BULLOCK COUNTY SCHOOLS

BULLOCK COUNTY BOARD EDUCATION

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CODE OF STUDENT CONDUCT SY2027

Approved: June 25, 2026

The Bullock County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

108 Hardaway Avenue West, Union Springs, Alabama, 36089, (334) 513-1416

MISSION

The mission of the Bullock County School System is to facilitate learning in a safe, nurturing, and developmentally appropriate environments and to produce college and career-ready students.

VISION

The vision of the Bullock County School System is to serve as an educational leader in the preparation of STEM/STEAM (science, technology, engineering, arts, and mathematics) professionals, with a strong emphasis on literacy.

EQUAL EMPLOYMENT OPPORTUNITY

The Bullock County Board of Education is an equal opportunity employer. Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, color, religion, sex, national origin, age, disability, and genetics.

IMPORTANT TELEPHONE NUMBERS

Parent Liaison ..... (334) 513-8441

Safe Schools Hotline 1-888-SAV-KIDS

Homeless/Migrant Services ..... (334) 513-8441

BCSS Student Support Services ..... (334) 513-1416

When an explanation is needed for the Code of Student Conduct, contact the school principal.

SCHOOL YEAR: 2026-2027

Room/Section No._____

NOTICE OF RECEIPT FORM

I, _____, a student enrolled in _____

(Student's Name) (Name of School)

and my parent/guardian hereby acknowledge by our signatures that we have received, read and understand, and/or have read to us and understand, the 2026-2027 Code of Student Conduct.

We understand that these policies and laws apply to all parents and students enrolled in the Bullock County School System and at all activities and events, including school buses, sponsored or supervised by BCSS school officials.

_____ _____

Student Signature Date

NOTE: If the student lives with both parents/guardians, both are to sign the statement. If the student only lives with one parent, only one signature is required to sign. Failure to return this form does not absolve the student or parent from the requirements stated in this Code of Student Conduct.

_____ _____

Parent/Guardian Date

_____ _____

Parent/Guardian Date

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I. INTRODUCTION

Bullock County School System (BCSS) is committed to facilitating learning in a safe, nurturing, and developmentally appropriate environments and to producing college and career-ready students. The Bullock County School System has adopted the Code of Student Conduct to support its mission.

The purpose of this Code is as follows:

1. Create a consistent set of expectations for student behavior in the Bullock County School System.
2. Reinforce positive behavior and provide students with opportunities to develop appropriate social skills.
3. Outline interventions, consequences, or disciplinary procedures for students who engage in inappropriate behavior.

Intervention consequences or disciplinary procedures mean actions taken by teachers, administrators, support staff and parents to teach students the skills necessary for academic and social success. The Code of Student Conduct applies to any student's behavior that occurs on school property, while riding in a school-owned or operated vehicle, at school-sponsored events on or off campus, at designated bus stops, and at any time the student is under school jurisdiction. The Code of Student Conduct also applies to behavior off campus that significantly impacts the educational environment, including the use of social media and electronic communications, etc.

The parent/guardian is responsible for the actions of their child/children and should be involved in their education. They should take special notice of the weapons and controlled substance sections of this Code of Student Conduct as well as the suspension and expulsion provisions.
Failure to sign the acknowledgment section will not relieve the student or the parent/guardian from their responsibility to know the contents of the Code of Student Conduct and will not excuse any student's non-compliance with the Code of Student Conduct.

The Bullock County Board of Education (BCBOE) may take all necessary actions to ensure that its facilities, personnel and students are safe and secure, and that the Code of Student Conduct is enforced. Such actions may include the inspection and search of Bullock County School System's facilities and property brought onto any school facility. Students and others may be asked to walk through a metal detection device or to allow a search of personal property when at any school-related event or when entering the school system's property. Any person who refuses to be searched will be denied admission to any school event or facility and will be required to leave the premises immediately.

It shall be the policy of the Bullock County Board of Education to permit law enforcement agencies to make periodic visits to all schools for the purpose of detecting the presence of illegal drugs. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to visitation. The Board will also utilize a narcotics detection dog to deter individuals from bringing illegal narcotics onto school property. The dog will be utilized to conduct random searches on school property, including, but not limited to, school lockers, school classrooms and school parking areas.

Anything on Bullock County School System's property is subject to inspection to enforce the Code of Student Conduct and to effectuate its purposes, subject only to any restrictions which may be imposed by federal, state or local law.

Additionally, parents/guardians should be aware of the following law: *Section 16-28-12*

Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.

(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 any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section 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 public 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) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

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

(School Code 1927, §305; Code 1940, T. 52, §302; Acts 1993, No. 93-672, p. 1213, §1; Acts 1994, 1st Ex. Sess. No. 94-782, p. 70, §1.

II. RESPONSIBILITIES

A. Responsibilities of the Principal/Assistant Principal

In order to exercise the proper disciplinary control of the school in which one is assigned through the authority granted by the Bullock County Board of Education, each school principal/assistant principal shall:

1. Develop a school wide positive behavior plan and student handbook.
2. Immediately inform teachers, students, and other employees of the discipline policies and procedures adopted by the Bullock County School Board at the beginning of each school year and document that this has taken place and keep documentation on file.
3. Ensure teachers keep accurate daily records in PowerSchool on students' attendance, behavior/conduct, and academic progress.
4. Apply Bullock County School System's Code of Student Conduct in a consistent manner.
5. Implement Response to Instruction (RtI) protocols consistently, and Positive Behavior Intervention Support (PBIS).
6. Support teachers, bus drivers, support staff, and parents in fulfilling the requirements made by the Code of Student Conduct.
7. Develop and implement a means of communicating the requirements of the Code of Student Conduct to parents and the community.
8. Ensure that reasonable steps are taken to create and maintain an overall safe, orderly, and an effective learning environment.
9. Maintain a standardized format for denoting parental contact as indicated by policy.
10. Document efforts to make parental contact when discipline or arrest measures are taken.
11. Plan and implement an instructional program, which captures the interest and meets the needs of each student.
12. Seek parental participation and engagement, make available to parents techniques, interventions and suggestions to enable them to better engage in their school work and educational activities of their children.
13. Provide each parent with a PowerSchool access password for their student.

B. Responsibilities of the Teacher

In fulfilling one's obligations to the student, the public, and the profession, the teacher shall:

1. Teach and model the conduct standards as outlined and defined in the Code of Student Conduct, including but not limited to positive verbal communication.
2. Keep accurate daily records in PowerSchool on students' attendance, behavior/conduct, and academic progress.
3. Maintain an effective learning environment.
4. Use professional skills and understanding to prevent small classroom incidents from becoming major problems.
5. Deal justly and impartially with all students under supervision.
6. Contact parents immediately when academic and/or behavior concerns arise.
7. Know, support, and implement the Code of Student Conduct and the procedures of the school to which one is assigned.
8. Respect the rights of students and others.

C . Responsibilities of the Student

In fulfilling one's obligations, each student should:

1. Know and comply with all regulations of the Code of Student Conduct.
2. Know and comply with the rules and procedures of the school.
3. Study and complete all assignments in a skillful and timely manner.
4. Respect the authority of all school staff as well as the rights of other students and visitors.
5. Attend school on a regular basis and report to school and all classes on time.
6. Follow the school and district dress code.
7. Cooperate with searches using metal detectors and searches of private vehicles, school, and personal property by the principal or designee.
8. Abide by regulations set by the school and the BCSS Transportation Department concerning travel to and from school, at bus stops, on school buses, and travel to and from school-sponsored events.
9. Comply with the regulations pertaining to the use and operation of private vehicles on school property:
   a. Register the vehicle with the school.
   b. Park in the student lot.
   c. Vacate private vehicles immediately upon arrival at school and re-enter only at the time of authorized departure.

D. Responsibilities of the Parent/Guardian

Cooperation between parents and the school maximizes instruction. A parent/guardian should:

1. Know and support the enforcement of the Code of Student Conduct.
2. Teach their child/children to have respect for the law, authority, and the rights of others and for private and public property.
3. Provide an enrollment card to the school that would have accurate contact information – address, email address, and phone numbers.
4. Update contact information–address, email address and phone numbers–when they change within three to five days.
5. Login frequently to the parent portal in PowerSchool to review student attendance, behavior/conduct, and academic progress.
6. Ensure prompt and regular school attendance of children enrolled in the Bullock County School System.
7. Provide written explanations of absences or tardiness to school.
8. Ensure the basic needs of their children are met, including ensuring that their children are well-nourished and well-rested when they attend school.
9. Attend conferences, parent meetings, and communicate with teachers and other school personnel when required, and support the school staff in their efforts to provide a quality education for your children.
10. Attend district and school functions and participate in Parent Teacher Organization (PTO) and other related school organizations.
11. Be knowledgeable and support the rules and procedures of the school(s) your child attends. Bring to the attention of the school authorities any problems or conditions which adversely affects the student or other students of the school.

12. Transport your children to school according to the identified "start of school day" arrival procedure/time.
13. Pick children up according to the designated "end of school day" departure procedure/time.

E. Responsibilities of the School Support Staff

In addition to regular duties, the support staff shall:

1. Maintain an attitude of concern for the dignity and welfare of each student and fellow staff members.
2. Cooperate with the school board, superintendent, principal, assistant principal, teachers, students, and other staff members to maintain an orderly, safe and supportive learning environment.
3. Respect the rights of students and others.
4. Where appropriate, plan and implement an instructional program which captures the interest and meets the needs of each student.

III. SCHOOL ATTENDANCE/TRUANCY

A. Compulsory School Attendance Laws

All persons between the age of six (6) and seventeen (17) years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law.

Students must be present at school for the entire school day throughout the school year unless a student's absence is excused under the BCSS attendance policy.

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 any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section 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, may be fined not more than $6,000.00 *(Code of Alabama 13A-5-12)* and may be sentenced to a term of imprisonment in the county or jail or to hard labor for the county for not more than one year. *(Code of Alabama 13A-5-7)*

The absence of a child without the consent of the principal, teacher of the public 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. *(Code of Alabama § 16-28-12)*

B. Truancy Definition *(Alabama Administrative Code, 290-3-1-02(7)*
A 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 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.

Truancy Resolutions/Parental Effects of Compulsory School Attendance Laws
The parent/guardian of any BCSS student under the age of 17 is legally responsible for ensuring their student's adequate and timely school attendance. Therefore, in the event a student is truant pursuant to the Compulsory School Attendance Laws outlined in Section III of the Bullock County BOE Code of Student Conduct manual, the school designee will attempt to initiate contact with parent/guardian, as a means of rectifying the matter amicably. However, depending on the egregiousness of the offense, the BOE may file criminal charges against the parent/guardian due to the student's excessive truancy. Examples of measures to correct/address issues of truancy include, but not limited to:

1. Notification of parent/guardian via phone
2. Written notification of mandatory meeting w/ school administrator(s)
3. Juvenile Probation Officer may be notified and judicial proceedings against parent/guardian may commence
4. Juvenile Petition Complaint filed in Juvenile Court against truant students over 12 years of age
5. Criminal delinquency charges filed in Circuit Court against parent/guardian of truant grade school students under 12 years of age
6. Bullock County DHR may be notified of neglect and egregious violations of the Compulsory School Attendance Law.
7. Parent/guardian may be subject to an invasive and extensive criminal investigation into student's chronic absenteeism by law enforcement authorities

C. Truancy Intervention Program (TIP)
The Early Warning/Truancy Intervention Program is a joint effort by BCSS , the Bullock County District Attorney and the Bullock County Juvenile Court to address truancy and enforce the Alabama Compulsory School Attendance Law. It is designed to improve school attendance, reduce the dropout rate, increase the graduation rate, and provide parents with information that their child is habitually absent from school after the school system has made reasonable efforts to address the student's non-attendance. The District Resource Officers (DRO) are employees of Union Springs Police Department and are responsible for all attendance investigations. They are assigned to the Student Support Services department. DRO's may be contacted at (334) 513-1416.

Truancy Intervention Procedures

1. Following the third unexcused absence, a call will be made to the number that is provided by the parents during enrollment and a notice of absence letter will be sent to the parent/guardian at the address provided during enrollment.
2. Following the fifth unexcused absence, the student is referred to as an Attendance Intervention Program (AIP) and/or Early Warning (EW) Meeting. At the AIP and/or EW meeting, the parent/guardian will meet with the DRO and efforts will be made to link them to services within BCSS and the community, as agreed upon, to eliminate or reduce barriers that prevent the student from attending school regularly.
3. At the seventh unexcused absence, file complaint/petition against the child and/or parent/guardian

C. Excused Absences

Any absences not falling into the categories listed below or otherwise excused by the Superintendent, Principal, or the Superintendent's designee will be unexcused:

1. Personal illness
2. Hospitalization
3. Emergency
4. Death in immediate family
5. Court Subpoena
6. Religious holiday
7. Absences approved by the principal

For these absences to be excused, a parent note or doctor's excuse must be sent to the school within three (3) days of the student's return to school to be counted as an excused absence. See Absence Excuse Note Form.

- **If a student is absent five (5) consecutive days, a doctor's excuse may be required.**
- **Parental excuses are limited to five (5) per school year.**
- **All excuses for absences must be submitted electronically to the school provided website. If assistance is needed, the parent must contact their child's school.**

Chronic Ailment Statement/Physician's Statement of Illness

The parent/guardian of any student who has a chronic illness or condition that may cause the student to miss school can provide a Physician's Statement of Illness verifying the child's condition and that the absences are necessary. The Physician's Statement of Illness must be provided to the school at the beginning of each semester. The Physician's Statement of Illness will automatically expire at the end of the semester. A copy of the Physician's Statement of Illness should be forwarded to the teacher, attendance officer and school nurse. The original should be filed in the cumulative folder. When the student is absent, the parent/guardian is required to send an excuse to explain why the student was absent. If the absence is due to the condition stated in the Physician's Statement of Illness, the parent may simply write, "See doctor's letter". Failure of the parent/guardian to provide the school with excuses may result in unexcused absence accumulation and referral to Juvenile Court.

The Physician's Statement of Illness should be:

- Written on the physician's/medical office letterhead

- Include the signature of physician
- List the diagnosis
- Offer anticipated number of absences (i.e., 3-4 days)
- Inform school district of requirement for returning to the physician's office (i.e., after three (3) absences)
- Provide a list of any physical limitations the student may have in getting to school, (i.e., late or absent on cold days below 40 degrees.)

D. Unexcused Absences

Any absence not listed above in the Excused Absence section or otherwise excused by the superintendent, principal, or the superintendent's designee will be considered unexcused. Examples of unexcused absences include, but are not limited to:

1. Missing the school bus or transportation to school
2. Trips unauthorized by the principal
3. Birthdays or other celebrations
4. Any absence for which a written excuse was not provided within three (3) days from return of absence
5. Any absence due to dress code violation

Make-up Work

A student will have the opportunity to make-up exams/tests or work which occurred during an excused absence or suspension.

- Students shall have two (2) days for each day of excused absence to complete and return make‑up work.
- Students shall have the number of days equal to the number of days suspended to complete and return make-up work.

The teacher will provide the student any assignments missed during the absence. It is the responsibility of the student's parent, guardian, or legal custodian to make arrangements with each teacher and make sure make-up work is completed. Make-up work will be permitted only when written excuses from the parent, guardian, or legal custodian have been received in accordance with this policy. If a student who rides a bus is required to remain after school, the parent will be notified in advance. The parent must make arrangements for the child's transportation from school.

F. Check-In/Outs

Students who arrive after 8:00 am and who leave school for any reason must check-in/out through the school office. Only persons identified in PowerSchool as a parent/guardian or contact may check-in/out the student. Valid picture identification is required to make the change. Phone calls, emails, and text messages will not be accepted.

Students must attend a minimum of one-half of the instructional day to be counted present and to participate in extracurricular activities. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence.

Check-ins, check-outs, and tardies for more than 50% of the class period will be considered an absence from the class period missed and will be treated as any other absence. In order to be excused, a written explanation for the time missed must be submitted and will follow the same guidelines for excused or unexcused absences as outlined in the Bullock County Board of Education Policy Handbook.

Students are required to report to school no later than the official beginning of the school day and to be on time for all classes during the day. Teachers will record attendance within the first 10 minutes of students arriving to class, period by period, class by class. Each school will devise procedures that will ensure compliance with this regulation. Persons listed in PowerSchool as a parent/guardian and/or contact, may check-in/out the student. Valid picture identification is required. Check-ins/outs are excused for the same reasons as absences. Check-ins/outs for any other reason are unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins/outs.

G. Perfect Attendance

A student will not be eligible for a perfect attendance certificate if the student has an absence.

H. Student Incentive Program

Bullock County students are eligible to participate in school incentives/activities if the following criteria are met:

- Five (5) or less excused or unexcused absences per semester.
- No Class II or above offense

Media Release

It is often the case that our students and/or schools are recognized for various positive reasons. If parent(s)/legal guardian(s) do not want a student to be photographed for media publicity use, they must indicate their objection during the online registration process. If there is no objection during enrollment it will be considered as an indication of your permission to publicly recognize your students on various media.

I. Alabama Law Enforcement Agency (ALEA) Compliance

***Alabama Code Section 16-28-40* - License applicant under 19 to provide documentation of school enrollment, etc.; duties of school attendance official; withdrawal from school; conviction for certain pistol offenses.**

(a) The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person:

(1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained the certificate; (2) is enrolled in a secondary school of this state or any other state and has not at the time of application accumulated disciplinary points while a student in school that would extend the age of eligibility for the student to apply for a driver's license; (3) is participating in a job training program approved by the State Superintendent of Education; (4) is gainfully and substantially employed; (5) is a parent with the care and custody of a minor or unborn child; (6) has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or (7) is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter.

(b) The attendance officer or chief attendance administrator, upon request, shall provide documentation of enrollment status and disciplinary points on a form approved by the Department of Education to any student 15 years of age or older who is properly enrolled in a school under the jurisdiction of the official, for presentation to the Department of Public Safety, on application for, or renewal or reinstatement of a driver's license or a learner's license to operate a motor vehicle. Whenever a student 16 years of age or older withdraws from school, the attendance officer or chief attendance administrator shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than 10 consecutive or 15 days total unexcused absences during a single semester.

(c) Within five days of receipt of a notice of withdrawal, the Department of Public Safety shall send notice to the licensee that his or her driver's license or learner's license will be suspended under this article on the 30th day following the date the notice was sent unless documentation of compliance with this article is received by the department before the 30th day.

(d) Whenever the withdrawal from school of the student, or the failure of the student to enroll in a course leading to, or to obtain a GED or high school diploma, is beyond the control of the student, or is for the purpose of transfer to another school as confirmed in writing by the parent or guardian of the student, or is for the purpose of participating in a job training program approved by the State Superintendent of Education, no notice shall be sent by the proper school official to the Department of Public Safety to suspend the license of the student. If the student is applying for or renewing a driver's license or a learner's license, the attendance officer or chief attendance administrator, upon request, shall provide the student with documentation to present to the Department of Public Safety to exempt the student from this section. The local superintendent of education with the assistance of the county or city school attendance director as the case may be, and any other staff or school personnel, or the appropriate school official of any private secondary school, shall be the sole judge of whether the withdrawal is due to circumstances beyond the control of the person. Suspension or expulsion from school or imprisonment in a jail or penitentiary is not a circumstance beyond the control of a person.

(Acts 1993, No. 93-368, p. 628, §1; Acts 1994, 1st Ex. Sess., No. 94-820, p. 138, §1; Act 2009- 713, p. 2095, §3.)

J. Report of Withdrawal

For purposes of these procedures only, a student may be considered "withdrawn" from school if he/she is 17 years of age or older. It shall be the responsibility of the local school designee to identify students who have "withdrawn" from school. The local school designee shall complete and file, with the Department of Public Safety, the Enrollment/Exclusion Form (SS401) for every student who is determined to be "withdrawn". Students will not be reported as "withdrawn" if they meet the following criteria:

1. Any student who is withdrawn from school for the purpose of transfer to another school, as confirmed in writing by the student's parent/guardian.

2. Any student who has withdrawn from school for the purpose of participation in a job training program approved by the State Department of Education.

Circumstances Beyond the Control of the Student

1. Students who are mentally or physically unable to attend school
2. Students who are regularly and legally employed under the provisions of the Child Labor Law
3. Students who, because of the distance they reside from school and the lack of public transportation, are compelled to walk more than two miles to attend a public school *(Authority- School Attendance Manual, Alabama State Dept. of Ed. 2011)*
4. Does not include suspension or expulsion from school or imprisonment as an Exemption.
   (Alabama Code Section 16-28-40)

IV. VIRTUAL ATTENDANCE

Parents/guardians have the legal responsibility to ensure that their child is fully participating in virtual school by monitoring their progress and time spent on daily course work. When a student is unable to participate in daily instruction, parent notes/doctor notes should be submitted. All virtual students are held to the same attendance policies/guidelines as students who are in traditional schools. See Bullock County Board of Education Attendance Policy regarding absence documentation.

Device Use/Misuse

Improper use of any computer or the network is prohibited. This includes the following:

- Use of racist, profane, or obscene language or materials
- Using the network for financial gain, political or commercial activity
- Attempting to or harming equipment, materials or data
- Attempting to or sending anonymous messages of any kind
- Using the network to access inappropriate material
- Knowingly placing a computer virus on a computer or the network
- Using the network to provide addresses or other personal information that others may use inappropriately

- Accessing of information resources, files, and documents of another user without permission
- Vandalism, any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system, or any of the agencies or other networks to which the district has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.
- Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited. Forgery or attempted forgery of documents or currency is prohibited. Deliberate attempts to create, copy or modify official documents or currency using district technology resources may be viewed as a violation of district guidelines and, possibly, as criminal activity under applicable state and federal laws.

Failure to comply with these standards may result in temporary or permanent removal of user access to BCSD Virtual Instruction.

V. STUDENT ENROLLMENT

Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or guardian of the child. Legal custodian and/or guardian of the child must be documented through court order. Authority: Ala. Code §16-28-3(1975).

A. Compulsory Attendance Age

Every student residing in the area served by the Bullock County School System between the ages of six (6) and seventeen (17) years shall be required to attend a state‑approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the seventeenth (17th) birthday. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

CODE OF ALABAMA 16‑28‑2.2, 16‑28‑12, 16‑28‑3, 16‑28‑4

- Beginning with the 2016-2017 school year, Act 2016-297 entitles a child to turn six years old on or before December 31 to start first grade. This extends the timeframe from the current date of on or before September 1 for first grade only – it does NOT extend the timeframe for enrollment in kindergarten. *Authority: Act 2016-297 (HB168).*
- A child whose sixth birthday falls on or before February 2, with the approval of the local board of education, be admitted at the beginning of the second semester in school systems having semiannual promotions of pupils. *Authority: Ala. Code §16-28-4(1975).*

- A child whose fifth birthday falls on or before September 1 (2)* or the date on which school begins in the enrolling district is entitled to admission to the Kindergarten program at the beginning of the school year or as soon as practicable thereafter. *Authority: Ala. Code §16-28-4(1975*) Interpretation based on *Report of Attorney General of Alabama October-December 1963, Volume 113, page 20.
- Kindergarten or Grade 1 students who were enrolled in an Alabama private school, church school, or were being tutored in accordance with the *Ala. Code (1975)* and who seek admission to Kindergarten or Grade 1 in the public schools must meet the age requirements for admittance.

AGE REQUIREMENTS-KINDERGARTEN AND GRADE 1 OUT-OF-STATE TRANSFERS

- An underage child who transfers from the first grade of a school in another state may be admitted, but must have the approval of the local board of education. Authority: Ala. Code §16-28-4(1975).

- An underage child who has moved into this state and has completed a mandated kindergarten program in another state shall be entitled to admission to the public elementary school regardless of age. *Authority: Ala. Code §16-28-4(1975)*.
- An underage child who transfers to Alabama from the public school kindergarten in another state may be admitted, but must have prior approval of the local board of education. *Authority: Ala. Code §16-28-4(1975)*.
- The age requirements apply to the provision of special education and related services for preschool children with disabilities by the child's third birth date. Public agencies may not use school admission cutoff dates to deny special education services for eligible preschool children. However, these children may not attend the regular kindergarten program, unless they meet the age requirements.

A. Documents Required for School Admission
Any student entering the Bullock County School System, regardless of grade level, shall be required to submit the following:

1. Parent/Guardian Photo ID - Valid drivers or non-driver's license
2. Student's Birth Certificate - Proof of age and verification of guardianship if different from birth certificate
3. A current State of Alabama Certificate of Immunization
4. A social security card of the enrolling student (voluntary)

Mandatory Immunization Law- Each child enrolled in daycare, Head Start, and public or private school in Alabama must have a valid Alabama Certificate of Immunization on file at the facility that they attend. The certificate may be obtained from the physician or clinic that administers the vaccine or may be completed by any county health department in the state if the parent presents a vaccine record from the provider. For students who are moving to Alabama, out of state vaccine records must be transferred to the Alabama

Certificate of Immunization prior to enrollment in daycare, Head Start, or school entry. This may be accomplished by taking a vaccine record from the provider to the local county health department, or if a physician in Alabama has been chosen by the family, the record may be transposed by the physician.

The State of Alabama does not recognize philosophical, moral or ethical exemption from vaccination. A medical exemption may be used by a physician or an Alabama Certificate of Religious Exemption may be obtained from the local county health department. Attendees of day care and Head Start must be age-appropriately vaccinated against Diphtheria, Tetanus, Pertussis, Measles, MuBCSS, Rubella, Haemophilus Influenza Type B, Polio, and Chickenpox.

4. **Two proofs of residence** – At least one primary proof of residence is required annually at registration and may be requested throughout the school year. All documents submitted as proof of residence must contain the parent or legal guardian's physical address in order for the school to verify that the residence is in zone. (No Post Office Box address will be accepted)

B. Provision for Determining Residence of Students

At the beginning of each school year and with each residence change, the school shall obtain from the parent/guardian at least one (1) of the items described below to demonstrate residence at the address given. The documentation should be kept as a part of the student record.

C. Forms of Acceptable Proof of Residence

Required–TWO documents that reflect a student's physical residence–Must submit at least one primary proof.

Primary Proof of Residence:

1. Utility Bills or Deposit Receipts–for electric, gas or water service only
   a. Must be current within 30 days – for electric, gas or water service
2. Apartment or Home Lease/Mortgage
   a. Apartment/Home lease–Official document–only to be used if all utilities are included (monthly mortgage statement must be current within 30 days).

Secondary Proofs:

1. Property Tax Records or Deeds- Tax Receipt, Property Deed (Please blacken out any personal financial information)
2. Income Tax Records- Copy of check from the IRS, Correspondence from the IRS
3. Social Security Checks or other correspondence from Social Security Office
4. Correspondence from other U.S. government agencies - (Department of Human Resources, Food Stamp Office)

5. Employment Records - Paycheck stub issued from employer showing physical address of employee within the last 30 days

D. Parent/Custody Issues

Due to the overwhelming number of custody issues involving students, all Bullock County School System employees will follow the procedure as outlined below relating to non-custodial parents' access to student records and visitation. School system employees should not be placed in the position of reading and attempting to interpret divorce decrees to resolve custody issues. The student enrollment card, as completed by enrolling parents, should govern issues related to pick up, visitation etc. of students at school.

The non-custodial parent has the right to receive copies of the child/children's educational records including, but not limited to, a copy of report cards, unless such rights have been specifically revoked by a court order or other legally binding document.

Any specific custody issue should be forwarded to Bullock County School System's board attorney along with a copy of the enrollment card and custody paperwork for review and final interpretation. The primary purpose of our schools is to provide a safe learning environment for all students with our focus on instruction. The schools should not become the environment for parental custody disputes.

E. SCHOOL VISITORS (BOARD OF EDUCATION POLICY)

Parents/guardians and community members are invited and encouraged to visit the school. To ensure the safety of students, staff and visitors, ALL PERSONS (PARENTS, COMMUNITY MEMBERS, VOLUNTEERS, BOARD EMPLOYEES, ETC.) VISITING THE SCHOOL ARE REQUIRED TO ENTER THROUGH THE DESIGNATED MAIN ENTRANCE TO SIGN IN AT THE SCHOOL OFFICE AND PRESENT PROPER IDENTIFICATION, INCLUDING AT LEAST ONE PHOTO ID.

A visitor's pass will then be issued by office personnel. All school visitors must comply at all times with Board of Education policies, administrative rules, and school regulations. Any person entering a Bullock County School System building is subject to a routine hand-held search or walk through a metal detector. This is to include any school sponsored activity on or off school property, and non-school sponsored activities on school property.

1. Parents/guardians are asked to plan any visit so that they arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher.

2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process.
3. Students on suspension from any schools are not allowed on campus and will be considered trespassing.
4. Students from other schools will be allowed on campus only with the permission of school administration.
5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner set by the building principal.

    a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as: the first and last weeks of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.

    b. Conferences can only be held with a parent/guardian. Parents/guardians must notify the principal in advance if they are requesting that additional persons attend. The principal will have the final decision whether or not additional persons may attend the conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to visit.

6. Disruptive Visitors ─ Bullock County School System expects mutual respect, civility and orderly conduct from all individuals on school property or at school sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for assistance, if necessary. The building administrator may, with the approval of the Superintendent or designee, issue a no-trespass notice against any person who is deemed to have created a disruption while on school property or at a school-sponsored event. The no-trespass notice shall be in force until such time as the Superintendent or Superintendent's designee deems appropriate to lift that order.

7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students.

VI. SPECIAL POPULATIONS

A. Special Education Students: Bullock County School System provides a free, appropriate public education for students with disabilities between the ages of three and 21, including children with disabilities who have been suspended or expelled from school. A student eligible for special education services must be identified according to the definitions, criteria and minimum evaluative components set forth by federal and state regulations. Guidelines of the Individuals with Disabilities Education Act (IDEA) will be observed when disciplining identified students.

B. Gifted Program

DEFINITION: Intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted. The Bullock County School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

The Alabama Administrative Code requires that Local Education Agencies (LEAs) must utilize a variety of service delivery options that may include but are not limited to resource room pull-out, consultation, mentorships, advanced classes, and independent study. Gifted students' need for complexity and accelerated pacing must be accommodated in the general education program. Accommodations may include strategies such as flexible skills grouping, cluster grouping with differentiation, curriculum compacting, subject and grade acceleration, dual enrollment, and advanced classes. Bullock County School System has established a procedure for considering any requests for subject or grade acceleration.

SERVICE DELIVERY: Bullock County has selected the following service delivery options:

- Elementary K-2

  Consultation: The gifted specialist consults with general education teachers to address the needs of gifted students in the general education classroom.

- Elementary grades: 3-5 or 6

  Resource room-Pull-out in the elementary school

- Middle School

Pull Out/advanced courses when available

- High School

  Advanced classes on site in the high school

REFERRAL PROCESS: Teachers, counselors, administrators, parents or guardians, peers, the student him or herself, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the following three areas:

1. Aptitude- Assessed through an individual or group test of intelligence or creativity.
2. Characteristics- A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
3. Performance- At least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios.

- Tests and evaluative materials selected should be sensitive to cultural, economic, and linguistic differences and must be administered by qualified personnel under the supervision of an LEA.
- For students who exhibit creative thinking abilities the Torrance Test of Creative Thinking must be administered unless the student has been determined eligible with a verbal or nonverbal assessment.
- To initiate a referral for gifted services, contact the Gifted Referral Screening Team (GRST) Chairperson at the school.

EVALUATION OF GIFTED STUDENTS IN RESOURCE ROOM PULL-OUT

1. General education teachers are to ensure that students are not penalized because of time out of the regular program to participate in the gifted program.
2. A gifted student should not be expected to do the class activities missed while participating in the program and the number of grades should be adjusted accordingly. However, gifted students are expected to complete all homework assignments. If new material is introduced, the student will be instructed by a peer or teacher in a small group or one-on-one setting.
3. If a test is missed because of participation in the program, provision is to be made for a make-up test without penalty to the student. Since a student will miss the same day of regular class each week, provision may need to be made for the student to make up scheduled tests on a regular basis (i.e. Friday spelling tests could be administered on Thursday).

4. The student will receive an evaluation from the gifted teacher at the end of each unit of study. Units of credit are not to be awarded for participation in the gifted program as in the regular program.
5. If a gifted student does not perform satisfactorily in the majority of his/her regular program classes, the provision will be made for a parent conference.

   A Gifted Specialist should participate in the conference. A gifted student may not be denied gifted services because of classroom performance or behavior. Only the GEP Committee can make the determination to interrupt gifted services due to behavioral or academic issues.

ACCELERATION

Accommodations for acceleration are available to students who perform above grade level in grades K-12. All requests for acceleration must be made to the principal. Requests for acceleration follow the process in the Bullock County School System's Acceleration Procedure guidelines. A copy of these guidelines is in each school.

C. SECTION 504 STUDENTS

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Pursuant to Section 504, a qualified individual with a disability shall not, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in the school district. No otherwise qualified individual with disabilities in the United States shall solely by reason of her or his handicap, as defined in section 706(8) of this title, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance or under any program or activity conducted by an executive agency of the United States Postal Service: *(20 U.S.C. Section 794)*

Section 504 regulations require a school district to provide a free, appropriate public education to each qualified student with a disability in the school district, regardless of the nature or severity of the disability. A free, appropriate public education consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of non-disabled students are met.

Students receiving services under Section 504 may not be subjected to a disciplinary change in placement for more than 10 school days unless the Section 504 team first determines: (a) that the behavior giving rise to the discipline was not substantially related to the student's disabling condition or; (b) that the behavior is due to an inappropriate implementation of the plan. This process occurs in a manifestation determination hearing.

SECLUSION AND RESTRAINT POLICY

Bullock County School System shall prohibit the use of seclusion, a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving.

Seclusion does not include — and the Bullock County School System shall allow— the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; detention; or a student-requested break in a different location in the room or in a separate room.

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

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

BCSS shall prohibit the use of Chemical Restraint, which refers to any medication that is used to control violent physical behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student's medical or psychiatric condition.

BCSS shall prohibit the use of Mechanical Restraint, which refers to the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. Mechanical Restraint does not include — and BCSS shall allow — an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seat belts and other safety equipment when used to secure students during transportation.

BCSS shall prohibit the use of Physical Restraint that restricts the flow of air to the student's lungs or any method (face-down, face-up, or on the side) of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs.

1. The principal or designee shall make every attempt to notify promptly (same day) the student's parents or guardian by telephone to explain the circumstances and the terms of the impending suspension.

A copy of the completed "Notice of Suspension" form shall be sent within twenty-four hours. BCSS shall prohibit the use of Physical Restraint which refers to direct physical contact from an adult that prevents or significantly restricts a student's movement except in those situations in which the student is in immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint shall not be used as a form of discipline or punishment.

Physical Restraint does not include — and BCSS shall allow — limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

BCSS shall utilize the following procedures for use of Physical Restraint:

1. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress.
2. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint.
3. Annual staff and faculty training on the use of physical restraint as well as the Bullock County School System's Seclusion and Restraint Policy.
4. Maintain written or electronic documentation on training provided and a list of participants for each training.
5. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint.
6. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
7. Annual report submitted to the Alabama Department of Education regarding the use and documentation of restraint and any prohibited use of seclusion, chemical, mechanical or physical restraint.

Nothing in this policy shall be construed to prohibit an employee of the Bullock County School System, any of its schools, or any of its program employees, from any of the following:

1. Use of any other classroom management techniques or approaches, including a student's

removal from the classroom that is not specifically addressed in this policy.

2. The right of school personnel to use reasonable force as permitted under the *Code of Alabama, 1975, 16-1-14* or modifies the rules and procedures governing discipline under the Code of *Alabama, 1975, 16-28-12*.
3. Reasonable actions to diffuse or break up a student fight or altercation.
4. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student.
5. Discretion in the use of physical restraint to protect students or others from eminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against the BCSS, or its programs or its agents, or employees.

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

This policy adheres to the Alabama Administrative Code regulation for seclusion and restraint for all students.

VII. STUDENT BEHAVIOR

Bullock County School System has placed an emphasis on school-wide systems of learning support that include proactive strategies for supporting appropriate student behaviors. Two fundamental frameworks used by BCSS are Positive Behavioral Interventions and Supports (PBIS) and Response to Instruction (RtI). PBIS is a research-based, multi-tiered approach to improving student behavior and creating a positive climate and culture that enhances student learning. PBIS provides behavioral strategies to address psychological, social and emotional needs. RtI is a multi-tiered approach to the early identification and support of students with learning and behavior needs. Both frameworks provide early, systematic and intensive assistance to students who are at risk or already underperforming.

The seriousness of the offense, the academic placement, attitude and age of the student, as well as the pattern of misconduct, and the degree of cooperation should be considered in determining the appropriate action. The process is intended to be instructional and corrective. In some instances, restitution may be required. Elementary school students are less mature than secondary school students. Generally, when an elementary student behaves inappropriately, the behavior should be handled differently. Every emphasis should be placed on using corrective strategies to teach appropriate behavior in positive ways.

Based on the Response to Instruction (RtI) framework as outlined by the Alabama State Department of Education, a multi-tiered system of support will be implemented to address the behavioral needs of students. Three tiers of supports are provided to students:

TIER I - All students receive universal support (successful with approximately 80%). The first step in the RtI process for Tier I is to establish a comprehensive school-wide Positive Behavior Intervention Support Plan that includes rewards and consequences for all students. Consistent enforcement of consequences and rewards are essential to a positive learning culture.

Key Components

- Establish 3-5 school-wide expectations
- Explicitly teach and model expectations
- Provide incentives and reinforcement for those who meet expectations
- Provide consistent consequences for those who are not meeting expectations
- Re-teach as necessary. Suggested Strategies
- Incentives and reinforcement for teachers who are implementing PBIS
- PBIS Events as incentives
- Classroom level incentives and reinforcement systems
- Classroom level modeling and re-teaching Corrective Action
- See Tier I interventions strategies for examples in the Corrective Strategies Guide
- This may include Class I and Class II offenses Tier I Progress Monitoring PBIS team will review discipline data related to their PBIS goals monthly.

TIER II - Some students receive Targeted Support (approximately 15%) The second step in the RtI process is to refer students, who need additional behavioral support, to Tier II. This is in addition to Tier I. The school-based Problem Solving Team (PST) may be convened and a notice of meeting invite provided to the parent/ guardian.

Evidence:

- Teacher Behavior Log
- Daily Behavior/Parent Contact Log
- Office Referrals
- Functional Behavioral Assessment/Behavioral Intervention Plan

    - **Other available data Suggested Strategies**
- Develop a Functional Behavioral Assessment
- Develop a Behavior Intervention Plan
- Refer to East Central Mental Health
- Consider referral to Behavior Interventionist or Social Worker
- Provide advisory/mentoring services
- Loss of participation in PBIS activities
- Small group counseling Corrective Action
- This may include Class I and Class II offenses
- See Tier II interventions list for examples in the Corrective Strategies Guide

Referral to PST: The building administrator may refer students to the Problem Solving Team for Tier II supports if the student has consistently demonstrated disruptive behaviors that impede the learning environment not limited to Out-of-School Suspensions.

Tier II Progress Monitoring: The teacher will monitor the behavior and modify interventions as necessary. The Problem Solving Team (PST) team may intervene and/or reconvene within four to eight weeks to determine next steps.

TIER III - Few students receive Intensive Support (approximately 5%) The RtI-PST facilitator refers to the PST to analyze multiple sources of data to determine Tier II or Tier III interventions Evidence:

- PST referral form
- Behavior Log
- Daily Behavior Data
- Office Discipline Referrals
- Documentation of interventions Suggested Strategies
- Refer to East Central Mental Health
- Revise the Functional Behavioral Assessment
- Revise the Behavior Intervention Plan
- Refer to school or Community Based Mental Health Services
- Refer for Special Education Services
- Revise IEP/EL intervention plans, if applicable
- Refer to Behavioral Interventionist and/or Social Worker
- Refer to Student Support Service Corrective Action
- **See Tier III interventions list for other examples in the Corrective Strategies Guide**

Referral PST: The building administrator will refer students to the Problem Solving Team (if not referred previously) for Tier III support if the student has consistently demonstrated disruptive behaviors that impede the learning environment not limited to Out-of-School Suspensions and has not responded to Tier II interventions.

Tier III Progress Monitoring: The PST will reconvene within four weeks (elementary schools) or eight weeks (secondary schools) to determine next steps. However, if the behavior continues to increase or new behaviors occur, the team may reconvene earlier. Note: A student who is referred to the Office of Student Support Services for Due Process and/or receives an alternative placement will automatically be referred for Tier III support.

PRINCIPAL'S AUTHORITY

Operating within the specified consequences by offense and level, the principal/assistant principal/designee is granted authority to modify the consequences for violating a rule indicated in the Code of Student Conduct by exercising good judgment in consideration of extenuating factors presented by school system employees, the student or the student's parent or representative. Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors. Repetitive instances of misconduct constitute a violation of board policy and will be handled according to consequences under the Code of Student Conduct. Consequences are applicable to all grade levels unless otherwise specified.

CLASSIFICATION OF RULES

Rules of the Code of Student Conduct are divided into five classes: Class I, Class II, Class III, Class IV, and Class V. Consistent enforcement of consequences is essential.
Students are expected to treat other students and staff members with courtesy, respect, and dignity, and to comply with the Code of Student Conduct at all times. This section describes a wide range of behaviors prohibited by students in the Bullock County School System.

Behaviors are divided into five categories based on their severity. Class I and Class II offenses are subject to the discretionary authority of the principal. Class III, IV, and V offenses are more serious and are considered criminal in nature. As students progress through their school career, it is reasonable to assume that an increase in age and maturity implies a greater level of responsibility for their actions. Differences in age and maturity are recognized in determining the level of disciplinary action to be taken.

Class I – Violations of Classroom Rules
Violations of School Rules and/or Board of Education Policy

Class I behaviors include student offenses that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violate Board of Education policy. Teachers must attempt to resolve Class I behaviors when it is appropriate before referrals are made to the administrator for official disciplinary action.

Offense and Subsequent Offenses	Level 1	Level 2 Second Offense & Subsequent Offenses	Level 3	Level 4
Distraction of other students	X	X		
Failure to follow directions	X	X		
Failure to bring materials to class	X	X		
Failure to follow the dress code policy	X	X		
Cheating - (see GPR)	X	X		
Petty theft	X	X		
Public displays of affection	X	X		
Littering	X	X		
Offensive touching (not sexual)	X	X		
Rude or discourteous behavior	X	X		
Gum chewing or eating candy etc.	X	X		
Reporting false information	X	X		
Toys or items which may be distracting to the school environment/nuisance items	X	X		
Cell phone violation/ Electronic Device (1ST & 2ND Offense ONLY)	X	X		

Any other offense not addressed elsewhere in this document that the principal, faculty, and/or staff may deem to fall within this category	X	X		
Class I offenses are cumulative by group for each academic year. The words "Second Offense and Subsequent Offenses" refer to and include all second and subsequent violations of any Class I offense. If the offense is committed by a special education student, please refer to the Special Education section before disciplining the student. If the offense is committed by a Section 504 eligible student, please refer to the 504 section before disciplining the student.				

Class I consequences may not be appealed beyond the principal.
Accumulation of Class I Offenses may be upgraded to a Class II or III Offense.

Class I acts include behaviors that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violate Board of Education policy. Teachers are expected to manage general classroom disruptions and distractions and keep a discipline log on each student enrolled in the classroom. The classroom teacher may deal with classroom disruptions by taking in-class disciplinary action, by calling the parent/guardian(s) when feasible, and/or by scheduling a conference with the parent/guardian and other school staff, if necessary. When the action taken by the teacher is ineffective or the disruption is severe, the student should be referred to the principal or his/her designee. A parent/guardian should be notified by the teacher when a student consistently exhibits poor work habits and inappropriate conduct. If the offense is committed by a special education student, please refer to the Special Education section before disciplining the student. If the offense is committed by a Section 504 eligible student, please refer to the 504 section before disciplining the student. After a teacher has exhausted all means of correcting a student's behavior, then an office referral for a Class I offense may be written. A copy of the discipline log should be attached to the office referral for review by the administration.

Class II Offenses
Violations of School Rules and/or Board of Education Policy

Class II offenses include student behavior that seriously disrupts classroom instruction or other areas of school jurisdiction and/or that violate Board of Education policy. The seriousness of the offense, attitude, and age of the student, as well as the pattern of misconduct and the degree of cooperation should be considered in determining what action should be taken. The process is intended to be instructional and corrective, not punitive. Corrective action shall be adapted to the needs and the background of a student as much as possible and shall be reasonable and fair with regard to the seriousness of the offense.

Punishment shall not be used as a substitute for a reasonable effort to achieve desirable internal controls by good teaching and effective counseling. If a proposal for due process is submitted, a five-day scheduling window will be coded as "Suspension Pending". These days will be defined at the conclusion of the hearing. Referral to the PST (Problem Solving Team) is encouraged in addition to behavioral consequences.

STUDENT MISCONDUCT				
Offense and Subsequent Offenses	Level 1	Level 2 Second Offense & Subsequent Offenses	Level 3 (1-5 Days Suspension)	Level 4 More than 5 Days Suspension to Proposal for Expulsion
Criminal Mischief/Pranks/Vandalism	X	X	X	
Defiance, Disrespect, and Opposition to Authority	X	X	X	
Disobedience: Persistent /Willful	X	X	X	
Possession of Cell Phones or Telecommunication Devices (3rd Offense)	X	X	X	
Gambling	X	X	X	
Harassment/Bullying	X	X	X	X
Disrespectful Words	X	X	X	
Sexual Offense	X	X	X	X
Obscenity	X	X	X	X
Threats/Intimidation	X	X	X	X
Possession of Tobacco Products, Matches or Lighters	X	X	X	
Sale of Tobacco Products, Matches/Lighters	X	X	X	
Use of Tobacco Products, Matches/Lighters	X	X	X	
Trespassing	X	X	X	

Code 08: Criminal Mischief/Pranks/Vandalism
Students will not commit or participate in any act or prank that causes or has the potential to cause harm to another person or property or intentionally damage, vandalize, or attempt to damage any school or private property. Examples include: graffiti, carving initials in school furniture, destroying computer records, counterfeit money.

Consequences:
In-School Suspension if available
Out-of-School Suspension not to exceed three days or
Restitution may be required
Law enforcement may be called

Code 09: Defiance, Disrespect, and Opposition to Authority
Willful disobedience of a direct order of instruction from a school board employee or others having legal authority. A contemptuous opposition or disregard of an order from a school board employee or others having legal authority (Police, Fireman) openly expressed in words or actions. This conduct substantially disrupts the orderly conduct of a school function or is behavior that substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others.

Consequences:
In-School Suspension if available
Out-of-School Suspension not to exceed three days

Code 10: Disobedience: Persistent/Willful

Reoccurring, intentional violation of the Code of Student Conduct as determined by the school administrator which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others will not be permitted.

Consequences:
In-School Suspension if available
Out-of-School Suspension not to exceed three days

Code 16: Possession of Cell Phones or Telecommunication Devices (For Use Other than for Instructional Purposes)

Students are not permitted to use a cell phone or any electronic device in school. This includes, but is not limited to an iPhone, Blackberry, Smartphone, Apple Watch or other adapted tablets/PDAs or electronic devices.

- Principals have the authority to allow the use of cell phones and electronic devices for instructional purposes during class, however that permission must be granted before students are allowed to openly display cell phones or other electronic devices in class/school.
- Unless otherwise stated, cell phones and other electronic devices are to be out of view and not in use while students are in the school building, in classes that may be held outside of the building, and on school sponsored field trips.

- If a cell phone rings or beeps in class/school, it is considered being in use. Therefore, it is advised that student phones remain off while in the school building.
- Cell phones and/or headphones should **NEVER** be in use in hallways, lunchrooms, restrooms, or at bus stops.
- Procedures for confiscating, securing and returning devices will be developed on a school by school basis. School officials accept no responsibility for safeguarding confiscated items or for loss or damage to confiscated property.
- Cell phones should not be used for cheating on school assignments and/or tests; taking pictures or video recording school employees or other students.

Consequences
Device may be confiscated on any offense
Third Offense: Out-of-School Suspension not to exceed two days
If a violation of this rule also violates other Class II and/or III offenses, other consequences will be imposed.

Code 19: Gambling
Students will not engage in games of chance for stakes, or bet on the outcome of a game, contest, or other event.

Consequences
In-School Suspension if available
Out-of-School Suspension not to exceed three days

Code 20: Harassment/Bullying
A continuous pattern of intentional behavior, whether physical acts, verbal, written or electronic, that is intended to annoy, intimidate, extort, alarm or terrorize another person, or poses a threat to the health, safety, and/or welfare of students, staff, or others on school grounds, in school vehicles, at designated school bus stops, or at school activities or sanctioned events, whether on or off school property. Harassment includes, but is not limited to:

- verbal acts, teasing, use of sarcasm, jokes, obscene, abusive, vulgar, or irreverent language;
- name-calling and belittling;
- nonverbal behavior such as graphic or written statements;
- conduct that is physically threatening, harmful or humiliating including, but not limited to the following: striking, shoving, kicking, touching a person or subjecting him/her to physical contact or gestures toward another student or school employee; or extortion of anything of value (such as personal property, money or information) from any other student or school employee through verbal, written, or physical threats, coercion, or intimidation;
- posting to Facebook, Twitter, YouTube, Instagram, Vines, Snapchat, and any other established or emerging social media, that initiates an act of physical aggression to be completed on school grounds or at school sponsored events.

Ala. Code § 16-28B-3

- **Students with complaints of bullying and harassment should complete a Bullying/Harassment Complaint Form.**

Consequences
See Student Anti-Bullying and Harassment Policy on pages 51-58
In-School Suspension if available or Out-of-School Suspension not to exceed three days or
Proposal for Due Process/Expulsion (See Principal's Authority)
Law enforcement may be called

Code 26: Disrespectful Words
Students will not use obscene, abusive, or vulgar language to include excessive use of profanity, which substantially disrupts the orderly conduct of a school function, learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Consequences
In-School Suspension if available
Out-of-School Suspension not to exceed three days

Code 30 (A): Sexual Offense
Students will not engage in any sexual acts including, but not limited to, sexual touching of themselves or others, and/or indecent exposure.

Consequences
In-School Suspension
Out-of-School Suspension not to exceed three school days or
Proposal for Due Process/Expulsion (See Principal's Authority)

Code 30 (B): Obscenity
Students will not create, possess, or distribute obscene materials or demonstrate acts which are deemed indecent or lewd by community standards, including written, verbal, electronic communication and written publications. This also includes sexting, which is defined as the act of producing, sending, receiving (keeping), or forwarding sexually explicit messages, photographs, video links, or images primarily between mobile phones. It may also include the use of a computer or any digital or electronic device.

Sexting is a punishable offense in the United States. A student, who electronically distributes sexually explicit photographs or videos of themselves, or of their friends or partners, can be charged with distribution of child pornography and those who receive (keep) the images can be charged with possession of child pornography.

Consequences
In-School Suspension or
Out-of-School Suspension not to exceed three school days or
Proposal for Due Process/Expulsion (See Principal's Authority)

Code 31: Threats/Intimidation
Code 31.1: Include towards a school employee
Code 31.2: Include gang affiliation
This occurs when a student unlawfully places another person in fear of bodily harm through physical acts, gestures, or verbal, written or electronic threats without displaying a weapon, or subjecting the person to actual physical attack through physical acts, gestures or verbal, written or electronic expression.

Consequences
Out-of-School Suspension not to exceed three school days
Proposal for Due Process/Expulsion (See Principal's Authority)
Law enforcement may be called

Code 32: Possession or
Code 33: Sale or
Code 34: Use of Tobacco Products, Matches or Lighters
Students will not possess, use, distribute, or sell/transfer tobacco products on school grounds, at school-sponsored events, or on bus transportation to and from school. Students will not possess, use, or distribute matches, lighters or any other smoking equipment, which also includes hookah, electronic cigarettes, cigars, pipe tobacco, other novel tobacco products, and future tobacco products.

Consequences
In-School Suspension
Out-of-School Suspension not to exceed three school days with Corrective Strategies
Confiscate all materials

Code 35: Trespassing
Students will not enter or remain in any school structure, conveyance, or on any school board facility without authorization by school personnel. A student will not be on the campus of another school other than his/her assigned school without the knowledge and consent of the officials of that school. A student who refuses to leave BCSS property after being requested to do so is subject to arrest. Students under suspension or expulsion are not allowed on any Bullock County School System campus, nor shall they attend any school function without prior permission.

Consequences
In-School Suspension
Out-of-School Suspension not to exceed three school days
Law enforcement may be notified

Code 36: Truancy/Unauthorized Absence, Tardies
Students are required to attend classes after entering the school building. Students should not be late to school or class, and/or skip a class, nor be absent from school without the knowledge of the parent/guardian and principal/assistant principal/designee. Types of absences are explained in the attendance section on pages 12-14.

Consequences
Zero on missed assignments with unexcused tardies and unexcused absences
Required parental contact (School Messenger may be used.)
In-School Suspension
Out-of-School Suspension not to exceed three school days with Corrective Strategies

Class III - Major Offenses
Violations of School Rules and/or Board of Education Policy

Class III violations include illegal behaviors that disrupt the orderly educational process in the classroom or other areas of school jurisdiction, and violate Board of Education policies, city, state and federal laws. **When a proposal for due process is submitted, a five-day scheduling window will be coded as "Suspension Pending"**. These days will be defined at the conclusion of the due process hearing. The principal shall notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If that person is a student enrolled in any public school, the local school system shall immediately suspend that person from attending regular classes and any school related activity and schedule a hearing at the earliest possible date, which shall not be later than five school days. *Authority: Code of Alabama (1975) 16-1-24.1, 16-1-24.3; Alabama Administrative Code 290-8-9-.09 R*eferral to the PST (Problem Solving Team) is encouraged in addition to behavioral consequences.

STUDENT MISCONDUCT				
Offense and Subsequent Offenses	Level I	Level 2 Second Offense & Subsequent Offenses	Level 3 (1-5 Days Suspension)	Level 4 Proposal for Expulsion
Arson (setting a fire on/in school property)			X	X
Bomb threat			X	X
Burglary/breaking & entry or larceny/theft/possession stolen; unauthorized use of vehicle (theft)			X	X
Disorderly conduct/disruption of school; disruption demonstration involving five or more students; or Incite others/create a disruption of school			X	X

Fighting among students			X	X
False fire alarm			X	X
Possession of a realistic replica of a weapon or firearm			X	X

Code 04: Arson (Setting a fire on/in school property)
A student must not intentionally damage a building or structure, or put a building or structure at risk of damage by starting or maintaining a fire or causing an explosion. Firecrackers, fireworks and trash can fires, which are a contributing factor to a damaging fire, are also considered arson. In the absence of a damaging fire, firecrackers and fireworks are included in the **Weapon-Other** category. This category does not include the simple act of lighting a match or lighter.

Consequences
Out-of-School Suspension not to exceed five days
Proposal for Due Process/Expulsion (See Principal's Authority)
Restitution is required, if needed law enforcement will be called

Code 06: Bomb Threat
Students shall not, by any means of communication, unlawfully place any person in fear of bodily harm by real or false threat to use a bomb or other explosives, regardless as to whether or not a bomb or explosive actually exists.

Consequences
10 days Out-of-School Suspension
Proposal for Due Process/Expulsion (See Principal's Authority)
Law enforcement will be called

Code 07: Burglary/Breaking & Entry or
Code 24: Larceny/Grand Theft/Possession Stolen
Code 25: Unauthorized Use of Vehicle (Theft)
Students will not unlawfully enter a building with the intent to commit a crime. Students will not steal, attempt to steal, or knowingly be in possession of stolen school or private property. This includes theft of a car, truck, motorcycle, or anything that is self-propelled.

Consequences
Out-of-School Suspension not to exceed five days
Proposal for Expulsion (See Principal's Authority)
Restitution is required, if needed law enforcement may be called

Code 11: Disorderly Conduct/Disruption of School
Any act which substantially disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. This category does not include fights that involve two students.

Consequences
Out-of-School Suspension not to exceed five days
Proposal for Due Process/Expulsion (See Principal's Authority)
Law enforcement may be called

Code 12: Disruptive Demonstration involving Five or More Students or
Code 22: Incite Others to Create a Disruption of School

Demonstrations consisting of a group of students who, in a course of a demonstration, are likely to cause substantial harm or serious inconvenience, annoyance, or alarm, and intentionally refuse or fail to disperse when ordered to do so by an authorized school official, peace officer, or other public servant lawfully engaged in executing or enforcing the law. Students will not congregate to lead or participate in any activity or demonstration that substantially disrupts the orderly conduct of a school function, educational process, or poses a threat to the health, safety, and/or welfare of students, staff, or others. Inciting others is defined as leading, encouraging, or assisting in a major disturbance.

Consequences
Out-of-School Suspension not to exceed five days
Proposal for Due Process/Expulsion (See Principal's Authority)
Law enforcement may be called

Code 17: Fighting Among Students

Fighting is a situation in which two or more students mutually engage in physical violence that creates a substantial risk of serious physical injury to another person, but it does not include a situation in which one student is attacked. If it can be clearly determined that a student engaged in self-defense, that participant will not be suspended. **(This does not include who hit first and hitting back.)** Fighting does not include verbal confrontations, horseplay, or other minor confrontations. Administrators need to consider age and developmentally appropriate behavior before using this category. A student who is attacked or who receives a threat of attack should seek assistance from any readily available staff.

Consequences
The Principal shall use alternative educational settings up to 45 days for fighting and other disruptive behaviors on school premises. Administrators will consider age and developmentally appropriate behavior before using this category.

- 1st offense: 10-25 days
- 2nd offense: 26-45 days
- Subsequent Offenses: Proposal for Due Process/Expulsion (See Principal's Authority)
- Law Enforcement may be called

Code 18: False Fire Alarm
Students shall not, by any means of communication, knowingly cause a false fire report to be transmitted to an official or volunteer fire department or to any other governmental agency. This action substantially disrupts the orderly conduct of a school function, disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. This included discharging or tampering with fire equipment.

Consequences
Out-of-School Suspension not to exceed five days
Proposal for Due Process/Expulsion (See Principal's Authority)
Law enforcement will be called
Fire Marshal will be notified

Code 29: Sexual Harassment

Students will not engage in conduct constituting sexual harassment. Sexual harassment is unwanted, repeated, verbal, written, or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, and interferes with school performance. Administrators need to consider the age and developmentally appropriate behavior before using this category. Conduct that may be considered sexual harassment includes, but is not limited to, the following:

Unwelcome sexual invitations/requests for sexual activity in exchange for preferences, favors, etc.

- Any unwelcome communication that is sexually suggestive, sexually degrading, or implies sexual motives orientations such as sexual remarks or innuendos about an individual's clothing, appearance or activities, sexual jokes, sexual gestures, public conversations about sexual activities, sexual rumors, "cat calls," and whistles;
- Unwelcome and offensive name-calling, profanity, or actions that are sexually suggestive, sexually degrading, or sexually intimidating, such as unwelcome touching or blocking an individual, standing too close, or stalking;
- Unwelcome and sexually offensive physical pranks or touching an individual's clothing;
- Leers, stares, gestures, or slang that is sexually suggestive or sexually degrading, or imply sexual motives or intentions; or
- Clothing with sexually obscene or sexually explicit slogans or messages, when used to harass.

Consequences
See Student Anti-Bullying and Harassment Policy
Out-of-School Suspension not to exceed five (5) days or
Proposal for Due Process/Expulsion (See Principal's Authority)
Notifying the Student Support Services Office is required in all cases
Law enforcement may be called

Code 49: Replica Weapon
Possession Other/Unknown Weapon- See Possession of Realistic Weapon pages 44-45.

Consequences
Out-of-School Suspension not to exceed five days or
Proposal for Due Process/Expulsion (See Principal's Authority)
Law enforcement may be called

Class IV - Major Offenses

Violations of School Rules and/or Board of Education Policy

Class IV violations include illegal behaviors related to drugs, alcohol, assault, possession of weapons, and sexual battery that disrupt the orderly educational process in the classroom or other areas of school jurisdiction, and violate Board of Education policies, city, state and federal laws. **When a proposal for due process is submitted, a five-day scheduling window will be coded as "Suspension Pending".** These days will be defined at the conclusion of the due process hearing. The principal shall notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If that person is a student enrolled in any public school, the local school system shall immediately suspend that person from attending regular classes and any school related activity and schedule a hearing at the earliest possible date, which shall not be later than five school days. *Authority: Code of Alabama (1975) 16-1-24.1, 16-1-24.3; Alabama Administrative Code 290-8-9*

STUDENT MISCONDUCT				
Offense and Subsequent Offenses	Level 1	Level 2 Second Offense & Subsequent Offenses	Level 3 (1-5 Days Suspension)	Level 4 Proposal for Expulsion
Purchase, possession, sale, delivery, distribution or use of alcoholic beverages				Proposal for Due Process/Expulsion
Purchase, possession or sale, delivery, distribution or use of marijuana, narcotics, stimulants, and any other unauthorized or illegal substance or drug paraphernalia; inappropriate use of medications, purchase, possession, sale delivery, distribution, or use of other intoxicants				Proposal for Due Process/Expulsion
Sexual battery (Forcible sex offenses, includes attempted)				Proposal for Due Process/Expulsion
Robbery				Proposal for Due Process/Expulsion
Possession of a weapon or firearm				Proposal for Due Process/Expulsion
Assault (serious attack)				Proposal for Due Process/Expulsion

Process/Expulsion

Code 01: Purchase, Possession, or
Code 02: Sale, Delivery, Distribution or
Code 03: Use of Alcoholic Beverages

Students will not purchase, possess, use, be under the influence of, sell, transmit, deliver, or distribute alcoholic beverages on any school campus, bus, or at any school function.

Consequences
Proposal for Due Process/Expulsion
Law enforcement will be called

Code 05: Assault (Serious Attack)
Assault refers to intentionally causing bodily harm to an individual. This includes an attack that causes serious bodily harm to the victim. This category should be used only when the attack is very serious. Administrators need to consider age and developmentally appropriate behavior before using this category. Examples include an individual who harms another person:

- with intent to disfigure another person seriously and permanently
- with conduct that creates a grave risk of death to another person
- with intent to cause physical injury to another person by means of a deadly weapon or instrument
- with intent to cause serious physical injury to another person

Consequences
In all cases, law enforcement will be called
Proposal for Due Process/Expulsion (See Principal's Authority)

Code 13: Purchase, Possession or
Code 14: Sale, Delivery, Distribution or
Code 15: Use of Marijuana, Narcotics, Stimulants, and Any Other Unauthorized Or Illegal Substances or Drug Paraphernalia; Inappropriate Use of Medications, Purchase, Possession, Sale, Delivery, Distribution, or Use of other Intoxicants

Students will not purchase, possess, use, be under the influence of, sell, transmit, deliver, or distribute any controlled drugs or narcotics, such as marijuana, illegal stimulants, or any other illegal drugs or drug paraphernalia at any time. Students will not use prescription medications other than those prescribed for the student by a licensed practitioner. This category includes over-the-counter medications only if they are abused by the student. This rule also applies to a non-controlled (look-alike) substance that is represented to be a controlled substance. Students will not be under the influence of intoxicants such as glue, solvents, "Lean" or other hallucinogens.

Consequences
Proposal for Due Process/Expulsion (See Principal's Authority)
Law enforcement will be called

Code 27: Robbery
Robbery refers to taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force and/or violence and/or by putting the victim in fear. A key difference between robbery and larceny is that a threat or assault is involved in a robbery.

Consequences
In all cases, law enforcement will be called
Proposal for Due Process/Expulsion (See Principal's Authority)

Code 28: Sexual Battery (Forcible sex offenses, includes attempted)
This includes forcible rape, child molestation, forcible sodomy, and other forcible indecent contact, including attempted acts.

Consequences
In all cases, law enforcement will be called
Proposal for Due Process/Expulsion (See Principal's Authority)

Possession of a Weapon, Realistic Replica of a Weapon, or Firearm
Students will not possess, conceal, or transport any weapon, realistic replica of a weapon, facsimile of a gun, firearm, air gun, pellet gun, or any instrument or device capable of firing a projectile, or other instrument that could cause or is intended to cause injury or harm to another. Nor will students misuse otherwise acceptable objects in a manner intended to cause harm to others.

Consequences
Proposal for Due Process/Expulsion (See Principal's Authority and "Expulsion for Firearms Possession" listed below)
Law enforcement will be notified

Expulsion for Firearms Possession

Alabama Code § 16-1-24.3 requires local school boards to have policies requiring a one-year expulsion for students who have brought a firearm to school or possess a firearm in a school building, on school grounds, on school buses, or at school-sponsored events.

Students who are expelled under this law may not attend regular school in any public school in the state during the year of expulsion. Under this law, the Board of Education or the Superintendent may choose to modify (not apply) the expulsion requirement for a particular student on a case-by-case basis. In addition, the appropriate discipline of students with disabilities must be determined on a case-by-case basis in compliance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

A "firearm" for purposes of this law includes, but is not limited to, any handgun, pistol, shotgun, rifle, black powder firearm, starter gun, or any other weapon that uses gunpowder or another explosive to fire ammunition; the frame or receiver of such a weapon; any firearm muffler or silencer; any explosive bomb, grenade, poison gas bomb, or similar explosive devices (see *18 U.S.C. § 921(4)* for further details); and any other type of weapon that shoots ammunition by use of an explosive or other propellant, if it has a barrel with a bore of more than one-half inch in diameter. The definition of "firearm" under this law does not include devices that were not designed to be used as a weapon (for example, replicas and water guns). (See *18 U.S.C. § 921(4)* for further details.) **It also does not include ordinary fireworks.**

WEAPONS LIST - Weapons include, but are not limited to, the following:

1. A firearm, including, but not limited to, any handgun, shotgun, black powder firearm, flare gun, zip gun, or any other device from which a projectile is discharged by explosive powder.
2. A realistic replica of any firearm, including, but not limited to, realistic replicas of a handgun, rifle, or shotgun, black powder firearm, flare gun, zip gun, air gun, blank gun (starter's pistol), gas-operated gun or arrow gun.
3. Knife, irrespective of the blade length, (unless the student is six years of age or younger) including, but not limited to:

Box cutter	Lock-blade knife	Spring-loaded knife	Switch blade
Swiss Army knife	Butterfly knife	Folding knife	Stiletto knife
Utility knife	Carpet knife	Keychain knife	Palm knife
Straight razor	Exacto knife	Linoleum knife	Razor blade

Any other item that utilizes a razor blade or other blade, replaceable or fixed.

4. Nunchucks (nunchaku), throwing stars, fighting claws or other weapon utilized in martial arts.
5. Explosive devices of any type including, but not limited to, fireworks.
6. Bicycle chain or heavy duty chain, bike sprocket, when not being used for the purpose for which it was normally intended.

Baton	Bullwhip	Hatchet	Loaded gloves	Slingshot
Blackjack	Cattle prod	Ice pick	Mace/Pepper Spray	Spear
Bow and/or arrow	Club	Impact baton	Machete	Spring billy
Brass knuckles	Crossbow	Kubotan	Nightstick	Sword/sword cane
Bullet	Hand Axe	Leather Strap	Skewer	Taser

7. Any device capable of discharging a projectile of any kind.
8. Any other object not specifically listed that is primarily meant or that may be adapted, used, or threatened to be used, to attack or to inflict injury.

Class V - Major Offenses

Violations of School Rules and/or Board of Education Policy

Class V violations include illegal behaviors –related to weapons, homicide, kidnapping - that disrupt the orderly educational process in the classroom or other areas of school jurisdiction, and violate Board of Education policies, city, state and federal laws. This includes the Use of weapons, homicide and kidnapping. **When a proposal for due process is submitted, a ten-day scheduling window will be coded as "Suspension Pending".** These days will be defined at the conclusion of the due process hearing. The principal shall notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person.

If that person is a student enrolled in any public school, the local school system shall immediately suspend that person from attending regular classes and any school related activity and schedule a hearing at the earliest possible date, which shall not be later than five school days. *Authority: Code of Alabama (1975) 16-1-24.1, 16-1-24.3; Alabama Administrative Code 290-8-9-.09*

STUDENT MISCONDUCT				
Offense and Subsequent Offenses	Level 1	Level 2 Second Offense & Subsequent Offenses	Level 3 Second Offense & Subsequent Offenses	Level 4 Proposal for Expulsion
Homicide				Process/Expulsion Proposal for Due Process/Expulsion
Kidnapping				Process/Expulsion Proposal for Due Process/Expulsion
Use of a Handgun, Firearm Component, Explosive, Knife, or Unknown Weapon				Process/Expulsion Proposal for Due Process/Expulsion

Violations of Criminal Statutes (Violent Criminal Offense)
Students may not commit the following acts that have been identified by the State Department of Education as violent criminal offenses. The student will be removed immediately from school premises and school-related events.

Use of a Handgun, Firearm Component, Explosive, Knife or Unknown Weapon
The use of a weapon is defined as the use of, or possession with intent to use any instrument or object to harm or intimidate another person.

Codes for Use of Weapons

39 Use of Handgun	51 Use Other Weapon	42 Use Rifle/Shotgun
54 Use Knife	45 Use Firearm Component	57 Use Unknown Weapon
48 Use Explosives/Poison Gas		

Consequences
In all cases law enforcement will be called
Proposal for Due Process/Expulsion (See Principal's Authority)

Code 21: Homicide
Homicide refers to murder, killing of one human being by another, or killing a person through negligence.

Consequences
In all cases, law enforcement will be called
Proposal for Due Process/Expulsion (See Principal's Authority)

Code 23: Kidnapping
This is the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.

Consequences
In all cases, law enforcement will be called
Proposal for Due Process/Expulsion (See Principal's Authority)

USE OF BULLOCK COUNTY JUVENILE PROBATION SERVICES

Class III, IV and V offenses are more serious and are considered criminal in nature. Violations of this nature include illegal behaviors that disrupt the orderly educational process in the classroom or other areas of school jurisdiction and violate Board of Education policies and city, state, and federal laws.

The principal shall notify appropriate law enforcement officials when any person violates local Board of Education policies concerning drugs, alcohol, weapons, use of weapons, physical harm to a person, threatened physical harm to a person, homicide, or kidnapping. If that person is a student enrolled in any public school, the local school system shall immediately suspend that person from attending regular classes and any school related activity and schedule a hearing at the earliest possible date, which shall not be later than five school days. *Authority: Code of Alabama (1975) 16-1-24.1, 16-1-24.3; Alabama Administrative Code 290-8-9*

The following progressive steps will be use to engage Bullock County Probation in the disciplinary process stated above:

Class III, IV, V Offenses	**Consequences**
1st Offense	● School-level consequence
2nd Offense	● School-level consequence ● File Juvenile Petition ● Refer to Problem Solving Team
3rd and Subsequent Offense	● Police Arrest ● School-level consequence pending Due Process Hearing ● Conference with Juvenile Probation Officer

ARREST OF A STUDENT FOR NON-SCHOOL RELATED CRIMES

The arrest of a student for non-school related crimes may be cause for an alternative placement or expulsion. The decision to assign a student to an alternative placement shall include a review and consideration of the circumstances of the offense, safety risks and history of the student as determined by the superintendent or his/ her designee, which may include, but is not limited to, psychiatric or psychological evaluation and/or counseling. A student may not be admitted as a transfer student or readmitted to the Bullock County School System if the student is being charged as an adult or charged with a felony until criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities. Guidelines of the Individuals with Disabilities Education Act will be observed when disciplining identified students.

OUT-OF-SCHOOL SUSPENSION

The Board recognizes its authority to maintain good order and discipline within the schools of the School System. Therefore, the Board gives the school principal the authority to suspend a student from school for just cause. However, the principal shall be required to advise the Superintendent of all students out‑of‑school suspensions.

The school principal or designee has the authority to suspend students from school for up to ten (10) school days (10 days per semester for non-special education students and 10 days per academic year for special education students) in accordance with the administrative response options of the Violation Classification Sections of the Code of Student Conduct.

The following minimal notifications procedures shall be followed in out-of-school suspension cases:

1. Prior to suspension, the student will be accorded informal due process procedures as specified, i.e. a notice of the charge(s) against him/her, evidence supporting the charge(s), and an opportunity to explain his/her side of the situation.
2. The local school principal or designee shall complete and provide the student with a copy (24) hours to the parent or guardian stating the reason(s) such action was taken and the necessary terms of the suspension. The completed form shall be mailed to the address provided in the school records.

No suspended student shall be allowed to leave the school campus during the school day until the student's parent, guardian, or proper authority assumes responsibility for him/her. When a student's parents, guardian, or other designated individual(s) cannot be notified, the student must remain on campus until the end of the school day. At the end of the school day, the student will return home via normal transportation methods.

Immediate removal of a student from a school campus is justified only when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, a parent or guardian must be notified by phone or personally by the principal or designee.

DUE PROCESS

The Board recognizes that observance of applicable substantive due process entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, e.g., based upon a rational or compelling state interest; and (2) the means taken to accomplish such objective must be within the constitutional limitation applicable to the in loco parentis position of school officials within the School District. To ensure compliance with these two substantive aspects, the Board has approved the following guidelines as applicable to all policies, rules, and regulations.

1. Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.
2. Each local regulation shall be based on a Board Policy.

3. All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, and administrative regulations of duty authorized agencies; e.g. State Board of State Department of Education.
4. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.
5. No Board policy or local school codes of conduct shall deny any student his/her constitutional rights.
6. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
7. Authority exercised by administrators, teachers, or school officials shall be capable of withstanding close judicial scrutiny and be free from arbitrary, capricious, discriminatory, or otherwise illegal practices.
8. Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

Procedural due process within the School District shall relate primarily to the area of discipline and disciplinary measures, e.g., short-term suspension, long-term suspension, and expulsion.
The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures.

1. The student shall be given oral or written notice of the charge against him;
2. The evidence against the student shall be explained to him; and
3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension (more than 10 days) or expulsion, the Board shall afford the student the following:

1. The right to an administrative hearing;
2. The right to be represented by an attorney and to present evidence on his/her behalf;
3. The opportunity to question witnesses;
4. A written record at the hearing and a written record of the decision; and,
5. The right to appeal to the Bullock County Board of Education.

A school may not unilaterally expel or cease the provision of educational services to a student with a disability whose education is governed by an individualized education plan (IEP).

VIII. STUDENT ANTI-BULLYING AND HARASSMENT POLICY

The Bullock County Board of Education is committed to providing its students equal educational opportunities in a safe learning environment free from bullying and harassment. These forms of dangerous and disrespectful behavior will not be tolerated.

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff; the educational purpose underlying all school activities; and the care of school facilities and equipment. The board expects district administrators, faculty, staff, and volunteers to demonstrate appropriate behavior, treat others with civility and respect, refuse to tolerate bullying and harassment, and provide positive examples for student behavior.

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

I. Definitions

Ala. Code § 16-8-8. "Bullying" 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, 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 contained in the model policy adopted by the department or by a local board. To constitute harassment, a pattern of behavior may do any of the following:

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

1. 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.

2. 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.
3. 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.
4. The term "student" as used in this policy means a student who is enrolled in the BCSS.

II. 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 harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

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

- The student's race;
- The student's sex;
- The student's sexual orientation;
- The student's religion;
- The student's national origin; or
- The student's disability.

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.

IV. 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's 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 his/her sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the designee will undertake an investigation of the complaint in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

C. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy.

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

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

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 Bullock County School System's website.

"Disability Harassment" means any verbal, written, physical act, gesture or electronic intimidation or abusive behavior towards a student in school, on school grounds, in school vehicles, at designated school bus stops, or at school activities or sanctioned events, whether on or off school property that is based on the student's disability and creates a hostile environment by interfering with, or denying the student's participation in, or receipt of benefits, services or opportunities in the school district.

"Racial Harassment" means physical, verbal, written or electronic misconduct towards a student in school, on school grounds, in school vehicles, at designated bus stops, or at school activities or sanctioned events, whether on or off school property relating to an individual's race, color or ethnicity when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive academic environment;

- has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance, or otherwise adversely affects an individual's academic opportunities.

"Sexual Harassment" means any unwelcome sexual advances or propositions, requests for sexual favors, sexually degrading words, graphic comments about a person's body, unwelcome touching or other inappropriate physical acts, gestures, verbal, written, or electronic expression of a sexual nature towards a student in school, on school grounds, in school vehicles, at designated bus stops, or at school activities or sanctioned events, whether on or off school property.

Sexual harassment may take place under any of the following circumstances: a). when submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or b). submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or c). that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment;

Sexual harassment includes, but is not limited to the following:

- unwelcome sexual invitations/requests for sexual activity in exchange for grades, preferences, favors, etc.;
- any unwelcome communication that is sexually suggestive, sexually degrading, or implies sexual motives or intentions, such as sexual remarks or innuendos about an individual's clothing, appearance or activities, sexual jokes, sexual gestures, public conversations about sexual activities, sexual rumors, "cat calls," and whistles;
- unwelcome and offensive name-calling, profanity, or actions that are sexually suggestive, sexually degrading, or sexually intimidating, such as unwelcome touching or blocking an individual, standing too close, or stalking.

"Hazing" means committing an act against a student, or coercing a student into committing an act, in school, on school grounds, in school vehicles, at designated bus stops, or at school activities or sanctioned events, whether on or off school property that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a group or organization, or for any other purpose. Hazing includes, but is not limited to:

- any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body;
- any activity that intimidates or threatens the student with ostracism, subjects the student to extreme mental stress, embarrassment, shame or humiliation, adversely affects the mental health or dignity of the student, encourages criminal acts or discourages the student from remaining in school.

B. Reporting Bullying and Harassment Behavior

Any student who believes he or she has been the victim of bullying or harassment, or any person with knowledge or belief of such conduct that may constitute bullying or harassment toward a student should immediately report the alleged acts.

The written report may be made to any staff member. The staff member will assist the student in reporting to the principal or other appropriate district personnel. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are required to promptly notify the school principal or his/her designated staff.

Reports should be made on the Bullying/Harassment Complaint Form. The report may be mailed or personally delivered to the principal or his or her designee. The school principal or his or her designated administrator is required to accept and investigate all reports of harassment or bullying. The school principal or designated administrator is required to notify the parent or guardian of a student who commits a verified act of harassment or bullying of the response of the school staff and consequences of the verified act and/or the consequences that may result from further acts of bullying. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. The investigation shall be completed not more than five business days after the administrator or designated investigator investigating the report receives notice of the complaint, except for good cause shown or with consent of the parties.

The principal or designated investigator shall make a written report to the executive director upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be in violation of this policy, and the proposed discipline, if any.

Appeals from discipline implemented as a result of a bullying complaint against a student shall be handled according to established suspension and due process procedures.

Retaliation against any person who reports or is thought to have reported student harassment or bullying, files a complaint or otherwise participates in an investigation regarding student harassment or bullying is prohibited.

The school administrator investigating the report will make every effort to inform the parents or guardians of the complainant and individual(s) against whom the complaint was filed prior to the investigation taking place. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.

C. Consequences for Bullying or Harassment Behavior

Verified acts of bullying or harassment shall result in disciplinary action and/or corrective action reasonably calculated to end the identified conduct, deter future conduct and protect the complainant and other similarly situated individuals. In imposing disciplinary and corrective measures, the district shall take into account the harm the victim and other members of the school community suffered and any damage to school property. The decision of whether discipline is imposed and the nature of any disciplinary action must comply with the school board's disciplinary policies.

The following factors, at a minimum, shall be given full consideration by district and school administrators in determining appropriate consequences and remedial measures for each act of bullying or harassment.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing patterns) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Factors for Determining Remedial Measures (Personal)

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talent
- Interest
- Hobbies
- Extracurricular activities
- Classroom participation
- Academic performance Environmental
- School culture
- School climate
- Student-staff relationships
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood – school relationship
- Family situation

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying or harassment may range from positive behavioral interventions up to, and including, suspension or expulsion, as set forth in the Code of Student Conduct.

Consequences for a student who commits an act of bullying or harassment shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Code of Student Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment/parent conference
- Temporary removal from the classroom/isolation
- Loss of privileges
- Classroom or administrative detention/after school detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension, not to exceed five days
- Due process hearing

Examples of Remedial Measures (Personal)

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of intervention and referral services, peer mediation, etc.
- Behavioral assessment or evaluation
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Appropriate therapeutic services

Environmental (Classroom, School Building, or School District)

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in students routes or patterns traveling to and from school
- Targeted use of monitors (e.g., hallway, cafeteria, bus)
- General professional development programs for certificated and non-certificated staff
- Professional development plans for involved staff
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Referral to family counseling
- Involvement of parent-teacher organizations
- Involvement of community-based organizations
- Development of a general bullying response plan
- Peer support groups
- Law enforcement involvement (e.g., school resource officer, juvenile officer)

IX. GRIEVANCE PROCEDURES

Students have both the right and the responsibility to express school-related concerns and grievances to the teachers and school administrators.

The normal procedure followed by any student regarding a personal grievance is to discuss the matter with the teacher involved. When the nature of the grievance dictates otherwise, the student, upon notifying the teacher directly involved, may request a meeting with the school principal. Such meetings should be granted within two (2) school days at a reasonable time and place. One faculty member of the student's choice or his/her parent(s) or guardian(s) may be present at such a meeting. For the purpose of this policy, a grievance is defined as a claim submitted by a student of a violation, misinterpretation, or inequitable application of local board policy, local school rules and regulations, or local administrative procedure.

The term "grievance" shall apply to matters which fall within the discretionary powers of the principal, Superintendent, and/or Board, but shall not apply to areas where the principal, the Superintendent, and/or Board has no authority to act. It is expected that most student grievances will be resolved satisfactorily at this level.
However, in the event that the grievance cannot be settled by this procedure, then the student through his/her parent(s) or guardian(s) may pursue the grievance to the Superintendent and then to the Board.

A. Discrimination Grievance (Title IX, ADA, Title VI and Section 504)

ANTI-DISCRIMINATION POLICY

The Bullock County Board of Education shall not discriminate on the basis of race, color, national origin, sex, religion, age or disability in any of its programs, services or activities. It is the policy of the Board of Education to comply fully with Section 504 of the Rehabilitation Act ("Section 504"), Title II of the Americans with Disabilities Act ("Title II"), Title IX of the Education Amendments ("Title IX"), Title VI of the Civil Rights Act ("Title VI") and any other applicable state or federal laws. Prohibited actions include, but are not limited to, harassment, denial of opportunities or benefits for discriminatory reasons, and retaliation for complaints filed.

The Board of Education shall utilize the following grievance procedures to provide for prompt and equitable resolution of complaints made by parents, guardians, third parties, and/or students alleging discrimination on the basis of race, color, national origin, sex, religion, age or disability committed by employees, students or third parties.

LEVEL I

1. The grievant must provide the following information to the school principal on the Grievance Complaint Form for Discrimination: (a) the name and address of the person making the complaint, (b) the name of the school district employee or other individual whose decision or action is at issue, (c) a description of the alleged violation, including dates and times of incidents (d) the type of discrimination alleged and (e) each specific resolution desired.

2. The Complaint Form shall be personally delivered or mailed to the principal within 60 calendar days after the grievant (parent, guardian, third party, and/or student who has a complaint) becomes aware of the alleged violation of discrimination. Any additional documentation the grievant wishes to be considered in the investigation should be attached to the Complaint Form.

3. In the event the complaint is regarding the school principal, the grievant must provide the following information to the superintendent: (a) the name and address of the person making the complaint, (b) the name of the school district employee or other individual whose decision or action is at issue, (c) a description of the alleged violation, including dates and times of incidents

(d) the type of discrimination alleged and (e) each specific resolution desired. The superintendent may appoint a designee to handle the complaint against the principal pursuant to the grievance procedures. The superintendent shall follow the grievance procedures set forth below in lieu of the principal.

4. The principal shall schedule a meeting with the grievant within five (5) school days after the written complaint has been submitted to the principal.

5. The principal shall conduct any investigation of the facts necessary before rendering a decision. These procedures contemplate informal but thorough investigations, affording all interested persons, if any, an opportunity to submit evidence and witnesses relevant to the complaint.

6. The principal shall provide a written response to the complaint, unless good cause for delay is shown, within ten (10) school days of the meeting with the grievant. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision.

The response need not disclose all information received during the investigation to protect the individuals who in good faith participated in the investigation. The response shall not disclose confidential information regarding other students or employees.

LEVEL II

7. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the superintendent. The appeal must be made in writing, personally delivered or mailed to the superintendent within five (5) school days of the grievant receiving the principal's decision. If the grievance was regarding the school principal, and originally made with the superintendent, proceed directly to Step 10 of the procedures.

8. The superintendent shall review the written documents and may schedule and hold a conference with the grievant, principal or other individuals the superintendent determines appropriate.

9. The superintendent shall issue to the grievant, unless good cause for delay is shown, within fifteen (15) school days after the grievant submits the appeal, a written determination as to the appeal and its resolution. The written determination need not disclose all information received during the appeal to protect the individuals who in good faith participated in the appeal process. The written determination shall not disclose confidential information regarding other students or employees.

LEVEL III

10. If the grievant is dissatisfied with the superintendent's decision, the grievant may appeal the decision to the superintendent. The appeal to the superintendent must be made in writing, personally delivered or mailed to the superintendent within five (5) school days of the grievant receiving the superintendent's decision.

11. The superintendent shall review the written documents and may schedule and hold a conference with the grievant, principal or other individuals the superintendent determines appropriate.

12. The superintendent shall issue to the grievant, within a reasonable time after the grievant submits the appeal, a written determination as to the appeal and its resolution. The written determination need not disclose all information received during the appeal to protect the individuals who in good faith participated in the appeal process. The written determination shall not disclose confidential information regarding other students or employees. The decision of the superintendent is final.

13. In the event a person files a complaint under multiple areas or otherwise has several avenues available under the Board of Education policies and procedures, those policies and procedures may be consolidated in order to achieve a prompt and equitable resolution of the complaints, when doing so will not deprive the grievant of any rights granted under any of the separate policies and procedures. However, under no circumstances shall the filing of a grievance complaint stay or otherwise delay other administrative proceedings.

14. The Board of Education will take all appropriate steps to prevent the recurrence of any discrimination as identified in this policy and to correct discriminatory effects on the grievant and others, if appropriate.

15. Individuals shall not be subjected to retaliation because they filed a grievance, appeal or participated in an investigation pursuant to the grievance procedures.

16. The superintendent will be the chief academic officer (CAO) or his/her designee.

B. Grievance on General Administrative Actions, Procedures or Practices

The Board of Education shall utilize the following grievance procedures for equitable resolution of complaints arising from administrative decisions, practices, or actions. Grievances under this section should first be discussed with the principal with the objective of resolving the matter informally. The aggrieved person and the principal shall discuss the grievance with a view toward arriving at a mutually satisfactory resolution. The formal grievance procedure is as follows:

LEVEL I

1. The grievant must provide the following information to the school principal on the Grievance Complaint Form for Administrative Procedures, Practices, or Actions: (a) the name and address of the person making the complaint, (b) the name of the school district employee or other individual whose decision or action is at issue, (c) a description of the alleged violation, including dates and times of incidents, (d) the specific resolution desired.

2. In the event the complaint is regarding the school principal, the grievant must provide the following information to the executive director for leadership and continuous improvement: (a) the name and address of the person making the complaint, (b) the name of the school district, employee, or other individual whose decision or action is at issue, (c) a description of the alleged violation, including dates and times of incidents and (d) the specific resolution desired. The executive director for leadership and continuous improvement shall follow the grievance procedures set forth below in lieu of the principal.

3. The Complaint Form shall personally be delivered or mailed to the principal. Any additional documentation the grievant wishes to be considered in the investigation should be attached to the Complaint Form.

4. The principal shall schedule a meeting with the grievant within five (5) school days after the written complaint has been submitted to the principal.

5. The principal shall conduct any investigation of the facts necessary before rendering a decision. These procedures contemplate informal but thorough investigations, affording all interested persons, if any, an opportunity to submit evidence and witnesses relevant to the complaint.

6. The principal shall provide a written response to the complaint within ten (10) school days of the meeting with the grievant.

The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. The response need not disclose all information received during the investigation to protect the individuals who in good faith participated in the investigation. The response shall not disclose confidential information regarding other students or employees.

LEVEL II

7. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the superintendent. The appeal must be made in writing, personally delivered or mailed to the superintendent within five (5) school days of the grievant receiving the principal's decision. If the grievance was regarding the school principal and originally made with the superintendent, proceed directly to Step 10 of the procedures.

The written determination need not disclose all information received during the appeal to protect the individuals who in good faith participated in the appeal process. The written determination shall not disclose confidential information regarding other students or employees.

Education policies and procedures, those policies and procedures may be consolidated in order to achieve a prompt and equitable resolution of the complaints, when doing so will not deprive the grievant of any rights granted under any of the separate policies and procedures. However, under no circumstances shall the filing of a grievance complaint stay or otherwise delay other administrative proceedings.

8. Individuals shall not be subjected to retaliation, because they filed a grievance, appeal, or participated in an investigation pursuant to the grievance procedures. Investigations under this section will only address general disputes with administrators or district staff.

Investigations into allegations of discrimination, and gifted program complaints shall be made on their designated forms and will be conducted pursuant to the grievance procedures for those sections.

C. Grievance on Gifted Program and Practices

Grievance procedures have been established to settle equitably at the lowest possible administrative level, differences, and issues relating to the gifted program. Grievances related to the gifted program should first be discussed with the designated gifted coordinator with the objective of resolving the matter informally. The aggrieved person and the gifted coordinator shall discuss the grievance with a view toward arriving at a mutually satisfactory resolution. The formal grievance procedure is as follows:

LEVEL I

1. The grievant must provide the following information to the school principal on the Grievance Complaint Form for the Gifted Program: (a) the name and address of the person making the complaint, (b) the name of the school district employee or other individual whose decision or action is at issue, (c) a description of the alleged violation, including dates and times of incidents and (4) each specific resolution desired.

2. In the event the complaint is regarding the school principal, the grievant must provide the following information to the superintendent. (a) the name and address of the person making the complaint, (b) the name of the school district employee or other individual whose decision or action is at issue, (c) a description of the alleged violation, including the dates and times of incidents and (d) the specific resolution desired. The superintendent shall follow the grievance procedures set forth below in lieu of the principal.

3. The Complaint Form shall personally be delivered or mailed to the principal. Any additional

documentation the grievant wishes to be considered in the investigation should be attached to the Complaint Form.

4. The principal shall schedule a meeting with the grievant within five (5) school days after the written complaint has been submitted to the principal.

5. The principal shall conduct any investigation of the facts necessary before rendering a decision. These procedures contemplate informal but thorough investigations, affording all interested persons, if any, an opportunity to submit evidence and witnesses relevant to the complaint.

6. The principal shall provide a written response to the complaint, unless good cause for delay is shown, within ten (10) school days of the meeting with the grievant. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. The response need not disclose all information received during the investigation to protect the individuals who in good faith participated in the investigation. The response shall not disclose confidential information regarding other students or employees.

LEVEL II

7. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the superintendent. The appeal must be made in writing, personally delivered or mailed to the superintendent within five (5) school days of the grievant receiving the principal's decision. If the grievance was regarding the school principal and originally made with the superintendent proceed directly to Step 10 of the procedures.

In the event the aggrieved person is not satisfied with the disposition of the grievance by the school district, he or she should follow the procedures listed in the STATE COMPLAINT AND MEDIATION PROCESSES FOR MATTERS PERTAINING TO GIFTED STUDENTS. This information is available for download from the Alabama State Department of Education and may be obtained by calling (334) 242-8144 or is available at www.alsde.edu.

X. BUS RULES/PROCEDURES

It is illegal for unauthorized individuals to enter a school bus. Violators will be prosecuted. Parents/guardians and other individuals are not authorized to enter a school bus. See the *Charles "Chuck" Poland, Jr., Act, Ala. Code {13A-7-4.2 (1975).* Any concerns regarding bus procedures should be directed to the school principal/assistant principal and/or the District Transportation Supervisor.

To maximize safety and assure fair consideration of others' welfare, bus drivers and school officials must set high standards of student conduct. Public transportation is a **privilege** and certain behaviors are expected of students who participate in the district transportation program. The driver of the school bus will assume such authority for supervision of students who are transported to or from school as may be assigned by the transportation supervisor. The bus driver will maintain student discipline and will supervise conduct for all students who are assigned to the driver transportation route. To protect the privacy of other students assigned to the bus program, parents will not be allowed to view bus video footage from the bus camera. Students shall conduct themselves in accordance with safety and appropriate behavior at the bus stop(s). Parents shall promote safety and appropriate behavior at the school bus stop(s).

BUS RULES

1. The bus driver is in charge of the operation of the bus and supervision of students who are present on the bus. Students must obey the driver promptly and willingly.
2. Students shall be seated immediately after boarding and remain seated while the bus is in operation.
3. Students shall board or exit the bus at their assigned bus stop. Special consideration for alternate bus stop(s) shall be granted upon request to the transportation supervisor and only for extraordinary circumstances.
4. Students shall not move toward the bus until the bus has made a complete stop and the doors are opened.
5. The bus driver is responsible for seating arrangements and may assign students to a seat. Where assigned, students must sit in their respective assigned seat.
6. Students crossing the road after the driver unloads the school bus should walk at least 10 feet in front of the bus to make sure the driver sees them. **Students should never walk behind the bus.**
7. Students must be quiet at all railroad crossings and road intersections.
8. Where a student causes physical damage to the bus, the district may hold the student or the students' parents/guardians responsible for such damage. The parent may be required to make restitution to the Board for such damage.
9. Students must not transport any items too large to be stored under a bus seat. All student items such as packages, book bags, projects, band instruments, etc., which are transported on a bus must fit under the students' bus seat.
10. Students must not throw anything from a bus window.
11. Students must keep their hands, arms, and feet in the area of their bus seat and keep the isles of the bus free of any objects that may obstruct the pathway.

12. Students will not fight, push, play, or participate in any activity that would disrupt the process of transporting students, distract the bus driver and/or might cause an unsafe environment.
13. Students will not eat or drink on the bus.
14. Students must **never** touch, tamper with, or exit the emergency doors or windows, unless authorized by the driver or other authorized personnel.
15. Students must use appropriate language. NO PROFANITY IS ALLOWED.
16. When students are suspended from riding the bus, he/she will not be permitted to ride any Bullock County School System bus until the suspension has ended.
17. Electronic devices, (ex. Cell phones) must not be used on the bus.
18. The playing of cards or any form of gambling on a school bus is prohibited.
19. Parents may not remove a student from a bus after the student has boarded the bus without the approval of the transportation supervisor or school administrator.
20. Students will not use any aerosol sprays or body products (deodorants, perfume, etc.,) on the bus.
21. Students shall **NOT** sit in the driver's seat or attempt to operate any parts or mechanisms of the bus.
22. Students shall not strike matches, have lighters, use tobacco, alcohol or drugs in any form on the bus.
23. Students who do not adhere to the rules are subject to disciplinary action, including suspension, and up to expulsion.

Minor Offenses

1. Excessive noise
2. Horseplay
3. Eating/drinking/littering on the bus
4. Playing cards on the bus; gambling
5. Using body products on the bus
6. Disruptive behavior
7. Other offenses as determined by the driver/principal/assistant principal/transportation supervisor

Major Offenses

1. Profanity/threats directed towards the bus driver or peers
2. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
3. Getting on/off at an unassigned stop
4. Riding a bus while suspended
5. Tampering with emergency equipment/unauthorized use of bus emergency door or window
6. Throwing objects on/out of the bus
7. Use of tobacco or use of other illegal substance
8. Bullying and/or fighting
9. Possession, threat or use of weapons, explosives or flammables

10. Vandalism to the bus (restitution will be made)
11. Hanging out of windows
12. Spitting out the window
13. Sexual offenses/sexual harassment
14. Standing on the bus/refusal to stay seated
15. Refusing to sit down on the bus
16. Refusing to obey the driver's instructions
17. Other offenses as determined by the driver/principal/assistant principal/transportation supervisor

Minor Infractions

Progressive Consequences:

Offense	**Consequence**
1st	Verbal warning from driver; documented.
2nd	Parent contact by driver or school; assigned seat.
3rd	Office referral; 1–3 day bus suspension.
4th	3–5 day bus suspension; behavior contract required.
5th+	5–10 day bus suspension or loss of privilege for the semester.

Note: Repeated minor infractions may be reclassified as major if they become chronic or defiant. Any disciplinary action may be modified at the discretion of the school principal/assistant principal/transportation supervisor or the Bullock County Board of Education.

Major Infractions

Progressive Consequences:

Offense	**Consequence**
1st	Immediate office referral; 3–5 day bus suspension; parent conference.
2nd	5–10 day bus suspension; behavior plan or counseling required.
3rd+	10-day to semester-long bus suspension; possible permanent removal for a year.

Extreme Referral to law enforcement if required by law (e.g., weapons, assault).

Note: Severe or dangerous acts may result in immediate long-term suspension without progression through steps. Any disciplinary action may be modified at the discretion of the school principal/assistant principal/transportation supervisor or the Bullock County Board of Education.

BUS PROCEDURES/CHANGE OF ADDRESS

When a parent requests a change of address for their child / children in the Bullock County School District, there will be a 72-hour wait period in order to give the transportation supervisor time to do the following: locate the student address and inform the driver of the change in order to make seating arrangements. This is applicable for all student bus riders!

1. Careful planning and review of routes for safety hazard
2. Provide loading and unloading zones off the main traveled part of highways, wherever it is practical to do so.
3. Refrain from stopping along the bus route at stores and service stations unless those locations are the regularly designated stops.
4. Allow only assigned students to ride the bus unless permission is granted by the principal or transportation supervisor.
5. Designs, modifies, and adapts school bus routes in accordance with school traffic and student transportation needs.
6. Ensure stops are located at sites where there is a minimum of 500 feet of visibility in both directions.
7. Road conditions, time, and safe turn-a-rounds must also be considered when making a decision about pickups made off the main roadhouse.

XI. DRESS CODE POLICY

ALL BCSS SCHOOL STUDENTS ARE REQUIRED TO WEAR UNIFORMS. State educational authorities and recent court decisions have determined that style of dress and hair should not disrupt classes, interfere with learning, prevent instruction, and should comply with state health and safety standards. Bullock County School System believes that requiring neat, clean, and appropriate clothing encourages an atmosphere conducive to learning, work, and discipline. Students are required to dress according to school board policy.

SCHOOL UNIFORM OPT-OUT PROVISION-If a sincerely-held religious belief, disability or medical condition, financial hardship, or other special extenuating circumstance prevents a child from being in uniform, the parent should seek an exemption from the Office of Student Support Services. The school principal may also give students permission not to wear uniforms for curricular and extracurricular purposes.

The following guidelines apply:

- Colors of uniforms (top and bottom) will be determined by the school.
- Only one belt may be worn with attire. Standard belt buckles only (no oversized belt buckles).
- Shorts, skirts and skorts must be no higher than knee length from the crease in the back of the knee. Slits in skirts and dresses must meet the knee length regulation.
- Students must wear shoes that cover their feet. Athletic shoes are preferred.

  WHITE, BLACK OR A COMBINATION OF WHITE AND BLACK SHOES ARE PREFERRED, BUT PRINCIPALS MAY PERMIT OTHER COLORS AS THEY DEEM APPROPRIATE.
- No Crocs, no bedroom slippers, flip flops, stilettos, or slides will be allowed (All shoes must enclose the toes and heals)
- On special occasions, principals may designate days when dress for students may be adjusted.
- Hats, caps, sweatbands, bandanna, visors, wave caps, sunglasses and hoodies must be removed and placed in the locker or designated area and remain there during the school day (except for health and/or religious reasons, which must be approved in advance by the administration).

- Nose jewelry may not be worn by boys or girls while they are in school. For safety reasons, visual piercing jewelry will be limited to ears only. Hoops larger than one inch will not be allowed. Jewelry which includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, heavy bracelets and large finger rings will not be allowed.
- Students are to wear clothing that fits properly. Pants must be worn at the waist (no sagging). Clothing must be clean with no open holes. No shredded clothing will be allowed. Oversized or undersized clothing, including skirts, blouses, dresses, pants, or shirts, will not be allowed. No clothing shall be worn inside out; suspenders/braces shall be fastened and belts buckled.
- Tattoos, insignias, and buttons which promote alcohol, tobacco, drugs, vulgarities, violence, illegal activity, or are demeaning to other persons may not be worn at school.

Consequences

First violation- The parent will be contacted and required to take corrective action. The parent will be asked to bring appropriate apparel/shoes to school.

Second violation- The student will receive a one-day detention and/or In School Suspension. The parent will be asked to bring appropriate apparel/shoes to school.

Third or subsequent violations will be upgraded to Code 10: Disobedience: Persistent/Willful, and consequences will be issued accordingly.

XII. GENERAL POLICY STATEMENTS

A. PRINCIPAL'S AUTHORITY

The principal is granted authority to modify the consequences for violating a rule indicated in the Code of Student Conduct by exercising good judgment in consideration of extenuating factors presented by school system employees, the student or the student's parent or representative. Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors.

Repetitive instances of misconduct constitute a violation of board policy and will be handled according to consequences under the Code of Student Conduct. Consequences are applicable to all grade levels unless otherwise specified.

B. AMNESTY/SURRENDER CLAUSE

A student who discovers, or realizes that he/she has possession of items that violate district policy while on school property shall, upon discovery, immediately turn in the prohibited items to school personnel, or notify them of the whereabouts of the items. Upon turning the item in, the student shall not be subject to any disciplinary consequence.

This amnesty does not apply when the items are discovered by someone else, for example, in a school-wide search. It also does not apply when an administrator's investigation reveals that the student has used the items for prohibited purposes.

C. CORPORAL PUNISHMENT POLICY

Bullock County School System does not advocate the use of corporal punishment. Corporal punishment will not be administered to any students.

D. SEARCHES AND/OR INSPECTION OF SCHOOL PROPERTY

The building principal and his/her designees may conduct legally appropriate searches. All searches must be conducted in the presence of two BCSS employees, one of which must be a building administrator. Students will not be involved in conducting searches.

1. Property Searches — Lockers, desks, and other school property will be subject to search. Although a student may exercise exclusive control of his/her locker as opposed to access to fellow students, the control is not exclusive against school officials. School officials may search or authorize a search of vehicles, on school property, when there is reasonable suspicion to believe prohibited materials are being concealed. The student will be invited to be present during the search, except in cases of clear and present danger to life, health, or property.

2. Bodily Searches ─ School officials may conduct bodily searches of students whenever there is reasonable suspicion to believe the search will reveal a violation of school policy or produce evidence of unlawful activity, but it cannot be invasive. Metal detectors, either walk-through or hand-held, may be used to facilitate the search. Searches should be conducted on a same-gender basis.

3. Confiscation ─ Any unlawful, disruptive, dangerous material, or other property held in violation of board policy found in or on school premises may be confiscated. Any other items or materials deemed inappropriate to possess on school property may also be confiscated. School officials accept no responsibility for safeguarding confiscated items.

4. Use of School Property ─Bullock County School System's property may not be used for any unlawful purpose. Search dogs and metal detectors may be used to search on school property. Any person entering a Bullock County School System building is subject to a routine hand-held search or walk-through a metal detector search. This is to include any school sponsored or non-school sponsored activity on school property.

E. PENALTIES FOR DEFACING/DESTROYING PUBLIC PROPERTY

Under Alabama law, it is unlawful to destroy or deface public property. A person who inflicts damage of:

(a) $2,500 or over is guilty of a Class III felony;

(b) $500 up to $2,500 is guilty of a Class I misdemeanor; and

(c) Up to $500 is guilty of a Class II misdemeanor

Parents or guardians of a minor who caused the damage will be liable for actual damages plus court costs. The minor who is convicted of violating the act will be ordered by the court to correct or clean up any destruction or defacement.

F. CURRICULUM GUIDE FOR INSTRUCTIONAL SUPPORT

Questions regarding Bullock County School System's curriculum guide for instructional support should be referred to the principal. Parents may request a copy of this policy from the school.

G. HUMAN RESOURCES

If you have questions or concerns with an incident at the school involving BCSS personnel, please notify the principal. If you need additional assistance, please contact the Office of Human Resources.

H. LOST OR STOLEN PROPERTY

Students bringing personal property onto school district property do so at their own risk. The school district does not assume responsibility for lost, damaged, or stolen property.

I. BEHAVIOR DURING EXTRACURRICULAR ACTIVITIES

Students participating in extracurricular activities must comply with the established rules and regulations governing student behavior set by the State of Alabama and the Bullock County Board of Education. Participation in extracurricular activities is a privilege, not a right. All students engaging in extracurricular activities are expected to be on their best behavior at all times. If a student engages in prohibited behavior (i.e. profanity, fighting, violations of state law and district policy, or any other prohibited behavior which results in removal from an extracurricular activity) one or more of the following consequences may apply:

- **Suspension from the activity;**
- **Removal from the team or club;**
- **Suspension from school for violation of state law or district policy; and/or**
- **Recommendation for expulsion/due process hearing.**

The school sponsor in charge of the extracurricular activity will document any student misbehavior and refer the student to an administrator for disciplinary action upon the student's return to school. The school sponsor will confiscate and document any physical evidence that is a violation of state law and board policy, as well as secure statements from the student who has allegedly committed an offense and all witnesses to the incident. Should the confiscated evidence be controlled substances or weapons, law enforcement officials shall be notified immediately.

Attending school-sponsored activities away from the regular school setting and participating in extracurricular activities are valuable parts of a comprehensive educational experience. To ensure that these activities are successful, administrators must clearly explain behavioral expectations to students, parents, sponsoring staff members and chaperones. Students must encourage and display appropriate behavior as well to make these activities beneficial and productive.

School Sponsored Activities

Any school sponsored activity is under the jurisdiction of the Bullock County School System. Any person that is not a student at the school that is sponsoring the activity must have permission from the school principal to attend that activity. Any student that is under a suspension may not attend any school sponsored activity. All students that attend the alternative school are under a long term suspension, therefore they must have permission from the base school principal to attend any activities at that school.

J. INTERNET ACCEPTABLE USE POLICY

The Bullock County Board of Education provides computers as tools to enhance students' learning. The district's computer network and the Internet, whether used on or off-campus; whether owned by the school district or by the student or his/her family; whether accessed on campus or off campus during or after school hours; may not be used for the purpose of harassment of any kind. All forms of harassment over the Internet (commonly referred to as cyberbullying) are unacceptable and will be viewed as a violation of school board policy and the district's acceptable computer use policy and procedures.

Malicious use of the district's computer system is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Social Media

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs, Facebook, Twitter, Instagram ,Vine, YikYak, Kik, SnapChat, etc. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator.

The administration shall fully investigate all reports of cyberbullying. In situations where the cyberbullying originated from a non-district owned computer, but was brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be substantially disruptive of the educational process so that it interrupts or impedes the day-to-day operations of a school. In addition, such conduct must also violate another district policy. Such conduct includes, but is not limited to sexual or racial harassment, and threats made on or off school grounds to kill or hurt a staff member or student.

Disciplinary action may include: the loss of computer privileges, suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

Consequences

Parental conference to loss of Internet privileges.

If a violation of this rule also violates other Class II and/or C offenses, other consequences will be imposed.

What are the privileges and rights of the user?

The use of all Bullock County School System's technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in revocation of those privileges, pending an investigation. Moreover, users of Bullock County School System's technology must be aware that the school system cannot assume any liability arising out of the illegal or inappropriate use of technology resources. The rights of the user include:

Privacy: All users have a right to privacy. However, if a user is believed to be in violation of the guidelines, a system administrator or other staff may review communications to maintain system integrity and to ensure that students are using the Internet responsibly.

Safety: Any user who receives threatening or unwelcome communications should bring them to the attention of a teacher or administrator.

Intellectual Freedom: Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the school.

Inappropriate Materials or Language: No profane, abusive or impolite language should be used to communicate, nor should materials be accessed that are not in line with the rules of school behavior.

Equal Access: All users will be granted equal access to the Internet. Exploration of the Internet is encouraged relative to the purpose of research and education. No single user should monopolize the workstation connected to the Internet.

What are the guidelines?

1. **BE PREPARED** to be held accountable for your actions. Exemplary behavior is expected from all users at all times.
2. **DO NOTIFY** an adult immediately if you encounter materials that violate the school code of conduct.
3. **DO NOT** use a computer or the Internet to hurt, harass, attack, or harm other people or their work.
4. **DO NOT** damage the computer or network in any way.
5. **DO NOT** degrade the performance of the network through the posting of electronic chain letters or other useless information.

6. **DO NOT** use the Internet for illegal activities. (i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang activities, etc.)
7. **DO NOT** install software or download unauthorized files, games, programs, or other electronic media.
8. **DO NOT** violate copyright laws.
9. **DO NOT** view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
10. **DO NOT** share your password with another person.
11. **DO NOT** reveal your personal address or phone number or those of anyone else.
12. **DO NOT** access work, folders or files belonging to Bullock County School System or the district's employees or students.
13. **DO NOT** repost non-academic personal communication without the original author's prior consent.

SECTION: INSTRUCTIONAL RESOURCES

The term "computer" as used in this policy, is intended to have a broad interpretation. Computer as used herein means the computer itself along with all of the accessories and peripherals used in connection with the computer such as, but not limited to, the servers, backup or portable (USB or jump) drives, backup disk, network servers, communication servers, modems, Internet access software, CD ROMS, CD/DVD Drives, printers, software, stored data, computer hardware, e-mail and any and all data and programs used on the computers. This includes tablets or any electronic device on the BCSS network.

The BCBOE permits and encourages the use of computers in support of education, research, or business applications consistent with the purposes of the Board. Students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All students must adhere to this policy. Students must also adhere to any other acceptable use guidelines devised by the local school, including the signing of acceptable use procedures.

1. Computer accounts are to be used only by the authorized owner of the account for the authorized purpose. 2. The illegal installation or use of copyrighted software for use on computers owned or operated by the Board is prohibited. Appropriate license(s) must be possessed by individual schools or the school system before copyrighted software may be installed or used. 3. Any use of computers for purposes inconsistent with the educational mission of the school or school system is prohibited. The illegal publication or copying of copyrighted material is prohibited and students may be held individually liable for their own actions that violate copyright laws. 4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the computer or BCSS network. 5. All communications and information stored on computers owned or operated by the Board shall be considered property of the Board. 6. Computers shall not be misused or abused in any way, such as developing programs that harass other users or infiltrate a computer and/or damage software components or using computers to disrupt other computers. 7. Antisocial behaviors (harassment, discriminatory remarks, etc.) are prohibited on the computer. The computer will not be used to access Internet sites or to run programs that are offensive, illegal or otherwise not suitable or proper for use in public schools. 8. Use of computers to access files dangerous to the integrity of individual computers (i.e., viruses) is prohibited. 9. Technology protection measures (specific software that blocks or filters Internet access and monitors online activities of minors) must be functioning on all BCSS computer equipment.

Bypassing the filter or using personal Internet hotspots is prohibited. 10. The Board reserves the right to review and to remove users' files without warning. 11. Taking still pictures or video from electronic devices is prohibited unless instructed by a teacher or administrator.

The BCSS provides access to electronic mail and the Internet. Individual users of the Board's computer networks are responsible for their behavior and communications over those networks. The Board expects users to comply with Board standards. Beyond the clarification of such standards, the district makes no warranties of any kind, whether expressed or implied, for the access it is providing, nor will it be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk.

This district denies any responsibility for the accuracy or quality of information obtained through its system.

The district is not responsible for unauthorized costs incurred by students.

Files and communications may be reviewed to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files and communication stored on computers will be private. The following are examples of behaviors that are not permitted. This list should not be considered exhaustive.

- Sending or displaying obscene and offensive messages or pictures, child pornography, and any visual depictions that are harmful to minors (under 17)
- Using obscene/profane language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or networks
- Violating local, state, or federal statutes or copyright laws
- Using another user's password
- Trespassing in another user's folders, work, or files
- Using technology resources without authorization
- Wasting limited time and resources
- Employing the network for personal or commercial purposes or using computers for purposes other than those specified by the Board
- Accessing inappropriate matter on the Internet and World Wide Web
- Accessing any chat room not specifically approved by BCSS

Violations may result in a loss of access as well as other disciplinary or legal action. Penalties for students who violate this policy will be commensurate with those outlined in the Code of Student Conduct. Students encountering inappropriate materials or messages on the Internet are responsible for making a prompt report to a teacher or another school official.

XIII. Alabama State Department of Education Policy on the Use of Digital Devices during the Administration of a Secure Test

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

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

Alabama State Department of Education Suggested Guidelines for the Search of Digital Device Seized During the Administration of a Secure Test (Revised May 18, 2011)

Please note that these guidelines were created with the assumption that students (and preferably parents) have been notified (verbally and in writing when at all possible) that: (1) the possession of a digital device is strictly prohibited during the administration of a secure test; (2) if the device is used during the administration of a secure test, the device will be confiscated and is subject to a search; and (3) if the device is used during the administration of a secure test, the student's test will automatically be invalidated. The suggested guidelines are as follows:

1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to help prevent any remote-access data-wipe.

2. The test administrator should deliver the device as soon as practicable to a school administrator.

3. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.

4. For the purposes of determining whether a search of a digital device should take place, the school administrator should:

   a. Learn the facts regarding the seizure of the device from the test administrator.

   b. Determine whether it is reasonable under all the circumstances to believe that the student could have been using the device to cheat or for some other undetermined purpose.

5. If the school administrator determines that the student was merely in possession of the digital device then it may be returned to the student in accordance with the school system's policy.

6. If the school administrator believes that it is reasonable to suspect that the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.

7. If no wrongful activity is discovered on the device, then it may be returned to the student in accordance with the school system's policy.

8. If wrongful activity is discovered on the device regarding the test at issue or, if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device in accordance with the school system's policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.

9. Following a search in which wrongful activity is discovered, and when the device is a "Smart phone," the device should be turned off after the search to help prevent a potential remote-access data-wipe.

10. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.

11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's Student Assessment Handbook.

12. In any situation involving the search and seizure of a student's property, a school administrator should consult with his or her supervisor in accordance with the school system's policy.

The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of students and educators; outlines objective standards of conduct for professional educators; and clearly defines actions of an unethical nature for which Ethical Administration of Assessments. The Alabama Student Assessment Program Handbook illustrates professionally responsible and ethical practices in educational assessment for use by all individuals engaged in the administration, interpretation, and use of state standardized assessments, and in the reporting of results from these assessments.

These individuals include, but are not limited to, classroom teachers, principals, school psychologists, superintendents, district staff, (ALSDE) staff, and educational research and policy professionals.

XIV. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are: The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

2. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

4. FERPA defines certain student information as "directory" information to be: name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, "from and to" dates of enrollment, degrees, and honors, and the most recent educational institution attended by the student. Bullock County School System will release this information when requested unless notified in writing by the parent/legal guardian of the eligible student by October 1, that such information not be released. Directory opt out notifications should be mailed via U.S. Postal Service or hand delivered to the Office of Student Support Services, 108 Hardaway Avenue West, Union Springs, AL 36089.

5. The Bullock County Board of Education recognizes the right of the United States Armed Forces' recruiters to have access to secondary school student information. These recruiters will be provided "directory information," including students' names, addresses, and telephone numbers unless a parent notifies the district in writing that the student's information should not be disclosed without prior written consent. ***(Title IX, Section 9528)***

For additional information or technical assistance, call (202) 260-3887. Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Contact may be made at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

Website address is: www.ed.gov/print/policy/gen/guid/fpco/ferpa/index.html

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in *§99.31* of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, *§99.32* of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

• To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in *§99.31(a)(1)(i)(B)(1) - (a)(1) (i)(B)(2)* are met. *(§99.31(a)(1))*

• To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of *§99.34. (§99.31(a)(2))*

• To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State Educational Agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of *§99.35*, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.

These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. *(§§99.31(a)(3)* and *99.35)*

• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. *(§99.31(a)(4))*

• To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to *(§99.38. (§99.31(a)(5))*

• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. *(§99.31(a)(6))*

• To accrediting organizations to carry out their accrediting functions. *(§99.31(a)(7))*

• To parents of an eligible student if the student is a dependent for IRS tax purposes. *(§99.31(a)(8))*

• To comply with a judicial order or lawfully issued subpoena. *(§99.31(a)(9))*

• To appropriate officials in connection with a health or safety emergency, subject to *§99.36. (§99.31(a)(10)*

• Information the school has designated as "directory information" under *§99.37. (§99.31(a)(11))*

XV. PRO-CHILDREN ACT OF 1994

In conjunction with the Safe Schools/Healthy Schools Initiative, Bullock County School System has agreed to comply with the Pro-Children Act of 1994. This act requires Bullock County School System and its vendors to prohibit all smoking in any indoor facility used to provide services and instruction to students. If you are aware of any violations of the Pro-Children Act of 1994 occurring on properties operated by Bullock County School System, call the BCSS Communication Office at (334) 223-6761.

XVI. UNSAFE SCHOOL CHOICE OPTION

1. Definitions: A transfer option school (TOS) in the state of Alabama is one in which for three consecutive school years the school has expelled one percent of the student population or five 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" means a "persistently dangerous school" as those words are used in the *No Child Left Behind Act of 2001*, Public Law 107-110, Title IX, *Sec.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 *Sec.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 Local Education Agency. The LEA or district shall notify the student's parent/guardian of the right to transfer as soon as practicable, not to exceed 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 (ALSDE) 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 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:

Step 1. Notify parents/guardians of each student attending the school within 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.

Step 2. Complete the transfer for those students who opt to do so within 20 working days.

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.

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 1-4 above and (2) completing two consecutive years with less than one percent of the student population or five students (whichever is greater) expelled for violent criminal offenses as defined in its policy.

Author: Dr. Ed Richardson Statutory Authority: Const. of Ala. 1901, Amend No. 284, Code of Ala. (1975), 16-1-1, 16-2-2, 16-3-ll through 12, 16-3-14, 16-8-35 through 36, 16-12-8, 16-26-1 through 3, 1982 Acts of Ala. No. 82-482, No Child Left Behind Act of 2001, Public Law 107-110, Title IX, Sec. 9532 (a) and (b). History: Adopted ER effective March 13, 2003; adopted ER as regular rule May 8, 2003, effective June 12, 2003.

XVII. POLICIES FOR ELL, HOMELESS, MIGRANT & NEGLECTED STUDENTS

Education for Homeless Children and Youth Program

The McKinney-Vento Homeless Assistance Act

The Education for Homeless Children Youth Program is funded under the McKinney-Vento Homeless Assistance Act, Title IX, Part A, of the Every Student Succeeds Act 2015. The program is designed to ensure that homeless children and youth have access to the same free, appropriate public education that is provided to all children.

Who is homeless?

The McKinney-Vento Act defines "homeless children and youth" as individuals who have a lack of fixed, regular and adequate nighttime residence. The term includes:

• Children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or similar reason (doubled-up);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters; - abandoned in hospitals; or

• Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodation for human beings;

• Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

• Migratory children who qualify as homeless because they are living in circumstances described above.

Identification of "homeless" will be determined on a case-by-case basis by the Homeless Education liaison (334) 513-8441. The definition above will be used but the relative permanence of the living arrangements will also be considered.

Students classified as "homeless" are required to follow all protocols and board policies according to the Code of Student Conduct at school and all school activities.

EDUCATION FOR HOMELESS CHILDREN AND YOUTH

Policies and Forms on Homeless, Migrant, English Language Learners Neglected and Delinquent Students.

English Language Learners

Bullock County School System, within thirty (30) days of the beginning of the school year, will inform a parent of identification of a student for participation in the limited English proficient program. The notification will include the following information:

- The reason for the identification of the student as limited English proficient and the need for placement in language instruction.
- The child's level of English proficiency and the method used for assessment as well as the status of the child's academic achievement.
- The method of instruction to be used in the language program and how the class differs in content, goals and methods from the regular English class.
- The way the program will meet the education needs of the child and build on strengths.
- The way the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation.
- Specific exit requirements from the program and transition back into the regular English class.
- Services for a child with disabilities to meet objectives of the individualized education program.
- The right of parents to have their child removed from a special language program.
- Options parents have for other kinds of service if they decline enrollment in the program for limited English proficient students.

Parents will also be notified within fifteen (15) days if the system fails to make progress on the annual measurement achievement objectives. All information provided will be in a uniform and understandable format and to the extent practical in a language that parents can understand.

XVIII. PROCEDURES FOR ADMINISTERING MEDICATIONS

1. All prescription medication must be registered in the school office.

2. A school employee trained to assist with medications will supervise the taking of prescription medication when the School Medication Prescriber/Parent Authorization has been completed.

Note: This form must be completed by the parent/guardian and the prescribing physician before school personnel can assist with medication.

3. The current prescription bottle must be labeled with the child's name and must indicate specific directions. The time to be given must be a specific time (for example, noon, 11 a.m., etc.) during the school day. Samples from doctors are acceptable, but must be accompanied by a doctor's written orders to administer, including the child's name, name of medication, and the time and amount to be taken.

4. Changes in medication or medication dosage will require a new School Medication Prescriber/Parent Authorization form and a new prescription bottle.

5. School employees will not assume responsibility for supervising the taking of nonprescription medication or over the counter (OTC) medications. OTC medications will not be administered at school unless the medication is prescribed by a doctor or clinic and the medication is in a prescription bottle with the same directions required for prescriptions. A School Medication Prescriber/Parent Authorization form must be completed.

6. All medication is required to be delivered to the school office by the parent/guardian. Parents/guardians are required to meet with the School Nurse or trained Medication Assistant to verify and document medication count and authorization forms.

7. Medication will be dispensed as specified until the parent requests, in writing, to discontinue or until the supply is depleted. Parents will be notified when supply is nearly depleted to allow opportunity for replenishment.

8. Parents/guardians are responsible for picking up any remaining medication at the end of the school term. Any medication left at the school following the last day of the school term will be disposed of without notification to the parent.

XIX. OPT-IN FOR MENTAL HEALTH SERVICES BY PARENT OR LEGAL GUARDIAN

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

For purposes of this policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health; however, it does not include instructional activities designed to educate students regarding topics related to mental health (1) contained in the school system's approved curriculum or (2) otherwise required to be taught by law (*e.g.,* Erin's Law; Jason Flatt Act).

This policy is not applicable to any school counseling services or "mental health services" contained in a student's PST, IEP, or §504 plan. Consent for those services will be obtained in accordance with the specific procedures required by federal and/or state law, and information regarding any mental health services will be provided in the pertinent plan.

A. **Written Notification** – At least annually, the school system shall provide parents and legal guardians a written notification regarding school provided or sponsored mental health services. The notification will include the purpose and general description of each of the mental health services available; information regarding ways parents may review materials to be used in guidance and counseling programs available to students; and information regarding ways parents may allow, limit, or prevent their student's participation in the programs.

The written notification may be provided electronically, including through the school system's online enrollment portal or by such other means and methods as are customarily used for such purposes.

B. **Opt-In To Participate in Mental Health Services –**

1. *General Requirement* – For a student under the age of fourteen to participate in mental health services, written permission by the student's parent or legal guardian is annually. The written permission must be specific as to any treatment and not broad in nature. Parents and legal guardians may be provided the opportunity to opt-in electronically during online enrollment or by such other means and methods as are customarily used for such purposes.

2. *Rescinding Permission* – A parent or guardian may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration **[Note:** School systems who want parents to submit this notice to a particular person should simply insert the person's title in place of "school administration" (*i.e.,* principal, school counselor, etc.)].

3. *Requests for Opt-In and Referrals Authorized* – If a parent or legal guardian does not initially opt-in to mental health services, school officials may contact the parent or legal guardian to (1) attempt obtain permission for the student to participate in mental health services if the school official believes that the student would benefit from services or if circumstances arise for which services could be beneficial; and/or (2) provide a parent or legal guardian with a referral or information regarding mental health services that may be available to a student through other agencies or providers.

4. *Exception for Imminent Threat* – If a parent or legal guardian has not opted-in to mental health services, a student may be provided mental health services if there is an imminent threat to the health of the student or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances.

C. **Information for Parents/Legal Guardians –** If a student's parent or legal guardian elects to opt-in to mental health services, the counselor providing services shall keep the parent fully informed regarding any diagnosis and any recommendations for additional counseling or treatments beyond the services for which the parent or legal guardian has already opted in. The parent shall have the authority to make final decisions regarding any such recommended counseling and treatments.

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

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

XX. 2026-2027 ACADEMIC YEAR CALENDAR

Bullock County Public Schools-Start

2026-2027
Academic Year Calendar
Mr. Sean Dees, Superintendent
Board Approved March 10, 2026

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	31	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

8/3-8/5	Professional Development
8/5	Institute Day
8/6	First Day of School for Students
9/4	Progress Reports
9/7	Labor Day/No School
10/9	Homecoming/Student eLearning / Remote Day/ Faculty & Staff Work Day
10/12	Fall Break/No School
10/14	Report Cards
10/30	Student eLearning / Remote Day/ Faculty & Staff Work Day
11/10	Progress Reports
11/11	Veterans Day/No School
11/23-11/27	Thanksgiving Break
12/21-1/1/27	Winter Break
1/4	Professional Development
1/5	Students Return from Winter Break
1/8	Report Cards
1/18	MLK/No School
2/4	Progress Reports
2/12	Student eLearning / Remote Day/ Faculty & Staff Work Day
2/15	President's Day/No School
3/16	Report Cards
3/26	Student eLearning / Remote Day/ Faculty & Staff Work Day
3/29-4/2	Spring Break
4/16	Progress Reports
4/19	Professional Development
5/21	Last Day for Students/Report Cards Student eLearning / Remote Day/ Faculty & Staff Work Day
5/22	Graduation (BCHS)
5/24-5/25	Professional Development
Notes	
180 Student & Teacher Days	
7 Professional Development Days	

- Student Instructional Day
- Staff Professional Development
- Student eLearning / Remote Day/ Faculty & Staff Work Day
- No School for Students & Staff
- Progress Reports
- Report Cards
- Grading Period Ends

XXI. Annual Notification Regarding School Provided or Sponsored Mental Health Services

Mental Health Services

The school district provides the following mental health services for our students. It is the mission of the Bullock County School District to address and decrease mental health and social-emotional obstacles and ensure the successful transition of all students with education, prevention and appropriate interventions and strategies. The following list contains examples of the services that are available.

- **Large Group** - includes school mental health staff or professional to discuss topics such as bullying, suicide prevention, stress management, anxiety, etc., or guest speakers to discuss good choices, substance abuse prevention, etc.
- **Small Group** - includes small group of students with school mental health staff or professional to discuss topics such as anxiety, suicide, grief, healthy coping skills, etc.
- **Mentoring** - Peer Helpers or any other school-level mentoring program that assists students in school on topics such as healthy relationships, problem-solving, coping skills, positive self concept, positive communication, anxiety, depression, etc.
- **Assessments or Surveys** – includes questionnaires provided to students related to feelings, needs, behaviors, social interactions, etc.
- **Crisis Intervention** - short-term, immediate assistance by school mental health staff or professional for a specific situation or incident.
- **School-Based Mental Health Counseling** - On-going counseling services by school mental health staff or private practitioners in the school setting. For this service, parent or legal guardian's permission will be obtained during the intake process before services are provided.

Review of Materials

You may request to review any materials used in the mental health department available to students by contacting our Mental Health Services Coordinator (MHSC), Ms. Dorsey Fayson at Dorsey.Fayson@BullockCo.org.

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

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

Therefore, if your child is under fourteen, they will only be allowed to participate in mental health services if you opt-in. **If you would like the school system to be able to offer and/or provide mental health services to your child, you must opt-in for each service listed for them to participate in that service.**

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

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

XXII. OPT-IN FOR MENTAL HEALTH SERVICES FORM

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

□ Yes

□ No

If No, stop here.

If Yes, continue below.

I hereby give my permission for my child to participate in the following mental health services:

[Check the box for each mental health service you want to be available to your child]

□ **Large Group** - includes school mental health staff or professional to discuss topics such as bullying, suicide prevention, stress management, anxiety, etc., or guest speakers to discuss good choices, substance abuse prevention, etc.

□ **Small Group** - includes small group of students with school mental health staff or professional to discuss topics such as anxiety, suicide, grief, healthy coping skills, etc.

□ **Mentoring** - Peer Helpers or any other school-level mentoring program that assists students in school on topics such as healthy relationships, problem-solving, coping skills, positive self concept, positive communication, anxiety, depression, etc.

□ **Assessments or Surveys** – includes questionnaires provided to students related to feelings, needs, behaviors, social interactions, etc.

□ **Crisis Intervention** - short-term, immediate assistance by school mental health staff or professional for a specific situation or incident.

□ **School-Based Mental Health Counseling** - On-going counseling services by school mental health staff or private practitioners in the school setting. For this service, parent or legal guardian's permission will be obtained during the intake process before services are provided.

You may rescind permission for a student to participate in mental health services at any time by providing written notice to the Mental Health Services Coordinator, Ms. Dorsey Fayson.

Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Mental Health Staff Signature: _____ Date: _____

XXIII. ABSENCE EXCUSE NOTE FORM

Absence Excuse Note Form

Please excuse my child, _____.

(PRINT NAME OF STUDENT)

He/she missed school on _____ due to the reason checked below:

(DATE(S) OF ABSENCE)

Please select the reason why your child missed school (required):

□ **Student illness/sickness** (for 5 or more consecutive absences, doctor's note is required)

□ **Medical/dental appointment** (please provide note from the medical provider)

□ **Student judicial proceeding** (please provide document from court verifying presence)

□ **Religious holiday**

□ **Death in the family**

□ **Other** (If you selected "other", please provide details. Please understand that under AL Law, only certain absences may be accepted as excused absences.) _____

_____

Parent Name _____

(PRINT)

Parent Signature _____

(SIGNATURE))

Parent Phone Number _____ *Today's Date _____

***For these absences to be excused, a parent note or doctor's excuse must be sent to the school within three (3) days of the student's return to school to be counted as an excused absence.**

- **If a student is absent five (5) days, a doctor's excuse may be required.**
- **Parental excuses are limited to five (5) per school year.**

XXIV. OFFICE DISCIPLINE REFERRAL AND NOTICE OF ACTION FORM

Bullock County Schools

Office Discipline Referral and Notice of Action

Referral Date:_____

[ ] This Incident Happened on a School Bus BUS NO. _____ Referral NO._____ Driver: _____

STUDENT DATA

_____

Last Name First Name M.I. Student I.D

Race___ Sex ___ Age ___ Gr_____Homeroom _____ Bus NO._____ School _____

Teacher/Bus Driver: _____ Grade/Content/Bus NO. _____

(Please Print)

REASON FOR REFERRAL:_____

(*Describe In Detail What Happened*)

_____

_____

Actions Taken Prior to Office Referral:

Occurrence: Date _____Time _____ Location: _____ Referred by _____

(Please Print)

Administrative Use Only _____

Due Process: Was the student advised of the reason for the referral and allowed the opportunity to explain both orally and in writing? _____ Yes _____ No **Special Education** ___Yes ___No

StudentStatement:_____

_____

_____

[ ] More space needed, see the attached document.

_____ _____

(Signature of Student) (Date)

Bullock County Code Violated : _____	**Discipline Consequences:**	
Call to Parent: Date_____ Time _____	[ ] Student Conference [ ] In-School Suspension ____ Days [ ] Out-of-School Suspension ____ Days [ ] Law Enforcement Referral	[ ] Restitution [ ] Proposal for Due Process [ ] Proposal for Expulsion [ ] Other: _____
Parent Conference: Date _____ Time _____		
Action Taken by Administrator: [ ] Notify Student Services [ ] Notify Social Services [ ] Other: _____	**Actions Taken by Law Enforcement:**	

_____ _____

(Signature of Administrator) (Date)

Note: Students who have been suspended or expelled from the school system are not allowed on any school property nor allowed to attend any school functions.

Distribution: White/Administration Yellow/Parent Pink/Teacher

BCS Revised July 1, 2019