the number of Dual Enrolment courses with a B or higher grade average.

CLASS OF 2029 HONOR GRADUATE REQUIREMENTS

Ranking and Recognition of Students

Beginning with the Class of 2029, Butler County Schools will no longer publicly recognize valedictorian and salutatorian and will instead recognize graduates through the Cum Laude system.

Class rank shall continue to be calculated using a student's cumulative weighted grade point average for scholarship, college admissions, and local recognition purposes. Graduation honors shall be awarded through the Cum Laude Recognition System.

Eligibility for academic honors shall be determined by calculating the cumulative weighted grade point average (GPA) of all final course grades posted on the student's high school transcript through the first semester of the student's graduation year.

1. Summa Cum Laude: Highest Honor/ With Highest Praise
   Weighted GPA: 4.0 or higher
   Cord: Gold and school color braided
   Description: Students receiving this distinction are recognized as exemplary scholars and among the top academic achievers of the graduating class.

2. Magna Cum Laude: High Honor/With Great Praise
   Weighted GPA: 3.75-3.9999
   Cord: Silver and school color braided
   Description: Magna Cum Laude graduates are recognized for achieving a superior level of academic excellence.

3. Cum Laude: Honor/With Praise
   Weighted GPA: 3.50-3.7499
   Cord: White and school color braided
   Description: Cum Laude graduates are recognized for their commitment to academic success and perseverance throughout high school.

For purposes of determining Cum Laude honors, a student's cumulative weighted grade point average (GPA) shall be calculated using no more than sixteen (16) core curriculum courses, consisting of the first four (4) traditional or ALSDE-approved equivalent courses in each of the following subject areas: English, Mathematics, Science, and Social Studies.

The calculation shall include eligible core courses completed beginning with the student's ninth-grade cohort year and ending

with the first semester (December) of the student's twelfth-grade cohort year.

If a student's transcript reflects duplicate, repeated, credit recovery, or equivalent core curriculum courses, only the course for which Carnegie credit was first earned shall be included in the calculation of the cumulative weighted GPA for purposes of determining graduation honors.

Additional Points for traditional and ALSDE-approved equivalent Core Curriculum Courses:
- ○ Dual Enrollment Courses: Add 10 points per semester.
- ○ Advanced Placement (AP) Courses: Add 10 points per semester.
- ○ Advanced Courses: Add 5 points per semester.

The cumulative weighted GPA shall be calculated to the fourth decimal place and shall be used to determine eligibility for Cum Laude honors and class rank.

ALABAMA HIGH SCHOOL DIPLOMA REQUIREMENTS

Alabama High School Diploma Criteria
The Alabama courses of study identify the minimum required content within each content area for each Carnegie credit. Students can satisfy Alabama High School Diploma credit requirements through multiple course content disciplines, including Career and Technical Education, International Baccalaureate (IB), Advanced Placement (AP), postsecondary dual enrollment, or other state-approved content disciplines. All high school students are required to have a Four-Year Graduation Plan outlining their path to graduation.

Standard (Traditional) Alabama High School Diploma Requirements

- **Earn a minimum of 24 credits with a grade of 60 or higher in the following areas:**
  - 16 core subject units: 4 English credits, 4 Math credits, 4 Science credits, and 4 Social Studies credits
  - 1 Physical Education credit
  - 1/2 (0.5) Health credit
  - 1 Career Prep credit
  - 3 credits of either sequenced Career & Technical Education, foreign language, or arts education.
  - 2 1/2 credits of Elective courses
- **Distance Learning Experience:** Students must complete one online/technology-enhanced course or

experience unless exceptions have been approved through Individualized Education Plans.

- **Civics Exam:** Earn a Passing score on the Civics Exam after completing the United States Government course. A passing score can be waived if the student meets the ALSDE-approved waiver criteria for the Civics Exam.
- **Free Application for Federal Student Aid (FAFSA):** Submit a FAFSA to the United States Department of Education or certify a non-participation waiver.
- **Additional Graduation Requirements starting with the Class of 2026 (2022-23 9th Grade Cohort):** Earn at least one ALSDE-approved College & Career Readiness Indicator.
- **Additional Graduation Requirements starting with the Class of 2028 (2024-25 9th Grade Cohort):** Complete a Financial Literacy Examination after completing the Career Prep or Career Prep B course. A passing score is highly encouraged but not required for graduation.

Students can earn Alabama High School Diploma endorsements, which signify that a student has met additional requirements beyond the standard diploma requirements. Endorsements highlight specific achievements, skills, or areas of focus.

- ***Advanced Academic Honors Endorsement - 27 Credits:*** *This endorsement requires students to complete 3 credits in addition to the minimum 24 required for the Alabama High School Diploma. The three additional credits should be a more rigorous set of courses, including additional math and science classes, advanced placement (AP) courses, or dual enrollment courses.*
- **Career and Technical Endorsement - 24 Credits:** This endorsement is for students who complete a sequence of career and technical education (CTE) courses within an approved career cluster pathway and earn the approved industry credential for the sequenced career cluster pathway.

Students can pursue an Alabama High School Diploma through multiple ALSDE-approved pathways. Each pathway consists of a set of ALSDE-approved substitute or equivalent courses. Students earn the required Alabama High School Diploma by taking courses within one or more of the following pathways:

- **Essentials/Life Skills Pathway -** This pathway is limited to students with an Individualized Education Program (IEP). A student with an IEP who takes four or more Essentials core classes must complete all

requirements of the pathway, including the work component. This pathway is designed to allow a student to participate in career/competitive employment.

- **Alternate Achievement Standards (AAS) Pathway** - This pathway is limited to students with significant cognitive disabilities who meet the criteria for the Alabama Alternate Assessment.

- **General (Traditional) Education Pathway (Option A)** courses are aligned with the Alabama Courses of Study and are designed to prepare students for college and career success. This pathway aligns with the state's requirements for earning a High School Diploma, which signifies that a student has completed all required courses, experiences, and assessments.

- **Alabama Workforce Pathway (Option B)** is designed to help high school students acquire the skills and credentials necessary for immediate entry into the workforce upon graduation. This pathway focuses on career and technical education (CTE), providing students with practical, hands-on experience and industry-recognized certifications.

Workforce Pathways Diploma (Option B)
Purpose: This policy establishes the requirements and procedures for students in Butler County Schools who elect to pursue the Alabama High School Diploma via Option B, also known as the Alabama Workforce Pathway Diploma.

Eligibility and Implementation

- Eligibility: Students will have the opportunity to declare their intent to pursue the Option B diploma pathway during the Spring semester of their 9th-grade year of high school.
- Declarations made after this designated period will require a formal meeting with both the school counselor and the principal to evaluate and approve the request.
- Parent/Student Notification: Counselors will provide written and verbal explanations of both Option A and Option B during academic planning, beginning in 8th grade.

Diploma Requirements
To receive the Alabama High School Diploma via Option B, a student must:

Earn a minimum of 24 credits with a grade of 60 or higher in the following areas:

- 12 core subject units: 4 English credits, 4 Social Studies credits, 2 Mathematics credits (Geometry & Algebra I), 2 Science credits (Biology & Physical Science)
- ½ (0.5) Health Education credit
- 1 Career Prep credit
- 1 Physical Education credit
- 6 ½ (6.5) credits of Elective courses
- 3 CTE credits in one approved program of study
    a. Earn a grade of C or higher in all three CTE courses
    b. Attain CTE Completer Status as defined in ALSDE Memo FY22-2065
- Dual enrollment courses cannot count toward students earning completer status.

Changing Pathways

- Students may transfer from Option A to Option B, or from Option B to Option A, at any time during their high school enrollment. However, all students are expected to meet the graduation requirements established for their original entering cohort year. Additionally, students must fulfill all graduation requirements within four years from the time of their initial enrollment in Grade 9.
- All diploma pathways, including Option B, result in the same Alabama High School Diploma.
- Step 1: The student and/or parent/guardian submits a **Diploma Pathway Change Request Form** to the school counselor.
- Within 10 school days of receiving the form, the **school counselor** will schedule a **mandatory conference** with the student, Parent/Guardian, and other relative stakeholders such as CTE Counselor, CTE Director, IEP Case Manager, etc.
- If the student meets the requirements for the new pathway and a revised plan is created:
- The **counselor will submit documentation** to the principal or designee for review and final approval.

Special Education Considerations

Students with IEPs may pursue Option B through the General Education Pathway when it is determined appropriate by the IEP Team. It is important to note that the Essentials Pathway is not compatible with Option B. Beginning in the 2025–2026 school year, any decision to pursue Option B must be clearly documented on the transition page of the IEP.

Ultimately, the IEP Team is responsible for making this decision based on the individual needs, strengths, and postsecondary goals of the student.

Endorsements and Diploma Seals
A diploma in Alabama represents a comprehensive education that adheres to state standards, ensuring students are well-prepared for college, workforce, military, and other post-high school experiences. Pathways and endorsements reflect a student's customized high school experience, earning a diploma in Butler County Schools.

The Butler County Board of Education values the importance of recognizing student achievement and promoting college and career readiness. In alignment with the Alabama State Department of Education (ALSDE) guidelines, the district will implement and award official diploma seals to eligible students who meet established criteria.

These seals may be added to the Alabama High School Diploma across all pathways, including General Education, Essentials, and Alternate Achievement Standards, as additional acknowledgments of student accomplishments.

Alabama Seal of Biliteracy

- **Eligibility**: Students who demonstrate proficiency in English and at least one other language (including ASL).
- **Purpose**: Recognizes bilingualism and biliteracy; valued by employers and postsecondary institutions.
- **Evidence Requirements**:
    - Meet Alabama high school graduation requirements.
    - English proficiency through assessments like ACT, AP, IB, or WIDA.
    - World language proficiency through AP, IB, AAPPL, STAMP 4S, CEFR, or Portfolio assessment for rare languages

Alabama Workforce Pathway Seal

- Eligibility: Earn a minimum of four (4) credits within an approved CTE program of study.
    - Credits must align with program sequences that include Foundation courses, Concentrator courses, Capstone courses
    - Courses must be taken in the same CTE program (not just the same cluster).

GRADUATION PARTICIPATION

Students who fail to successfully complete all diploma requirements will not be allowed to participate in graduation ceremonies. A student completing the graduation requirements after the scheduled graduation date may receive his/her diploma during the school's summer graduation ceremony, at a regular Board of Education meeting, or at the school.

Students who transfer to Butler County Schools from another school system must meet the same graduation requirements as those already enrolled in order to receive a diploma.

Board Position

The Board of Education desires that all eligible students participate in the graduation ceremony. Further, the Board has a duty to maintain high standards and encourage all students to meet expectations for receiving a diploma. The Board of Education recognizes the critical role of the parent/guardian in encouraging and supervising a student in his/her pursuit of graduation. The Board assumes responsibility for providing instruction to prepare our students for graduation and holds parents/guardians responsible for making decisions that will impact their student's on-time graduation.

The Butler County Board of Education values athletics and other extracurricular opportunities but encourages students to be successful and to graduate within four years. These should be prioritized over participation in extracurricular activities and athletics.

A parent/guardian who allows his/her student to participate in athletics and extracurricular activities even though the student has not met all academic requirements does so without the Board's approval. The parent/guardian assumes all responsibility for the decision and its resulting impact on the child's academic success.

PARENTS' RIGHT TO KNOW

It is the policy of the Butler County Board of Education to implement required components of the Elementary and Secondary Education Act or ESEA Parent's Right-to Know provisions, which is found in Section 1111(h)(6).

At the beginning of each school year, Butler County School System shall notify the parents of each student attending any school receiving Title I funds that parents may request information regarding the professional qualifications of the student's classroom teachers, including, at as minimum the following:

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

In addition, any school receiving Title I funds will provide to each individual parent the following information:

- Information on the level of achievement of the parent's child in each of the State academic assessments.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

All of the notices and information provided to parents under the parent's right to know provision will be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. All information collected will be collected and disseminated in a manner that protects the privacy of individuals.

If you would like to receive this information, feel free to contact Tina Powell at the Butler County Board of Education (334-382-2665).

STUDENT BULLYING AND HARASSMENT PREVENTION POLICY

1. Bullying, Harassment, Violence, and Threats of Violence Prohibited.

No student shall engage in or 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 Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

2. Definitions.

(a) The term "bullying" as used in this policy 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, written, electronic (cyberbullying), verbal, or physical acts

that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3 (b) below. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on or off 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 Butler County School System.

3. Description of Behavior Expected of Students.

(a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or

threats are reasonably perceived as being motivated by any personal characteristics of the student.

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

- The student's race;
- The student's sex;
- The student's religion;
- The student's national origin; or
- The student's disability;
- The student's physical/personal attributes.

4. Consequences for Violations.

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

5. Reporting, Investigation, and Complaint Resolution Procedures.

(a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

(b) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or principal's designee will undertake an immediate investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be completed within twenty (20) working days, when practical. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will result in the

student be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

(d) If a threat of suicide by a student is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

6. Promulgation of Policy and Related Procedures, Rules, and Forms.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Butler County Board of Education website.

Approved November 20, 2014;
Amended July 2018 - Alabama Act 2018-472 (Jamari Terrell Williams Student Bullying Prevention Act)

The harassment reporting form is posted on the school system's website at www.butlerco.k2.al.us and copies are also available at each school's office.

PROTECTED POPULATION SCHOOL ADMISSION

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the 2015 Every Student Succeeds Act and the McKinney-Vento Homeless Education Act of 2001, all homeless, migrant, immigrant, Foster Care, English Learners (EL), and disabled children and youth must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Butler County School System. Such children and youth will be provided the opportunity to meet the same challenging state content and state student performance standards to which all children and youth are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, Foster Care, English Learners (EL), and disabled children and youth shall not be denied or delayed due to any of the following barriers:

- Residency requirements
- Lack of Birth Certificate
- Lack of Immunizations
- Legal guardianship custody requirements
- Lack school records or transcripts
- Lack of Transportation

Homeless Students Dispute Resolution (722(g) (1) C) of the McKinney –Vento Act)

- If a verbal or written dispute arises over eligibility, school selection, or enrollment, the LEA must immediately enroll the homeless student in the school in which enrollment is sought.
- The School Liaison must immediately provide a written copy of the dispute resolution policy to the unaccompanied youth, parent, or guardian and notify his/her school administrator.
- Within three business days of providing the unaccompanied youth, parent, or guardian with a written copy of the dispute resolution policy, the school principal or school homeless liaison must notify and the District Homeless Liaison of the dispute in writing.
- The District homeless liaison will consult with the Superintendent and must render a decision in writing within five (5) business days to the unaccompanied youth, parent, or guardian. The written decision must include a clear explanation of the decision regarding eligibility, school selection or enrollment including the rights of the parent, guardian or unaccompanied

homeless youth to appeal the decision at the local level with a final appeal to the state level.

- If the unaccompanied youth, parent, or guardian appeals the District Homeless Liaison's decision to the LEA's Superintendent, the Superintendent shall issue the District's decision within 5 business days of second dispute appeal. The Superintendent's decision must be provided to the unaccompanied youth, parent, or guardian in writing and include clear explanation of the decision regarding eligibility, school selection or enrollment including the rights of the parent, guardian or unaccompanied homeless youth to appeal the decision at the state level.

Revised 1/23/18

STUDENTS IN FOSTER CARE

A child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest.

If it is not in the child's best interest to stay in his or her school of origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and

That the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records. (ESEA Section 1111(g)(E)(i)-(iii)).

Foster Care Students Dispute Resolution: If the Butler County Department of Human Resources seeks to place a child in foster care in a school other than the school of origin or the school requested by the educational decision-maker[1], the educational decision- maker shall be provided written notice of his/her right to appeal the decision, including:

1. The contact information for the Butler County School System Foster Care Point of Contact and the State Education Agency (SEA) foster care point of contact.
2. An explanation of the reasons for the decision.
3. A step-by-step description of how to the dispute decision (Level I procedure), including a dispute form.
4. An explanation that if the educational decision-maker chooses to initiate a dispute, the student shall remain in the school of origin, receiving all appropriate educational services, until the dispute reaches its final resolution.
5. Timelines for resolution of the dispute at each level.

6. Notice of the right to appeal to the SEA if the local-level resolution is not satisfactory.

To dispute Butler County Department of Human Resource's decision related to school selection (best interest) or enrollment for a child in foster care, an educational decision-maker must request dispute resolution in writing by submitting a dated appeal letter specifying the school in which enrollment is sought and the basis for seeking enrollment in that school. The appeal letter must include the name and contact information (phone, email and mailing address) for the educational decision-maker.

The Butler County Department of Human Resources shall inform the Butler County Board of Education promptly of the name and contact information of the appropriately designated or appointed educational decision-maker for every child in foster care enrolled (or seeking enrollment) in the Butler County School System.

The educational decision-maker must submit the appeal letter within five (5) school days of receiving written notice of the right to dispute the decision. The letter may be submitted via an email with the subject "Foster Child Appeal," or delivered to any school to the attention of the superintendent. Regardless of how the appeal letter is submitted, the school or school system point of contact (POC) shall ensure the Butler County's superintendent or designee receives it immediately.

The submission of the appeal letter by email or delivery to any school initiates the dispute. From that point, the student shall remain in the school of origin until the dispute reaches its final resolution. The student shall be provided with all appropriate educational services for which the student is eligible during the pendency of the dispute. Students attending their school of origin during the pendency of the dispute will be entitled to receive transportation. The BCSS POC will provide or arrange transportation during the dispute. Once the dispute is resolved, transportation will be provided pursuant to the local transportation procedures developed collaboratively between the BCSS and Butler County Department of Human Resources (BCDHR).

Level I: Butler County Board of Education Decision

The superintendent, or superintendent's designee, will arrange for a personal conference to be held with the educational decision-maker, the student (if appropriate), and at least one representative from the local child welfare agency. The personal conference will be arranged within five (5) business days of the receipt of the Level II appeal letter and will take place as expeditiously as possible.

Within five (5) business days of the personal conference, the superintendent, or superintendent's designee, will inform the educational decision-maker of the decision in writing, using the contact information provided in the appeal letter. The superintendent or designee may consult with the BCDHR foster care point of contact in making the decision. The written decision provided to the educational decision-maker must include:

- A copy of the complete Level I appeal packet.
- The decision rendered at Level I by the superintendent or designee and an explanation for that decision.
- Instructions regarding how to file a Level II dispute, including the name, phone number and email address of the SEA foster care point of contact.

If the educational decision-maker disagrees with the Level I decision and wishes to appeal to Level II, the educational decision-maker shall inform the Butler County superintendent or designee of the intent to appeal to Level II within five (5) school days of receipt of the Level I decision. If the educational decision-maker does not appeal within five (5) school days, the child shall be enrolled and provided all appropriate educational services in the school determined by the BCDHR. If that school is not the school the child had been attending during pendency of the dispute, the BCSS POC and BCDHR POC will prioritize minimizing the disruption to the child's education in effecting the transition to the new school.

Revised 1/23/18

YOUTH SUICIDE AWARENESS & PREVENTION POLICY
(THE JASON FLATT ACT, MAY 5, 2016)

Introduction

Suicide is the tenth cause of death in the United States according to the Centers for Disease Control and Prevention. For youth between the ages of 10 and 24, the cause of death rankings are 2nd and 3rd in the nation, and these rankings are higher for youth in the same age brackets in the state of Alabama. The *Jason Flatt Act* was passed in order to equip education institutions and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected. The *Jason Flatt Act,* which amends the 16-28B-8 of the Code of Alabama 1975, includes several elements listed below *(in italics)* which should be interpreted as Policy. "To the extent that the legislature shall appropriate funds, or to the extent that any local board may provide funds from other sources, each school system shall implement the following standards and policies for programs in an effort to prevent student suicide":

Section 1. Prevention of Suicide

The *Jason Flatt Act* was passed in order to equip Alabama school districts and their personnel to recognize and act on signs of suicide risk in order to provide prevention, intervention and postvention with students at risk, their families and the communities who may be affected. This act, which amends 16-28B-8 of the *Code of Alabama 1975,* includes prevention of harassment and violence.

Section 2. The *Jason Flatt Act* includes several elements which should be interpreted as Policy. The Butler County School System will:

1. Foster individual, family and group counseling services related to suicide prevention.
2. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
3. Foster training for school personnel who are responsible for counseling and supervising students.
4. Increase student awareness of the relationship between drug and alcohol use and suicide.
5. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
6. Inform students of available community suicide prevention services.
7. Promote cooperative efforts between school personnel and community suicide prevention program personnel.

8. Foster school-based or community-based, or both, alternative programs outside of the classroom.
9. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
10. Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
11. Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.
12. Develop a process for discussing with students local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
13. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing inservice training programs or as a part of required professional development offered by the local school system.

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 to (1) comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation and (2) to comply with the system's prevention strategies related to suicide prevention, intervention, and postvention support.

Section 4. Responsibility of Reporting

Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law.

Section 5. Promulgation of Policy and Related Procedures, Rules and Forms

This policy and any procedures and rules developed and approved to implement the policy will be published, disseminated, and made available to students , parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Butler County School System website.

BUTLER COUNTY SCHOOLS
HANDBOOK AND CODE OF STUDENT CONDUCT
Equal Education Opportunity, Attendance, Truancy and Tardy Policy, School Conduct Intervention, It's The Law, Dress Code, Search of Property, Technology/Internet Use and Ethics Code, Digital Device Policy, Promotion/Retention Policies, Loss of Personal Property and Release to Video Tape, Photograph, Broadcast, and Print

ACKNOWLEDGMENT

We acknowledge that we have received a copy of and have read, or had read to us, the foregoing Butler County Board of Education Handbook and Code of Student Conduct and the Parent/Student Compact, and we fully understand the terms thereof. I am fully aware of my responsibility to see that my child attends school daily and properly conducts himself/herself and of the penalty for my failure to do so. Each parent must notify their child's principal, teacher, bus driver, and other personnel regarding any health issue affecting their child. Parents are responsible for damage or loss to any and all school property that may be lost or damaged by their child. Students are strongly discouraged from bringing personal items of value to school since loss, theft, or damage is possible. Personal items that become distracting to the educational process may be confiscated by school personnel. The school system is not responsible for damaged, lost or stolen items including those in lockers or those that have been confiscated by school board personnel. I understand and agree to abide by the rules and conditions of the Butler County School System BYOD policy. I further understand that bringing my device is a privilege, not a right, and that this privilege can be revoked for violations of these rules or any other Code of Conduct violation. The school system is not responsible for lost, stolen or damaged devices.

I DO___ or DO NOT ___ prefer that corporal punishment (paddling) be used as a disciplinary measure for my child. However, I acknowledge the right of the school system's authority to use any and all disciplinary measures provided for under board policy, statutory and case law, including paddling.

_____ _____
(Signed) *Student* *Date*

_____ _____
(Signed) *Parent/Guardian/Custodian* *Date*

NOTE: *Please detach this page after signing and have the student return to his/her homeroom teacher. This* ***ACKNOWLEDGMENT*** *becomes a part of the student's cumulative file.*