

CODE OF STUDENT CONDUCT



**Scottsboro City Board of Education
Scottsboro, Alabama
2018-2019**

***The purpose of Scottsboro City Schools is to
maximize the learning of all students.***

Board Approved: June 26, 2018

Annual Asbestos Notification to Students, Parents, Teachers, and Employees

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA) became law. This law requires all local education agencies to identify asbestos containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers into the environment. In order to comply with this law, all Scottsboro City Schools have been inspected and management plans have been developed. The management plan is a document required by law, which describes in detail the inspection findings and various approved methods of dealing with ACM. The management plan, inspection results, and removal records are on file at the Central Office and at each school's main office. You may review these reports during regular office hours. Currently, Nelson Elementary, Collins Intermediate, and Scottsboro Junior High are the only schools in this system that have some ACM and are therefore required to maintain an Asbestos Management Plan. Asbestos Containing Materials are surveyed every 6 months and re-inspected every 3 years. The next re-inspection is scheduled for Spring/Summer of 2017. This annual notification is another component of AHERA required activities.

If you have questions concerning the management plans, you may contact the Director of Operations or the Maintenance Supervisor at (256) 218-2100.

Non-Discrimination Policy

Scottsboro City Schools does not discriminate in admission, treatment, or access to programs or activities based on race, color, national origin, religious preference, disability, age, gender, sexual orientation, citizenship, non-English speaking ability, or homeless status and provided equal access to the Boy Scouts and other designated youth groups. Students with disabilities will be provided with the same needed supports and services for extracurricular programs and activities that are provided during the school day, unless doing so would fundamentally alter the nature of the program and activity.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Anna Watts, Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, AL 35768. Phone: (256) 218- 2109. Email: awatts@scottsboroschools.net.

Title IX Grievance Procedure

Any student of Scottsboro City Schools who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any of the system's education programs or activities on the basis of gender may file a written complaint with the Title IX Coordinator, Anna Watts. The Coordinator shall conduct a review of the written complaint and mail a written response to the complainant within 10 school days after the receipt of the written complaint. A copy of the written complaint and the Title IX Coordinator's response shall be provided the Superintendent of Scottsboro City Schools. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Superintendent indicating the nature of disagreement with the response and his or her response for such disagreement. The Superintendent shall mail a written response to the appeal within 10 school days after the receipt of the written appeal. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating the nature of disagreement with the response and his or her reasons for such disagreement. The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the appeal. The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following the completion of the hearing. For further information, contact the Director of Special Education Services, Anna Watts, for the Scottsboro City Schools. Telephone (256) 218-2109.

Dear Parents and Students,

Welcome to the 2018-19 school year! It is an honor and privilege to be a part of the Scottsboro City Schools and have the opportunity to work with each of you. The Scottsboro City Schools have always been an outstanding system, led by exceptional leaders and caring teachers. Parental support has been strong as well and together these factors are largely responsible for the continued success in our community.

The Scottsboro City School's *Code of Student Conduct* is designed as a resource concerning some of the basic information that you and your child will need to be aware of during the school year. Both students and parents should become familiar with the Scottsboro City School's *Code of Student Conduct* as this document is intended to promote school safety and a positive atmosphere for learning.

After reading through the *Code of Student Conduct* with your child, please keep this document as a reference during the school year. If you or your child have any questions about any of the material in the *Code of Student Conduct*, please don't hesitate to contact us. Our goal is student success and this will be accomplished because of a dedicated staff and supportive parents. It is a great day to be a part of the WILDCAT NATION and truly, our best days are still ahead of us. We look forward to having your child as a member of our school system.

Warmest Regards,

A handwritten signature in black ink that reads "Jose Reyes, Jr." with a stylized flourish at the end.

Jose Reyes, Jr., Ed.D.
Superintendent
Scottsboro City Schools

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*Remove, complete, and return to your child’s school.

SCOTTSBORO CITY SCHOOLS
305 South Scott Street
Scottsboro, Alabama 35768
(256)-218-2100

SCOTTSBORO CITY BOARD OF EDUCATION

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Mr. Kevin Willoughby	Director of Human Resources and Communications

SCOTTSBORO CITY SCHOOLS

SCHOOL	PRINCIPAL	TELEPHONE
Caldwell Elementary	Ms. Martha (Corky) Hood	218-2500
Nelson Elementary	Mr. Ken Holder	218-2600
Collins Intermediate	Mr. Dale Hancock	218-2700
Scottsboro Junior High	Mr. Jason Hass	218-2300
Scottsboro High	Mr. Brad Dudley	218-2000

SCOTTSBORO CITY SCHOOLS' CODE OF STUDENT CONDUCT

The Scottsboro City Board of Education believes that instruction must occur in an environment conducive to learning. Productive instruction requires good order and discipline, which may be described as the absence of distraction, frictions, and disturbances, which interfere with the effective functioning of the student, class, and school. It is also the presence of a friendly, yet businesslike atmosphere in which students and good personnel work cooperatively toward mutually recognized and accepted goals.

As students progress in the Scottsboro City Schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is an accepted fact that students of different ages and maturity require different types of disciplinary action. Therefore, disciplinary action shall be divided into elementary and secondary sections.

To assist parents, administrators, faculty, and students in maintaining an appropriate teaching and learning environment, the *Code of Student Conduct* will:

1. Conform to the mandates provided in the Individuals with Disabilities Education Act of 2004, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), the Title IX Education Amendments Act of 1972, and any additional applicable federal and state laws.
2. Define student discipline in the context of the Board of Education's policy and philosophy.
3. Describe roles of the home, student, school, and school personnel.
4. Describe student rights and responsibilities.
5. Identify formal disciplinary action.
6. Standardize procedures for administering formal disciplinary actions.
7. Identify classifications of violations and describe procedures for disciplinary action.
8. Provide procedures for communicating with Juvenile Court.
9. Describe acceptable uses of technology and networks.
10. Define attendance policies, procedures and laws.
11. Define procedures related to student medications and related student health services.

Role of the Parents, Students, School, and School Personnel

In order for effective instruction to occur, there must be a cooperative relationship between student, parent, and educator. This relationship may be described as follows:

Parents or guardians who:

1. Keep in regular communication with school authorities concerning their child's progress and conduct.

2. Ensure that their child is in daily attendance and promptly report and explain in writing an absence or tardiness to school.
3. Provide their child with the resources needed to complete class work.
4. Assist their child in being healthy, neat, and clean.
5. Bring to the attention of school authorities any problems or condition which affects their child or other children in the school system.
6. Discuss report cards and homework assignments with their child.
7. Maintain up-to-date home, work, and emergency telephone numbers at the school, including doctor, hospital preferences, and an emergency health care form.
8. Attend scheduled parent/teacher conferences.
9. Participate actively in parent/teacher organizations.
10. Volunteer whenever possible to assist in daily routines at school.
11. Work with school officials to determine appropriate discipline procedures for their child/children.

Students who:

1. Attend all classes daily and are punctual in attendance.
2. Are prepared to come to class with appropriate working materials.
3. Are respectful to all individuals and property.
4. Refrain from using profane and inflammatory statements.
5. Conduct themselves in a safe and responsible manner.
6. Are clean and neat.
7. Are responsible for their own work.
8. Abide by rules and regulations of the school and each classroom teacher.
9. Seek changes in an orderly and organized fashion.

Schools that:

1. Encourage the use of good grievance procedures.
2. Maintain an atmosphere conducive to good behavior.
3. Exhibit an attitude of respect for students.
4. Plan a flexible curriculum to meet the needs of all students.
5. Promote effective training of discipline based upon fair and impartial treatment of all students.

6. Develop a good working relationship among staff and with students.
7. Encourage the school staff, parents/guardians, and students to use services of community agencies.
8. Encourage parents to keep in regular communication with the school.
9. Encourage and welcome appropriate parent participation in affairs of the school.
10. Create an atmosphere devoted to achieving excellence through honesty and diligent work.
11. Seek to involve students in the development of policies and rules and regulations of the school system and school.
12. Endeavor to involve the entire community in order to improve the quality of life therein.

School personnel who:

1. Are regular in attendance and on time.
2. Are prepared to perform their duties with appropriate materials.
3. Are respectful of all individuals and property.
4. Refrain from profane and/or inflammatory statements.
5. Conduct themselves in a safe and responsible manner.
6. Are neat and clean.
7. Abide by laws, policies and rules and regulations set forth by the Code of Alabama, the Board and the individual school.
8. Seek changes in an orderly and organized fashion.
9. Continuously improve professional knowledge and skills
10. Show a positive, cooperative attitude toward parents, students, co-workers and the total school program.
11. Are approachable and available to students, parents, administrators, and co-workers.
12. Strive to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal action including but not limited to:
 - a. Referral to appropriate personnel/agency for group or individual counseling with guidance counselors, psychological evaluations, and such other services deemed appropriate.
 - b. Conferences and/or contacts between administrator, parents/guardians, teachers, and students.
 - c. Referral to appropriate agencies for specific problems.
 - d. Referral to programs for students with disabilities.

Jurisdiction of the School Board

Scottsboro City public school students are subject to the policies of the Scottsboro City Board of Education and the rules and regulations of individual schools during the school day and during regular school activities. Additionally, students are subject to the jurisdiction of the Board while being transported to and from school or related activities; and at such times and places including, but not limited to, school sponsored events, field trips, athletic functions, and other activities where appropriate school personnel have jurisdictional control over students. Jurisdiction may be extended to the immediate vicinity of the school whenever the conduct of the student(s) is deemed to have a detrimental effect on the health, safety, and welfare of the school, students, and staff.

Absences

Student Absences, Excuses and Tardies

The Scottsboro City Board of Education believes that the presence of the student in the classroom on a regular basis is necessary to ensure that the student derives maximum benefit from instruction, including the opportunity for interaction with teachers and peers. All students are expected to attend school regularly and to be on time for classes. Regular school attendance is important if any child is to learn. Absences, excused or unexcused, cost the child hours of instruction. Excessive absenteeism instills in the child an attitude of irresponsibility that will continue into adult life.

The Scottsboro City Board of Education is governed in its attendance practices and policies by the Code of Alabama, as amended. The Code specifies that all children between the ages of six (6) and seventeen (17) must attend school each day unless excused.

Excused Absences

In accordance with state law, only the following absences will be considered excused absences, provided that in each instance written parent/guardian confirmation has been received within three (3) days of the child's return to school. Each absence requires a valid reason.

- Personal illness
 - Limit four (4) parent notes per semester without doctor's excuse (one day absent = one parent note, two days absent = two parent notes, etc.)
 - Illnesses that persist for three (3) or more consecutive days require an excuse from a medical professional
- Hospitalization/Medical or Dental Appointment
- Emergency (Must be approved by the Principal)
- Death in immediate family
- Legal (required court appearance as ordered by subpoena or other court document)
- Principal Approved (Permission must be requested in writing. Limit 5 per year)

The following are examples that may be coded Principal Approved:

- Military circumstances related to the deployment or return of a parent/guardian
- Accompany parent/guardian on an overnight school trip that involves a sibling (i.e. sporting event, band trip, etc.)
- Obtaining a driver's permit or license
- Legislative Page or other opportunity to participate in an operation of one of the three branches of government
- Visit to the junior college, university, technical or trade school as approved by the principal

Any absence not identified in the above list should be decided on a consistent case by case basis by the Principal. Principals in feeder patterns should consult with one another before a decision is made when siblings are involved.

Submitting Excuses

It is the parent/guardian's responsibility to see that children attend school regularly and to provide evidence for an excused absence when an absence is necessary. A phone call to the school about an absence is **not** sufficient documentation. The State of Alabama requires a written note on file. Each note should be submitted within **three (3) days of the student's return** and must contain the following:

- Child's full name
- Date to be excused
- Reason for the absence
- Phone number to contact parent/guardian
- Signature of parent/guardian or doctor

Unexcused Absences

Any absence for which a valid written explanation is not provided within three (3) school days shall be coded as unexcused. Any absence beyond the fourth per semester shall be unexcused unless the written explanation meets an excused absence category. It is the parent/guardian's responsibility to make sure the note/fax has been received at school.

School Activity Related Absences

Students who participate in school-sponsored or school-authorized activities and are thereby away from school or class will **NOT** be counted as absent from school for this purpose. Students are expected to make up work missed while at these activities, and should be given the same opportunities as those afforded students with excused absences. The school may require appropriate documentation to support any absence coded in this category. Failure to provide the documentation may result in an unexcused absence. (I.e. sporting event, field trip, competition, etc.)

Tardies

Any check out or check in for which the student misses without a valid excuse will be marked as an unexcused tardy within the school attendance program. A history of unexcused tardiness, three (3) or more, may result in in-school detention, after-school detention, or Saturday school.

Make-Up of Work, Tests, and Other Assignments

Grades should reflect a student's academic performance. Students are expected to complete, to the best of their ability, all work, tests, and other assignments given by their teachers. Students are expected to attend school on a daily basis, but Scottsboro City School administrators recognize there may be times when a student may be absent from school. While the absence counts against the student's attendance record, it should not prohibit the student from obtaining and completing their assignments. The following options are available for teachers, students, and their parents/guardians to ensure education is uninterrupted due to an absence.

Excused Absences

Students are permitted to complete work, tests, and other assignments when absences are for excused reasons. **The teacher(s) will give students a maximum of five days to complete the assignments.** It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (i.e. in person, by telephone, email, etc.)

In cases of extreme or extenuating circumstances based on the nature of the absence, the teacher(s) may grant additional days to complete and return assignments or take tests, not to exceed two weeks beyond the student's date of return to school.

Unexcused Absences

Students are permitted to complete work, tests, and other assignments when absences are for unexcused reasons. **The teacher(s) will give students a maximum of five days to complete the assignments.** It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.)

The teacher will schedule administration of tests given during the unexcused absence period within the required period at a time that does not interfere with the normal school day.

Suspensions

Students who are suspended out of school are permitted to complete work, tests, and other assignments during their suspension period. At the student or parent/guardian's request, teacher(s) will provide assignments given during the suspension period. It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (i.e. in person, by telephone, email, etc.) **The teacher(s) will give students a maximum of five days to complete the assignments.**

Administration of tests given during the suspension period will be scheduled by the teacher(s) within the required period at a time that that does not interfere with the normal school day. Due to the timing or length of the suspension, the teacher has the discretion to modify the timeline on a case-by-case basis.

Truancy

Parents or guardians are required to ensure that students under their care, custody or control attend school regularly. Habitual or excessive absence from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings. [Reference: CODE OF ALA. 1975 §16-28-12 (c) , :CODE OF ALA. 1975 §16-28-3; CODE OF ALA 290-3-1-.02(7)(c)].

If a parent/guardian does not explain in writing within three (3) days of a student's return to school after being absent, that student will be classified as truant for each and every absence. The student will also be classified as truant if the Principal (or administrative designee) determines that an absence(s) is unexcused based on the parent/guardian's written explanation.

The Code of Alabama requires schools to notify parents/guardians of their student's unexcused absences, to inform parents/guardians of Alabama's compulsory school attendance laws, and to be advised of the penalties that can be applied if the student continues to be truant from school. The notice of three (3) unexcused absences is intended to correct any error and/or to remind parents/guardians of Alabama's Compulsory Education Law. Upon the accumulation of an unexcused absence, the student is considered truant from school, and consequently in violation of state law and the Board's attendance policy. State law requires that parents/guardians ensure their child has good attendance in school, and further states that failure to do so could lead to prosecution of the parents/guardians and/or child for failure to comply with the law. School officials are required to report to juvenile authorities those students and parents/guardians who are in violation of the law.

Truancy action occurs at the following stages:

First Unexcused Absence: The Parent/Guardian will be notified of the absence via a phone call from the automated school messenger system.

<u>Third Unexcused Absence:</u>	The Parent/Guardian will be notified in writing of the unexcused absences, Alabama’s compulsory school attendance laws, and the procedures that shall be followed in the event that other unexcused absences occur.
<u>Fifth Unexcused Absence:</u>	The Parent/Guardian will be notified in writing of the unexcused absences and a truancy meeting date and time. The district attendance officer, school administrator, parent/guardian, and student (pending age) will discuss the attendance violations and penalty for future unexcused absences at the truancy meeting. Secondary students may also lose driving and/or co-curricular privileges such as prom attendance upon the fifth unexcused absence.
<u>Seventh Unexcused Absence:</u>	The district attendance officer will file a complaint with the juvenile court system against the parents/guardians and/or the student whichever is appropriate.
<u>Eighth+ Unexcused Absence:</u>	Each unexcused absence after a complaint has been filed will be reported to the juvenile court system for further court action.

Assembly

The Board recognizes the need for occasional assemblies for students for purposes of special programs, disseminating information, and other needs as determined by the principal of the school. It is also necessary for students to assemble occasionally in small groups for purposes of conducting school-related activities and business. Student assemblies, and students meeting in groups, shall not be held without prior approval of the principal. Student assemblies and meetings are not permitted without approval of the principal. School-sponsored groups and organizations shall have a certified sponsor appointed by the principal, and that sponsor shall be present at all meetings held by that organization.

Child Nutrition Program

Scottsboro City Schools’ Child Nutrition Program is committed to helping our students develop and establish lifelong wellness practices while providing an opportunity for every student to eat nutritious meals while at school. We believe that their educational goals are not going to be met unless we nourish their minds and bodies first. School administrators, teachers, and staff are committed to fostering healthy nutritional and physical activities that support student achievement and promote the development of lifelong wellness.

Offer versus Serve (OVS) is a provision in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) that allows students to decline some of the food offered. The goals of OVS are to reduce food waste in the school meals programs while permitting students to decline foods they do not intend to eat.

OVS at Lunch – At lunch, schools must offer students all five required food components (meats/meat alternate; grain; fruit; vegetables; and fluid milk). Under OVS, a student must take at least three components in the required serving sizes. One selection must be at least ½ cup of either fruit or vegetable.

OVS at Breakfast – At breakfast, schools must offer students all three required food components. The components at breakfast are; grains (with optional meat/meat alternate allowed); juice/fruit/vegetable; and milk. Under OVS, a student must be offered at least four food items and must select at least three food items, one of which must be ½ cup of fruit or vegetables.

Meal Benefits

Reduced price or free meal benefits are available for all students who meet the eligibility guidelines established by the United States Department of Agriculture. All students may apply for meal benefits at any time during the school year by requesting an application from the school office, cafeteria manager, or applying online at www.paypams.com/onlineapp. Only one application is necessary for each household. All student meals will be served at full paid price until an application has been completed and approved by the CNP Director. Parents are responsible for meal payment during the application process. Students who attended Scottsboro City Schools the previous school year are allowed to use last year's meal status for 30-days into the new school year.

Online Meal Payment

Parents can manage their student's meal account online by accessing www.paypams.com. There is no cost to create a secure account to view and monitor a student's activity. The parent can create settings to receive email notifications when the account reaches a low balance.

For a small fee, prepayments can be made into a student's meal account. Funds deposited are usually available for student use within a few days. An option is available to automatically replenish a student's account when it reaches a low balance.

Meal Identification Number

Students are assigned a meal identification (ID) number. Parents are encouraged to help their child memorize the number. The student will enter their number on a keypad each time they purchase meals or à la carte items from the cafeteria.

Charges

Any student wanting to eat breakfast or lunch who does not have the money to purchase the meal will be allowed to charge up to \$25.00 in the cafeteria point of sale system. Students may not charge à la carte items or extras for any reason. In order to purchase à la carte items, all charges on the account must be paid in full. The entire charge policy 3.17.2 can be found on the district website at http://www.scottsboroschools.net/school_board/board_policies.

Competitive Foods

Competitive Foods are foods and/or drinks sold or served to students for free on school grounds other than meals served by the school food service program. Foods sold will follow the Smart Snacks in School Standards FNS-2011-0019. Schools may not schedule sales of such items one hour before or one hour after meal service. School activities or parties where food is served, must not be conducted during or in place of school lunch or breakfast service.

Exempt Fundraisers

United States Department of Agriculture has provided an option of selling food fundraisers that do not meet the Smart Snack standards. This option is known as "Exempt Fundraisers". The Alabama State Department of Education has determined that "Exempt Fundraisers," which involve food items that do not meet the Smart Snacks standards, may not exceed 30 fundraisers of no more than one (1) per school day. Therefore, the number of fundraisers may not exceed 30 school days per year. The Exempt Fundraisers do not include food items sold in school stores, vending machines, before school on school campus, or as à la carte items in the cafeteria. Exempt Fundraisers cannot be sold one (1) hour before and one (1) hour after meal service.

Outside Vendor Foods

Federal guidelines mandates no competition with school meals. Therefore, no commercial or fast food meals may be brought to the school during the school day. A student may bring food or drink, including leftover commercially prepared meals, to school with them if they are brought in a thermos, plain wrapper or container.

More Information

More information about the Child Nutrition Program can be found on the district website at www.scottsboroschools.net/departments/child_nutrition.

Dress Code

It shall be the policy of the Scottsboro City Board of Education that good grooming and personal appearance is essential if not critical elements in the teaching/learning process. Therefore, it is expected that students dress in such a manner that will insure health and safety of the school. Furthermore, the dress and personal appearance shall not be disruptive or interfere with the legitimate interest and welfare of students attending the schools. The principal and his/her staff shall have the authority to establish a reasonable Student Dress Code for his/her school if deemed necessary.

Media Coverage of School Events

Occasionally local news media visit schools in Scottsboro to do special reports or follow up on certain news events. As a part of their coverage, they often film certain aspects of the school.

It is the principal's decision whether to allow news media to come into the schools and cover certain events. Extra precautions are taken when the media is covering a sensitive topic or event that might have a negative impact on the school, staff and students.

Parents who have concerns about their child possibly being filmed or photographed by the media should contact the principal. Principals will make every effort to accommodate the wishes of the parent, but it should be understood that it is very difficult to foresee every possible situation that might occur from media coverage of the schools and school events.

Moment of Silence

To comply with State of Alabama legislation, the Principals of each school will establish procedures so that at the beginning of each school day each teacher in charge of a group of students will conduct a brief period of quiet reflection for not more than 60 seconds with the participation of every student in the classroom. Code of Alabama §16-1-20.4.

Participation in School Programs and Activities

The Board encourages students to participate in all programs and activities sponsored by the schools. Principals are expected to develop programs and activities in which all students will have the opportunity to participate. Each program and activity shall have guidelines by which students are to abide, to include requirements for being and remaining in the program. School-sponsored programs and activities are offered as a privilege to the students, and the privilege of being involved in such programs and activities is forfeited by not obeying the guidelines of the program or activity and the rules and regulations of the school. Disobeying school rules and regulations are grounds for removal from any school-sponsored program or activity at the discretion of the principals.

Student Bullying

Bullying, Cyberbullying, Intimidation, Violence, and Threats of Violence

No student shall engage in or be subjected to bullying, cyberbullying, intimidation, violence, threats of violence by any other student on or off school property, on a school bus, or at any school-sponsored function by any other student in Scottsboro City Schools. Students who violate this policy will be subject to disciplinary sanctions. Code of Alabama § 16-28 B-4.

Definitions

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

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

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

The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student. A statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

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.

The term “student” as used in this policy means a student who is enrolled in the Scottsboro City school system.

Description of Behavior Expected of Students

Students are expected to treat other students with courtesy, respect, and dignity and comply with the *Code of Student Conduct*. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, cyberbullying, violence, threats of 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.

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

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

Consequences for Violations

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

Reporting, Investigation, and Complaint Resolution Procedures

Complaints alleging violations of this policy must be made on Board approved complaint forms available at the school's office, in the *Code of Student Conduct*, and on the Schools' and District's website. 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 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.

Upon receipt of the complaint, the principal will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal determines that the complaint alleges a serious violation, the principal will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the *Code of Student Conduct*. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the *Code of Student Conduct*.

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 will inform the student's parent or guardian immediately of the report.

Suicide Prevention

To the extent that the legislature appropriates funds or the Board provides funds from other sources, the Superintendent is authorized to develop a program to implement the following statutory requirements of the Jason Flatt Act in an effort to prevent student suicide:

- a. Foster individual, family, and group counseling services related to suicide prevention.
- b. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
- c. Foster training for school personnel who are responsible for counseling and supervising students.
- d. Increase student awareness of the relationship between drug and alcohol use and suicide.

- e. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
- f. Inform students of available community suicide prevention services.
- g. Promote cooperative efforts between school personnel and community suicide prevention program personnel.
- h. Foster school-based or community-based, or both, alternative programs outside of the classroom.
- i. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
- j. Engage in any other program or activity which the Board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
- k. Provide training for school employees and volunteers who have significant contact with students on the Board policies to prevent harassment, intimidation, and threats of violence.
- l. Develop a process for discussing with students, local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
- m. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by the school system.

Students may be required to participate in curricular activities developed to implement the statutory requirements of the Jason Flatt Act and are encouraged to participate in any other activities or strategies developed by the Board for that purpose.

This policy shall not be construed to allow bullying, cyberbullying, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of bullying, cyberbullying, violence, threats of violence or intimidation not specifically listed in this policy or to prohibit the Board from disciplining students for acts of bullying, cyberbullying, violence, threats of violence or intimidation not specifically listed herein. Students who engage in bullying, cyberbullying, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the *Code of Student Conduct*. Code of Alabama §16-28B-1 and Act 2018-472.

Sexual Harassment

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

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

- 1. Submission to the conduct is made explicitly or implicitly a term or condition of the student's education, including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education;
- 2. Submission to or rejection of the conduct is used as the basis for decisions

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

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

- a. Verbal harassment or abuse of a sexual nature, including graphic comments, the display of sexually suggestive objects or pictures, and sexual propositions;
- b. Repeated unwelcome solicitations of sexual activity or sexual contact;
- c. Unwelcome, inappropriate sexual touching;
- d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to the student's educational status.

A student who invokes the harassment complaint procedure will not be required to present the complaint to the accused or suspected harasser for resolution. Students will be permitted to report allegations of suspected harassment to any appropriate Board administrator, teacher, counselor, or employee, and such persons have a duty to promptly refer such allegations to the Superintendent and to take such action required by the Mandatory Reporting Laws. In no case will any employee who is the subject of a complaint be permitted to conduct, review, or otherwise exercise decision-making responsibility in connection with the processing of the complaint.

Student Health Services

Medications

Students are not to have prescription or over-the-counter medications in their possession during the school day or during school sponsored events. Students must take medication only in the presence of the licensed nurse, trained Medication Assistant or parent/custodian unless authorized to self-administer. A medication patch prescribed by the licensed Medical Provider may be worn during the school day.

Prescription medications will be administered only if a properly completed *School Medication Prescriber/Parent Authorization Form (PPA)* is thoroughly completed and signed by the licensed prescriber and parent/custodian.

Two different over-the-counter (OTC) medications, Acetaminophen (Tylenol) and Ibuprofen (Motrin or Advil) will be administered when the *School Medication Prescriber/Parent Authorization Form (PPA)* is completed, signed by the parent/custodian, and the specific reason for giving the medication is included where indicated on the PPA. OTC medications other than these four will be administered only when the School Medication Prescriber/Parent Authorization form is signed by both the parent and a licensed prescriber. OTC medications will be administered in accordance with manufacturer recommendations for dosage by age and/or weight only. The licensed school nurse or trained Medication Assistant will notify a student's parent if the student requests to take his/her OTC medication authorized for use only as necessary ten or more days during a one-month period of school. Per direction from the Alabama Board of Nursing and the Alabama State Department of Education, schools are prohibited from keeping a stock supply of any OTC medication. Instructions for the delivery of medication to the school nurse or trained Medication Assistant are included below.

Procedure for Administering Medication to Students

1. Where required by Policy and Procedure Governing Student Medications, a properly completed *School Medication Prescriber/Parent Authorization Form* must be kept on file.
2. Prescription medications must be kept in a current pharmacy labeled container marked with

the student's name, dosage, name of drug and directions for administration. All over-the-counter medication must be delivered in a sealed manufacturers' labeled container with the student's name written in indelible ink on the container. No expired (by date on label &/or packaging) medications will be administered in the school setting.

3. Students are not allowed to transport any type of medication to and from the school. Medication must be transported by the parent/custodian unless other arrangements have been approved by the principal and school nurse, (exceptions: asthma inhaler, insulin/diabetic supplies, and epipen, only when so authorized by the prescriber/physician and parent/custodian). The trained Medication Assistant or licensed nurse will record the date and amount of medication received on the backside of the Medication Administration Record (MAR) form. School personnel and parent/custodian will sign the entry in the space provided.
4. All medication must be stored so that each medication is in an individual compartment and locked times two.
5. Students will be allowed to carry (on their person) and/or self-administer medications prescribed for treatment of chronic health conditions only when the prescriber and custodial parent have so indicated and signed on the *School Medication Prescriber/Parent Authorization Form*.
6. Any change in medication, medication orders, to include a change in the medication prescribed, or a change in the existing medication dosage amount or schedule, etc. must be documented on a new medication authorization form, signed by the licensed prescriber/physician and parent/custodian. Medication discontinuation orders, to include the effective date, must be documented in writing by the prescriber. The custodial parent must sign out and pick up any remaining doses of the discontinued medication stored at the school. The form can be faxed from the licensed prescriber's office to expedite the process. The stop date of the original medication order will be documented on the original authorization and daily medication record. The start date of the new medication order will be documented on the newly completed authorization form and daily medication record.
7. If an error in medication administration is made, the Medication Assistant or licensed nurse will do the following:
 - Locate and have the student brought to the office for assessment and observation.
 - Notify school administrator and Lead Nurse
 - Contact prescriber and/or Poison Control and follow instructions as provided
 - Contact parent and relay instructions provided and steps taken as directed by prescriber and/or Poison Control.
 - In the event a prescribed dosage of medication is omitted, contact the parent to advise him/her that particular dosage was omitted. At no time is it permissible to administer dosage upon parent authorization only.
 - Complete and sign the *Unusual Occurrence Form*.
 - Forward the completed form onto the Lead Nurse.
8. Unused portions of medication must be picked up from school by the custodial parent at the end of the school year. Unused portions not picked up will be disposed of by school personnel in the presence of a witness and documented on the back of the Medication Administration Record (MAR) Form.
9. All medication documentation must be maintained until the individual student reaches the age of 21 (per the Functional Analysis and Record Disposition Authority document) and stored in the nurse's office, school's record room or school office in a secure area that is

locked times two.

10. The on-site nurse or delegating nurse must periodically monitor and document the trained Medication Assistant's skills and retains the responsibility for all outcomes concerning the administration of the student medication. The delegating nurse will complete and submit to the Lead Nurse annually a copy of the ABN/SDE *Delegation to Unlicensed School Personnel Assisting with Medication* form.
11. Procedure for the application and removal of a medication patch:
 - Treat medication patch as a topical route of administration.
 - Patch requires a completed *School Medication Prescriber/Parent Authorization Form* with times noted for application and removal of the patch
 - If the patch should fall off during the school day, the student must bring the patch to the nurse for disposal and to complete a thorough hand washing.
 - The trained Medication Assistant or licensed nurse can apply or remove the patch
 - Gloves must be worn during application and removal of patch
 - Dispose of used patch in a lidded container in the presence of a witness and document.
12. Licensed School Nurses or trained unlicensed school personnel will administer epinephrine to students via single dose auto-injectors as prescribed by individual students' healthcare providers in accordance with the *Scottsboro City Schools Anaphylaxis Preparedness Program* protocol.

Communicable Diseases

A student may be excluded from school if he/she is known to have a communicable disease or parasite known to be spread by any form of casual contact and considered to be a health threat to the school population. To help maintain a safe and healthy learning environment, the local health department recommends that students with an oral temperature of 100 degrees or higher be excluded until fever-free for twenty-four hours, without fever controlling medication. Additionally, it is recommended that students with gastrointestinal symptoms be excluded for a twenty- four hour period following the last episode of vomiting and/or diarrhea. The School Principal and/or School Nurse shall report to the local Health Department all incidents of potential and confirmed cases of communicable disease, in accordance with the state's *Notifiable Disease Law*. The Superintendent shall have the authority to exclude any student, and such exclusion shall be for a period of time as may be prescribed by the local health department, school nurse, or physician. In all such cases, a statement of clearance from the Department of Health, school nurse, or a physician shall be required before the student may re-enter school.

Bodily Fluid Procedures

It is the position of Scottsboro City Schools that a student entering Pre K and Kindergarten programs show independence and self-care skills, specifically in the area of toileting. It is considered age appropriate behavior upon school entry to expect "toileting independence".

If a student has special needs and requires assistance with diapering or toileting, this should be discussed with the teacher and school nurse. Toileting needs will be addressed both during the time period the student is being evaluated for services, and after he/she is found to qualify, in his/her Individualized Education Plan (IEP) or Section 504 Plan. Every effort will be made to meet these needs in the least restrictive environment. In the best interest of both the student and the employee, the school nurse or other school staff member designated to assist the student with toileting needs will do so in the presence of another staff member whenever possible.

Environmental/Safety Concerns Exposure to other's body fluids is not safe practice. All body fluids are considered potentially infectious and can transmit a variety of communicable diseases. Therefore, it is not viewed as staff responsibility to change or clean a student if feces and/or urine are involved. In the case of stomach contents (vomit), the school custodian has been instructed in the proper procedure for clean-up. If a student vomits, the parent will be notified to pick the student up from school.

Parent Responsibility If a student does not make it to the bathroom and soils his/her clothes with urine or feces, the parent will be called to come to the school to clean the student, dress the student in clean clothes and take the soiled clothing off-campus. Once cleaned, the student may return to the classroom. In cases where the student self-cleans, the same procedures apply.

Soiled clothes must be stored in a plastic bag until the items can be picked up by the parent. Clothing soiled with the body fluids cannot be transported via the school bus and will be available for parent pick up for one additional day after the incidence had occurred. Otherwise, the soiled clothing will be discarded.

Pediculosis (head lice)

According to The Alabama Department of Public Health (ADPH), head lice is not a disease and does not require that a student with nits be denied attendance in school. This position is supported by the Center for Disease Control, the American Academy of Pediatrics, and the National Association of School Nurses. Children found with live head lice or nits will be referred to parents for treatment. The school nurse, being the most knowledgeable professional in the school community, will provide education and guidance to parents/guardians regarding "best practices" for Pediculosis (head lice) management.

Possession and use of over-the-counter sunscreen by students

Any student in a public school under the jurisdiction of a local board of education or in a nonpublic school may possess and apply federal Food and Drug Administration regulated over-the-counter sunscreen at school and at school-based events notwithstanding any other provision of law, including any rule of the State Board of Education or the State Board of Nursing.

No rule of the State Board of Education or the State Board of Nursing shall apply to the possession or use of federal Food and Drug Administration regulated over-the-counter sunscreen by students at a public or nonpublic school.

Any student, parent, or guardian requesting a school board employee to apply sunscreen to a student shall present to the nurse a Parent Prescriber Authorization Form (PPA) containing a parent or guardian signature. A physician signature or physician order shall not be required.

Student Publications

The Board of Education authorizes school officials to allow students to have student-sponsored publications within the school, and expects the administration to monitor such publications to the extent that disruptions do not result from the contents. Student publications are subject to and will be expected to meet standards associated with responsible journalism. The principal and student publication sponsor are responsible for the content of such publications.

Student publications not approved by the Principal are not allowed, and the Principal shall not allow distribution of publications without prior approval. A certified person shall be appointed to be responsible for supervising student publications, and shall report directly to the Principal in the production of such publications.

Equal Education Opportunities

Gifted Education

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student for a gifted evaluation. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

Students, who qualify for gifted services, after the completion of a Gifted Education Plan, would receive services through a pull out program in grades three through six and advanced class placement in grades seven through twelve.

To make a referral, please contact a Teacher of the Gifted or the Director of Special Education Services.

Response to Instruction

Response to Instruction (RtI) integrates core instruction, assessment, and intervention within a multi-tiered system to maximize student achievement and reduce behavior problems. Through implementation of RtI, schools identify and monitor students at risk, use problem-solving and data-based decision making to provide research-based interventions and adjust the intensity of interventions based on the student's response.

Response to Instruction, done well at the classroom level, will provide data from which educators can make instructional decisions for individuals and groups of students. Given high quality decisions, RtI shows promise in supporting all students, especially those at risk of failing to achieve state performance standards.

For further information, please contact your child's school administrator or counselor.

Americans with Disabilities Act (ADA)

The Board complies with and adheres to the provisions of Title II of the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009.

Scottsboro City Schools does not discriminate in admission, treatment, or access to program or activities on the basis of race, color, national origin, religious preference, disability, age, gender, sexual orientation, citizenship, non-English speaking ability, or homeless status. Students with disabilities will be provided with the same needed supports and services for extracurricular programs and activities that are provided during the school day, unless doing so would fundamentally alter the nature of the program and activity.

For more specific information concerning ADA and its provisions, including Grievance Procedures, please contact the ADA Coordinator for the Scottsboro City Schools, Mrs. Anna

Watts, Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, AL 35768. Phone: (256) 218- 2109. Email: awatts@scottsboroschools.net.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as walking, seeing, hearing, speaking, breathing eating, and working, etc.);
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Board recognizes the responsibility to avoid discrimination in policies and practices regarding its personnel and students. Discrimination against any person with a disability will not knowingly be permitted in any programs and practices regarding its personnel and students. Discrimination against any person with a disability will not knowingly be permitted in any programs and practices of the schoolsystem.

The Board has specific responsibilities under the Act, which includes the responsibility to identify, evaluate, determine eligibility, and afford appropriate educational services if a student is determined eligible.

Under Section 504 of the Rehabilitation Act of 1973, students with qualifying disabilities are entitled to a free appropriate public education and nondiscrimination, which includes the right to educational opportunities and benefits equal to those provided to nondisabled students to the maximum extent appropriate. The Scottsboro City School System has specific responsibilities under Section 504, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate and reasonable educational accommodations. For students exhibiting a disability that substantially limits a major life activity related to the educational process or access to the educational process, parents, teachers and other certified school employees may make a referral to either the school-level 504 Coordinator or the Problem Solving Team (PST) facilitator. If parents disagree with the school's decisions regarding their child's identification, evaluation, educational program or placement, they have the right to challenge the decisions by filing a grievance, requesting a 504 Coordinator review, a mediation meeting, or an impartial due process hearing.

For more specific information concerning Section 504 or its provisions, including Grievance Procedures, contact the District's 504 Coordinator of the Scottsboro City Schools, Mrs. Anna Watts, Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, AL 35768. Phone: (256) 218- 2109. Email: awatts@scottsboroschools.net.

Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federally funded statute whose purpose is to provide financial aid to states in their efforts to ensure adequate and appropriate services for school-aged children who fall within one of the following specific disability categories, and who because of the disability, need special education (specially designed instruction).

Disabilities Include:

- Autism
- Deaf/Blindness
- Developmental Delay
- Emotional Disturbance
- Hearing Impairments

- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairments
- Other Health Impairment
- Specific Learning Disabilities
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairments

Disabled students are those (ages 3-21) with one or more disabilities who need special education and related services to meet their unique needs and to receive a free, appropriate public education. All individuals who are disabled under IDEA are protected under Section 504 of the Rehabilitation Act.

For more specific information concerning IDEA and its provisions or to make a Child Find referral, contact the Director of Special Education at the Scottsboro City Schools, Mrs. Anna Watts, Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, AL 35768. Phone: (256) 218- 2109. Email: awatts@scottsboroschools.net.

Safe and Drug Free Schools

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 any criminal charge is warranted arising from the conduct, the principal is authorized to sign the appropriate warrant. If that person is a student enrolled in any public school in the State of Alabama, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing at the earliest possible date, which shall not be later than five school days. The decision to suspend or initiate criminal charges against a student, or both, shall include a review and consideration of the student's exceptional status, if applicable, under Chapter 39, or appropriate federal statutory or case law.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be readmitted to the public schools of this state until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Any person determined to be guilty of an offense involving drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, may be readmitted to the public schools of this state upon such conditions as the local board of education shall prescribe for preservation of the safety or security of students and employees of the local school board, which may include, but are not limited to, psychiatric or psychological evaluation and counseling.

A copy of the school system's discipline plan shall be distributed to all students enrolled in the system and their parents, guardians, or custodians shall read the plan and sign a statement verifying that they have been given notice of the discipline policies of their respective school system. The school board shall have its official discipline plan reviewed on an annual basis to ensure that its policies and procedures are currently in compliance with applicable statutes, case law, and state and federal constitutional provisions. CODE OF ALA §16-1-24.1

Physical Harm or Threatened Physical Harm to Students or School Employees

The Scottsboro City Board of Education prohibits any person from doing physical harm, or from threatening physical harm, to students or employees. School officials must treat it seriously when

any person causes physical harm, or threatens to do physical harm, to students or school employees.

1. Each report of such actions will be investigated and appropriate action taken.
2. School administrators have the prerogative to take extenuating circumstances into account when deciding on a course of action when investigating such incidents.
3. If conditions warrant, the administrator may request a hearing to determine if additional action is necessary, and based on circumstances may recommend expulsion of a student from school.
4. Such decisions to suspend and/or expel must include a review and consideration of the student's exceptional status, if applicable, discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
5. Such actions by students, employees or outside individuals may necessitate the involvement of local law enforcement officials.

The Criminal Code of the State of Alabama (13A-10-15) makes it a Class C felony to threaten by any means to commit a crime of violence or damage any property by intentionally or recklessly:

1. Terrorizing another person
2. Causing the disruption of school activities
3. Causing the evacuation of a building, place of assembly, or facility of public transportation, or other serious public inconvenience

When matters of this or a similar nature are reported to law enforcement officials, school officials are removed from enforcement of criminal law. School officials may, however, take appropriate disciplinary action against a student for such violations. School officials are required to report all criminal matters to law enforcement immediately.

In the event a student violates this policy, he/she may not be readmitted to the public schools of this state until:

1. Criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities, and
2. The person has satisfied all other requirements imposed by the local board of education as a condition for readmission.
3. Students may be required to attend the Alternative School for a period of time following the disposal of charges by the appropriate authorities.

Persons found guilty of an offense involving drugs, alcohol, a handgun, firearm, rifle or shotgun, weapons, physical harm to a person, or threatened physical harm to a person, may be readmitted to school upon such conditions prescribed by the Board to ensure the preservation of the safety or security of students and employees of the school system.

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

Prohibited Substances and Devices

The Scottsboro City Board of Education prohibits certain substances from being in school, on school premises, on school buses, or at school-related activities away from the school. The following is a list of those substances and the action taken against those who violate this policy. This list is not a complete listing of items prohibited in school, but contains the ones most dangerous and most notable in society that should not be in schools. Other items may be

prohibited at the discretion of the principal and according to other stipulations in the *Code of Student Conduct*.

Drug and Alcohol-Free Environment

All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any school-sponsored or sanctioned event, program, activity, or function. Persons who are or appear intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any school-sponsored or sanctioned event, program, activity, or function. [Reference: CODE OF ALA §16-1-24.1]

Any student who violates this policy is subject to disciplinary action outlined in the *Code of Student Conduct*.

Substance Abuse and Athletics and Extra-curricular Activities

All eligible students may participate in athletic and extra-curricular activities. Student participants may be randomly drug-tested. Student athletes will be issued a *Student Athletics Handbook*, which outlines rules and regulations pertaining to student athletics of the Scottsboro City School System. Other extra-curricular sponsors will review eligibility standards for these students as set forth by the Alabama State Board of Education.

In order to promote the safety and welfare of students who participate in competitive extracurricular activities, to insure that such participation is neither impaired nor any risk of injury exacerbated, to provide incentives to students to maintain safe and healthful practices, and to promote a school environment that is free of alcohol and illegal drugs or controlled substances, the Board reserves the right to require any student who participates in extracurricular competitive programs or activities to submit to sobriety tests or screening for illegal drugs or controlled substances prior to, during, or following a competitive event, practice, competition, or at any other time while the student is under the supervision of the school system. Such testing or screening may also be performed whenever a school official observes or is made aware of circumstances that provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances in violation of the Board's substance abuse policies. All such testing or screening will be performed in accordance with local, state and federal laws, and procedures that are developed by the Superintendent for approval by the Board.

If students are found to have tested positive for a controlled substance or illegal drugs, or alcohol, they are subject to penalties outlined within the *SCS Student Athlete Handbook*.

Tobacco

The use of tobacco products and the illegal possession, distribution, and sale of tobacco products on school property is prohibited. Students shall not bring, possess, use, or sell tobacco in any form in school buildings, on school grounds, on school buses, or at any other school-sponsored function. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation. Students in violation of this policy will be subject to consequences under Classification of Violations and Consequences.

Firearm Possession (Gun-Free Schools)

Any student bringing or having in his/her possession, either on his/her person or in his/her personal belongings, a handgun, firearm, rifle or shotgun, either on a school bus, school property or at a school event/activity, must be expelled from the Scottsboro City School System for at least one calendar year. The Board has the authority to expel beyond one calendar year. Code of Alabama §16-1-24.3(a)(c)

A gun or firearm is defined using Section 921 of Title 18 of the United States Code.

1. Contact law enforcement
2. Contact parents
3. Suspend from school immediately pending investigation
4. Complete investigation as soon as possible to include written reports
5. Request an Expulsion hearing for the student according to Scottsboro City School's procedure.

Following a student's expulsion by the Board of Education from school:

1. The expulsion will be recorded on the student's permanent record, and will be transferred to any other school, which the student seeks to enroll.
2. The student cannot attend any regular public school for one calendar year following the expulsion or longer if determined by the Board.
3. If expelled, the student is prohibited from all Scottsboro City School campuses and school-sponsored activities for the duration of the expulsion.
4. Discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Weapon Possession (to include Explosives, Incendiary Devices, or Poison Gases)

A weapon is defined as a device, instrument, material, or substance, animate or inanimate that is used for, or is readily capable of causing death or serious bodily injury. Any student bringing or having in his/her possession, either on his/her person or in his/her personal belongings, a weapon (to include explosives, incendiary devices, or poison gases), either on a school bus, school property or at a school event/activity, may be expelled from the Scottsboro City School System.

School administrators are to handle incidents involving a student possessing a weapon, as noted above in the following manner:

1. Contact law enforcement
2. Contact parents
3. Suspend from school immediately pending investigation
4. Complete investigation as soon as possible to include written reports
5. Contact the Disciplinary Review Committee Chair to discuss the facts of the case
6. Request a hearing for the student according to Scottsboro City School's procedure.

When the hearing has been conducted, the following shall occur:

1. The disposition will be recorded on the student's permanent record, and will be transferred to any other school, which the student seeks to enroll.
2. The student must comply with the disposition as assigned by the hearing officer.
3. If expelled, the student cannot attend any regular public school for the duration of the expulsion period determined by the Board and the student is prohibited from all Scottsboro City School campuses and school-sponsored activities for the duration of the expulsion.

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

Knife Possession

A knife may be considered a weapon. Students should not bring, possess, or have in their belongings, either on a school bus, school property or at school functions, a knife. If the knife is determined to be a weapon, see weapon possession above. If the knife is not determined to be a weapon, the school principal may handle on a case-by-case basis depending on the circumstance. All incidents that

involve a knife should be reported to law enforcement and should be discussed with the Disciplinary Review Committee Chair or the Superintendent.

Unsafe School Choice Option

Scottsboro City Schools complies with the Alabama Unsafe School Choice Option as developed by the State Department of Education in compliance with the No Child Left Behind Act of 2001. As a result, students in Scottsboro City Schools are offered a transfer option when, for three (3) consecutive years, a school in which a child is enrolled, becomes a persistently dangerous school by having expelled one percent (1%) of the student population or five (5) students (whichever is greater) for violent criminal offenses committed on school property during school hours or committed at school-sponsored activities.

For purposes of this policy, a "violent criminal offense" shall mean homicide; robbery; assault in the first and/or second degree; sexual battery (including rape); and use of a handgun, firearm component, explosive, knife, and other "unknown weapons" as defined by the Student Incident Report (SIR). Code of Alabama § 290-3-1-.02-.01.

Student Rights and Responsibilities

It is the intent of the Student Rights and Responsibilities section as expressed in this document that students understand that individual rights involve associate responsibilities, and that individual rights must be viewed in relationship to the health, safety, and welfare of the majority of students within each school. The principal shall assume administrative responsibility for discipline and instructional leadership under the supervision of the Superintendent, in accordance with policies of the School Board for planning, management, and operation of the school to which he/she is assigned. The faculty and staff shall assist in discipline and in the orderly operation of the school to assure student rights.

Respect for Person, Privacy, and Property

The Scottsboro City Board of Education fully recognizes the implications of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks, student lockers and related properties are and remain the property of the Board of Education.

The Board of Education is charged with maintenance of such property items and thus, authorizes inspection for any maintenance-related reasons. With respect to opening said student lockers or desks for other reasons, the following shall be considered applicable through the school district.

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

School officials may impound any items, which are specifically prohibited by law, by Board of Education policy or by fair and reasonable local school regulations. Receipts shall be given for any item(s) of significance whenever it is reasonable to do so. Such prohibited items shall include, but not be limited to the following: (1) any weapons and/or ammunition, (2) cell phones, (3) explosive device or fireworks, (4) drugs of any sort, including inhalants, (5) alcoholic beverages, (6) pornographic or otherwise obscene material, (7) stolen property, (8) any other object, controlled substances or material which would be a violation or evidence of a violation of federal, or state law, of Board policy, or of the local school's fair and reasonable regulations.

If possible, the student or students shall be contacted prior to any search of his/her desk or locker, and the desk or locker shall be opened in his/her presence. A witness from the certified staff shall be present during the inspection at all times when the student cannot be contacted.

Search and seizure statements made herein shall apply to automobiles and/or any other vehicle on school property or in the immediate vicinity of the school campus.

Interrogation of Students

A student enrolled in the Scottsboro City School System shall not be interrogated by any law enforcement authority on public school property during regular school hours without the knowledge of the school principal or his/her designee. All interrogations shall be conducted in private, with an official school representative (principal or his/her designee) present. Every reasonable effort shall be made to have parent/guardian present before interrogation begins. In those instances, when a parent/guardian cannot be present, the school officials must allow interviews by law enforcement officials to proceed in the absence of the parent/guardian. In this situation, the school principal or his/her designee shall represent the interest of the student and, to the extent possible, a same gender witness will be present as well.

Other non-school persons (with the exceptions of their parents/guardians and community agency personnel, i.e., DHR) shall not interrogate students at school.

Interviewing/Questioning Students by the Department of Human Resources (DHR)

Schools will cooperate with the Department of Human Resources (DHR) in duties and responsibilities concerning child welfare and safety. Schools will abide by DHR guidelines and procedures in dealing with students on matters that fall within the jurisdiction of the agency. School officials should ensure that DHR officials present proper identification and/or documentation when contacting students within the schools. Officials with DHR are required to sign in and out on the visitor's log at each school, including the date and time of their visit. No other information is required on the log.

Searches

The Scottsboro City Board of Education authorizes, in an effort to maintain order and discipline in the schools and protect the safety and welfare of students and school personnel, school authorities to conduct searches under the circumstances outlined below and may seize any illegal or unauthorized materials discovered in the search according to the guidelines outlined below. Law enforcement agencies are allowed in cooperation with school administration officials to assist in such searches.

Personal Searches

Where reasonable grounds exist for suspecting a student is in bodily possession of substances or material prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcoholic beverages, guns, knives, weapons, incendiary devices, or other materials or substances of a similar nature, certified school officials may conduct of the student's possessions, e.g., purse, school bag, book bag, wallet and/or require a student to empty his or her pockets and remove shoes.

Bodily Searches

When conditions are such that a more intrusive search as set forth under personal searches is required, the following guidelines shall be followed:

- a. If a "pat down" search is necessary, the student's consent should be sought, but consent is not required to conduct such a search. If consent is not given, a "pat down" search may be conducted when the measures used to conduct the search are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and nature of the infraction. Searches should

be individualized and the superintendent or his designee should be contacted when personal searches of more than two persons are to be conducted.

- b. Strip searches, i.e., searches in which students are required to remove clothing, should not be conducted by school officials. Principals may request a student to pull up pant legs, pull down socks, pull up shirts to expose mid-drift or other moving of clothing that does not require removing clothing.
- c. Pat down searches, if conducted, should be made by persons of the same sex for all students.
- d. A search of the student's person and/or his or her personal belongings shall be conducted out of the presence of other students and under the supervision of the principal, assistant principal or approved designee of the same sex as the student to be searched. At least one (1) witness who is an administrator or teacher also of the same sex as the said student, shall be present throughout the search. A record of the search shall be made and a copy retained by the principal. Students shall be given a receipt for all items impounded.
- e. The principal or approved designee shall make a reasonable attempt to notify the student's parents/guardian prior to the search. If contact cannot be made, parents or guardian shall be notified, in writing, of all such searches of the student's person. The principal shall retain a copy of said notice.
- f. All such searches shall be with the knowledge and under the supervision of the principal or his or her designee.

Student Refusal to be Searched

If a student refuses to be searched, and the search cannot be made without the use of excessive intrusion upon the person of the student in light of the objective of the search and the age and sex of the student and the nature of the infraction, school officials shall:

- a. notify parents;
- b. refer the case to the superintendent or designee to initiate a review for disciplinary action which may include expulsion, and
- c. contact law enforcement authorities when conditions warrant at the discretion of school authorities. Probable cause must exist for the search by law enforcement authorities and such cause is determined by law enforcement authorities.

Locker Searches

Lockers are the property of the Scottsboro Board of Education, the Scottsboro School System and under the control of the Board of Education and school system. The student assumes full responsibility for the contents of the locker. School authorities have the right and responsibility to inspect student lockers when reasonable suspicion exists that a locker contains material illegal to the school under the following guidelines:

- a. When possible, lockers should be opened in the presence of the student.
- b. The principal, assistant principal or principal's designee shall open a locker in question along with SCS employee as a witness.
- c. If the student is not present, he/she shall be informed of any contents taken from the locker.
- d. Any items that are specifically prohibited by law, Board policy or school regulations, may be impounded. In cases where impounded material may be used in criminal prosecution, the superintendent or designee should be notified.

Car Searches

Parking cars on school campus is a privilege. The school retains authority to conduct routine patrols of the student parking lots and inspect exteriors of cars and look through windows into cars. If during such inspection, items are observed that gives school officials reasonable suspicion to believe the car contains illegal materials, school officials should secure student or parent permission for initiating a search of the inside of the vehicle. If permission to search the contents of the car is refused, the principal, assistant principal or the principal's designee, should stand near

the car to prevent any removal of contents from the car and call law enforcement authorities, who may, at their discretion conduct the actual search of the car.

Student Parking

Students will be permitted to drive to Scottsboro High School in accordance with the following regulations:

- Students must have a valid Alabama Driver's License and provide proof of insurance for the car to be registered to drive on campus;
- The driver registration form must be obtained by the school office and signed by student, parent and/or legal guardian.
- Students and parents must sign the student parking Privilege/Substance Abuse Form.
- Students must park their car in their assigned parking space during regular school hours and display their parking permit at all times.
- Students must vacate their car upon arrival to campus and must obtain permission from school administration to return to their car for any reason during school hours.
- Students will adhere to the speed limit on campus at all times.
- Students who drive to school understand that their vehicle is subject to search by school authorities as outlined in the *Searches* section of the *Code of Student Conduct*.
- Students who have excessive tardies and/or absences may have driving privileges suspended, revoked, or other actions as deemed appropriate by the Principal.

Students who violate the on-campus parking regulations may suffer the following consequences: monetary fines, revocation of parking privileges, towing of vehicle at owner's expense without notice.

Due Process Procedure

Scottsboro City Schools shall abide by the following Due Process Procedure.

1. The student shall be given oral or written notice of the charges against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.
3. The student shall have an opportunity to tell his/her side of the story.
4. The disciplinary authority (teacher, administrator, Disciplinary Review Committee.) may impose appropriate discipline measures immediately following the informal due process hearing stated above.

When a student is facing possible long-term suspension (more than 10 consecutive school days) or expulsion, the student is entitled to formal due process procedures:

1. The right of appeal.
2. The right to a hearing before the Board.
3. The right to be represented by counsel.
4. The right to cross-examine witnesses.
5. The right to a written summary of the hearing proceedings, if requested.
6. The right to a written record of the Board's decision.
7. The right of appeal.

Prior to a long-term suspension or an expulsion, said student's IEP team or 504 team, shall convene to conduct a Manifestation Determination Meeting to determine if the student's behavior warranting punishment is related to the disability. In the event it is determined that the student's behavior is not related to the handicap, the student shall be treated as any other student, except that, a special education or 504 eligible student may not be suspended or expelled for more than 10 school days without being provided an alternative educational program as determine by the IEP or

504 Team. In the event the IEP or 504 team determines that the student's behavior is related to the disability, the student may not be corporally punished, suspended, or expelled and the IEP or 504 team must revise said student's plan to include the appropriate behavioral supports and services.

Student Disciplinary Action

Recognizing the individual rights of all students to a high-quality education, it is the duty of the Scottsboro City Board of Education to provide students within its district a school environment conducive to learning. The Scottsboro City Board of Education has established a *Code of Student Conduct* to preserve and to protect the individual rights of all students, and to encourage and to enforce the exercise of these rights within the framework of an orderly, efficient, and quality educational program. To ensure the rights of all parties involved - school officials, students, and parents- due process shall be followed. Violations of the *Code of Student Conduct* are grouped into three classes (Class I, Class II, and Class III). Each level of classification outlines the disciplinary alternatives for its violations. It is essential that all persons accept responsibility for their actions. It is equally important that inappropriate behaviors be skillfully confronted and redirected in order to build an atmosphere of self-respect, respect for others, and respect for the learning environment.

Classification of Violations

Violations of the Code are grouped into three classes – minor-Class I, intermediate- Class II, and major-Class III. Each classification is followed by a disciplinary procedure, which is to be implemented by principals or their designees.

In the following classes of violations and disciplinary procedures it is understood that the principal or his/her designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making personal calls to the parents/guardians when feasible, and by scheduling conferences with parent/guardian and other school staff. Only when action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the principal or his/her designee. Parents/guardians of students who consistently exhibit poor work habits should be notified by the school.

Minor Offenses - Class I

- 1.01 Any behavior, which is minor and disruptive to the orderly educational process.
- 1.02 Excessive tardiness (four per class, per semester) - repeatedly reporting late to class.
- 1.03 Non-conformity to dress code.
- 1.04 Minor disruption on a school bus.
- 1.05 Inappropriate display of affection.
- 1.06 Continued refusal to comply with teacher directive.
- 1.07 Unauthorized use or possession of cell phones or other digital devices.
- 1.08 Any other violation, which the principal may reasonably deem to fall within this category.

Disciplinary Actions/Consequences

Parent conference with the Principal or designee. The Principal may elect to apply an appropriate action/consequence to include: before or after school detention, loss of privilege, silent lunch, assigned seating, short-term removal from the bus, or community service.

Intermediate Offenses - Class II

- 2.01 Intentionally providing false information to a School Board employee.
- 2.02 Unauthorized absence from class.
- 2.03 Disruption on a school bus (second referral)
- 2.04 Disrespect of School Board employee.
- 2.05 Possession of tobacco and/or tobacco products.
- 2.06 Use of obscene or profane language/messages, either verbally or in writing/text.
- 2.07 Causing physical injury or harm to another person or damage to property through negligent or reckless behavior.
- 2.08 Any other violation, which the principal or his/her designee may reasonably deem to fall within this category.

Disciplinary Actions/Consequences

Parent conference with Principal or designee **AND** at least one of the following actions/consequences: Before or after school detention, removal from the bus, corporal punishment, community service, restitution, In-School Detention, or Out of School Suspension, not to exceed three (3) days per offense.

Major Offenses - Class III

- 3.01 Alcohol Possession
- 3.02 Alcohol Sale
- 3.03 Alcohol Use
- 3.04 Arson
- 3.05 Assault
- 3.06 Bomb Threat
- 3.07 Burglary
- 3.08 Criminal Mischief
- 3.09 Defiance
- 3.10 Disobedience
- 3.11 Disorderly Conduct
- 3.12 Disruptive
- 3.13 Drug Possession
- 3.14 Drug Sale
- 3.15 Drug Use
- 3.16 Unauthorized Communication Device
- 3.17 Fighting
- 3.18 Fire Alarm Abuse/Tampering
- 3.19 Gambling
- 3.20 Harassment (*including Bullying and Cyberbullying*)
- 3.21 Homicide
- 3.22 Inciting a Disturbance
- 3.23 Kidnapping
- 3.24 Theft/Larceny
- 3.25 Theft/Motor Vehicle
- 3.26 Profanity/Vulgarity
- 3.27 Robbery
- 3.28 Sexual Battery
- 3.29 Sexual Harassment
- 3.30 Sexual Offenses, Other
- 3.31 Threat/Intimidation
- 3.32 Tobacco, Possession
- 3.33 Tobacco, Sale
- 3.34 Tobacco, Use

- 3.35 Trespassing
- 3.36 Unauthorized Absence
- 3.37 Handgun, Possession
- 3.38 Handgun, Sale
- 3.39 Handgun, Use
- 3.40 Rifle/Shotgun, Possession
- 3.41 Rifle/Shotgun, Sale
- 3.42 Rifle/Shotgun, Use
- 3.43 Firearm Component, Possession
- 3.44 Firearm Component, Sale
- 3.45 Firearm Component, Use
- 3.46 Explosive/Poison Gas, Possession
- 3.47 Explosive Poison Gas, Sale
- 3.48 Explosive Poison Gas, Use
- 3.49 Other Weapon, Possession
- 3.50 Other Weapon, Sale
- 3.51 Other Weapon, Use
- 3.52 Knife, Possession
- 3.53 Knife, Sale
- 3.54 Knife, Use
- 3.55 Other/Unknown Weapon, Possession
- 3.56 Other/Unknown Weapon, Sale
- 3.57 Other/Unknown Weapon, Use
- 3.58 Other Incident
- 3.99 Local Use - Any other offense, which the principal may reasonably deem to fall within this category.

Disciplinary Actions/Consequences

Parent and student conference with the Principal **AND** at least one of the following: Out of School Suspension up to five (5) days, referral to the Disciplinary Review Committee for a hearing, Alternative Education, or Expulsion. Infractions within the Class III category, which constitute a crime, may require referral to law enforcement or juvenile court. REFERENCE: CODE OF ALABAMA §16-1-24.1.

Complicity:

A person is accountable for the behavior of another constituting a violation of the *Code of Student Conduct* if, with the intent to promote or assist the commission of the violation:

1. He/she procures, induces or causes such person to commit the violation; or
2. He/she aids or abets such other person in committing the offense.

The complicity concept shall be applied to each class of violation of the *Code of Student Conduct*.

Habitual Violations:

Violations of the *Code of Student Conduct* will be considered habitual after the third offense within the same classification. When it is determined that a violation must be treated as habitual, the disciplinary procedures outlined in the next higher classification for subsequent offenses will be utilized. The habitual violations concept will apply to classifications I and II.

Multiple Violations:

Multiple violations of the *Code of Student Conduct* within the same classification during one incident will be considered to be more serious than a single violation and may be transferred to a higher classification for resolution.

Disciplinary Actions and Consequences

Definitions and/or Explanations Relating to Formal Disciplinary Actions

Parent Conferences

The parent(s) or guardian(s) of a student will be asked to visit the school for discussions relating to situations requiring possible disciplinary action.

Before or After School Detention

Assignment to a designated room on campus before or after the regular school day for a specified period of time.

In-School Detention Program

Provision of tutorial and guidance services in a restricted environment.

School or Community Service Assignments

Supervised activities related to the upkeep and maintenance of school or community facilities. Work assignments are not intended to interfere with any student's regular class schedule. It will be the parent's duty to provide transportation in these cases. Parents will be notified prior to referral of a student to work assignment.

Corporal Punishment

Corporal punishment shall be administered in accordance with Board policy. Utmost discretion must be used and careful consideration will be given each individual case.

Restitution

Payment for or replacement of damaged, stolen, or vandalized property. Payment may be made by the student or by his/her parent(s)/guardian(s).

School Bus Suspension

Denial of the privilege of riding a school bus based on misconduct that transpires when the student is being transported at public expense. This may include regular school transportation and/or transportation to and from extracurricular activities. This action will be for a reasonable and specified period of time.

Out-Of-School Suspension

Temporary removal of students from their regular school programs. Students who are assigned to out-of-school suspension shall not be allowed to participate in any extracurricular activities during the time of suspension. This includes athletics, band, chorus, cheerleading or club-sponsored activities.

Alternative Education

An Alternative Education Program providing educational services for students as a last resort in lieu of expulsion. Students who are assigned to the Alternative Education Program shall not be allowed to participate in any extracurricular activities or attend after school functions during the time of attendance. This includes athletics, band, chorus, cheerleading or club-sponsored activities.

Expulsion

Removal of the right and obligation of a student to attend public school under conditions set by the School Board, which may be temporary or permanent.

Prosecution

It may be necessary to report a student to the legal authorities if a possible legal violation has occurred. Such possible violations include theft, possession or use of alcohol, illegal drugs, and/or firearms or explosive devices. In some cases prosecution may be the result.

Procedures for Administration of Formal Disciplinary Action and Consequences

When formal disciplinary action occurs, a student will be made aware of the charges and given the opportunity to respond to those charges. Any time a referral is submitted that warrants formal disciplinary action, a reasonable effort will be made by the school to contact the parent/guardian either by written notice delivered by the student, by a telephone call made during school hours, or by use of the U. S. mail.

The Principal and other school officials will involve parents when in discipline matters. Discipline of students with disabilities who violate this policy shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

When disciplinary action reaches the level of corporal punishment or denial of educational participation, the following procedural steps will be adhered to for the protection of the rights of students.

Corporal Punishment

Students shall be advised why they are being punished and be provided with the opportunity to present their side of the story prior to the administration of corporal punishment. Such punishment shall be administered under conditions not calculated to hold them up to ridicule or shame and shall be administered in the presence of a certified individual who is informed beforehand and in the presence of the student the reason for the punishment. Written documentation of corporal punishment will be maintained by principal, or assistant principal or other designated school board employee. If possible, parent(s)/guardian(s) should be advised of the decision to administer such punishment and the supportive reasons. Upon request, the school will provide the student's parents or guardian with a written explanation of the reason for the punishment and the name of the adult witness to the punishment.

Suspension

Students shall be given oral notice of the charges against them and shall have an opportunity to present their side of the story before any action is taken. Written notice shall be sent to parents or guardian regarding the reason such action was taken. Generally, a notice and conference should precede the student's suspension from school. However, if immediate suspension of the student is justified because the student's presence endangers others or school property or would seriously disrupt the orderly academic process, the necessary notice and conference will follow within twenty-four hours.

Alternative Education Program

Students and parents shall be advised why students are being placed in the Alternative Education Program. Upon a recommendation of the principal and a hearing before the Disciplinary Review Council, a student may be assigned to the Alternative Education Program. Students may be assigned to Alternative Education Program for a semester or for the remainder of the school year. Written notice shall be sent to parents regarding the reason such action was taken and of the date that the student may return to the general education classroom. Educational services in the form of classes or necessary supplemental aides or services for Special Education students will not cease while students are attending the Alternative Education Program.

The Scottsboro City Board of Education will not be responsible for transportation to the alternative education site. Students must be transported by parents or guardians to and from the alternative education site.

Students who are assigned to Alternative Education Program shall not be allowed to participate in any extracurricular activities or attend after school functions during the time of attendance. This includes athletics, band, chorus, cheerleading, or club-sponsored activities.

Expulsion

The Scottsboro City Board of education makes the final disposition of an expulsion recommendation pursuant to School Board Policy. However, the principal is initially responsible for determining that an offense for which expulsion may be warranted has been committed. If, after advising the student of the pending charges and providing the student with an opportunity to refute said charges, the principal finds reasonable grounds to believe a student in his/her school has committed such an offense, the principal is authorized to suspend for up to five (5) school days pending a hearing for before the Disciplinary Review Committee. Parent/guardian contact should be made at the earliest reasonable time following the official allegation by the school principal. The Disciplinary Review Committee shall hold the hearing within five (5) days of the of the offense.

The principal's conclusion should be based on the documentation of the facts pertaining to the incident. Said documentation shall include all information available, including, but not limited to, the following categories:

1. An operational definition of the offense(s).
2. Persons involved.
3. A written statement from the student.
4. A list of witnesses and their statements when available.
5. Time and location of the offense(s) alleged.
6. Suspension Notice provided to the parent/guardian
7. A recommendation for expulsion.

The above documentation shall be forwarded to the Disciplinary Review Committee Chairperson. The Chairperson shall review the principal's recommendation and shall request a hearing with the student, his/her parents, and the Disciplinary Review Committee within five (5) school days. The purposes of the hearing are:

1. To provide additional due process to the student.
2. To explain the expulsion process orally and in writing.
3. To determine if a mutually agreeable alternative to expulsion is appropriate.

Such alternatives may be:

- a. Voluntary withdrawal of the student from Scottsboro City School System. The student must be withdrawn for a period of time not to exceed the remainder of the current school year and one additional year. The withdrawn student may not return to the regular school program prior to the expiration of the agreed time period.
- b. Placement of the student in a juvenile facility by a governmental agency independent of the Scottsboro City School System with the School Board concurring that the action taken is adequate as an appropriate remedy for the problem.
- c. To provide the parents/guardian an opportunity to request that the matter be resolved at the Superintendent level.

During the investigation and conference pertaining to Class I and II offenses, the Disciplinary Review Committee may conclude that disciplinary action other than expulsion as recommended if warranted because of mitigating or extenuating circumstances concerning a student's lack of intent to violate the *Code of Student Conduct*. Accordingly, the student will follow the disciplinary recommendations of the Disciplinary Review Committee.

The following procedures shall be followed if the Superintendent decides to recommend the expulsion of a student to the school Board:

1. Due notice of the hearing before the Board shall be forwarded to the parents/guardian of the student recommended for expulsion, and the hearing shall be conducted within 10 calendar days following said notice. This notice shall also inform the parents/guardians of their right to legal counsel.
2. The parent/guardian must notify the Superintendent of a desire to appear at the hearing five (5) calendar days prior to the hearing. This notification must identify all parties representing or expected to testify for the student.
3. The parents/guardians shall be notified in writing of the Board's final decision within 72 hours of the hearing.
4. The Board's decision may be temporary or permanent.

Discipline of Students with Disabilities

The Scottsboro City Board of Education adheres to Federal and State regulations when making decisions regarding the discipline of students with disabilities. The Board has adopted procedures, which comply with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act (ADA) when addressing the misbehavior of students with disabilities enrolled in the Scottsboro City School System. For further information, contact the Director of Special Education Services for the Scottsboro City Schools. Phone: (256) 218-2109.

Seclusion and Physical Restraint for All Students

As a part of the policies and procedures of the school system, the use of physical restraint is prohibited in the system and its educational programs except in those situations in which the student is in an immediate danger to himself or others and the student is not responsive to reasonably implemented and less intensive behavioral interventions such as verbal directives and other de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs. The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel, which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to law enforcement. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), written notice will be provided to the parent or legal guardian.

Bus Conduct

The Scottsboro City Board of Education has the authority to provide, at public expense, adequate means of transportation for all children of school age. The Board of Education is not obligated to transport anyone. Public school transportation should be considered a convenience and a privilege.

While the Scottsboro City Board of Education offers, as needed, a system of pupil transportation, it also requires parents of students to accept the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus - and only at that time - does he/she become the responsibility of the School District. Such responsibility shall end when the child is discharged at the regular bus stop at the close of the school day.

Since the bus is an extension of the classroom, the Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In accordance with the law, the bus driver shall stand in the place of the parent or guardian when exercising authority and control over the pupils who ride his/her bus while they are in transit to and from school. This means that the driver is responsible for the good conduct of all pupils while they are on the bus and shall have the authority to maintain disciplines to insure the safety of all passengers.

When a student does not conduct himself/herself properly on a bus, the bus driver shall bring such instances to the attention of the building principal or his/her designee. The principal or his/her designee shall inform parents immediately of the misconduct and request their cooperation in controlling the student's behavior. The principal shall discipline guilty students as deemed appropriate and as defined in the *Code of Student Conduct*.

A student who becomes a serious disciplinary problem on the school bus may have his/her transportation privileges suspended, or terminated. In such cases, the parent of the student involved shall become responsible for transporting their child to and from school.

All rules and regulations governing student conduct on regular school transportation shall pertain to student conduct on buses during school sponsored extra-curricular trips.

On July 12, 1993, the School Board approved the following guidelines for bus conduct. These guidelines are posted in the front of every bus owned by the Board. Bus rules and regulations pertaining to student behavior on school buses are as follows:

1. Students who are transported shall remain under the *Code of Student Conduct* while on the bus. Therefore, outside of ordinary conversation, classroom conduct is to be observed.
2. While riding the bus, students shall be under the supervision of the driver and shall obey the driver at all times.
3. Each student may be assigned a seat, which he/she is expected to use at all times, unless permission to change is given by the driver.
4. For their own safety, students should not distract the driver. Horseplay is not allowed.
5. Students should remain seated while the bus is moving and keep hands, arms, head, or bodies inside the bus at all times.
4. Students shall not be allowed to bring sharp objects, glass containers, balloons, pets or other living animals on the bus.
5. Cursing, swearing, loud talking, obscene gestures, or degrading comments about another person is prohibited.
6. Students shall not throw any objects out of bus windows.
7. Book bags and band instruments will be kept out of the aisles and cannot occupy a seat that is needed by a student.
8. Students will not be allowed to eat on the bus, except on extracurricular trips when teachers/chaperones are present or as allowed by individual route drivers.
9. A student who is willfully disobedient, fights or destroys property while on a school bus may lose

transportation privileges and may be removed from the bus for one to ten days or permanently. Serious misbehavior may result in suspension or expulsion from school.

10. Students shall leave the bus in an orderly fashion and cross the highway only in front of the bus.

Student transportation is a privilege and a convenience and is conditioned upon good behavior and strict obedience to the rules of the Board of Education. Any driver having difficulty with a student which he/she feels is beyond his/her capability to remedy or for which he/she feels assistance is needed, shall report the condition and situation to the principal. The principal shall have full and complete authority over the student while being transported to and from school the same as when on campus. After consultation with the student, and if practical with the parent, the principal may suspend the riding privileges of the student.

Student Records

All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards of privacy as may be obtained through informed consent, verification of accuracy, limited access, selective discard, and appropriate use. The Superintendent shall develop for the School Board's consideration specific procedures for the implementation of this policy. The policy shall be governed by the Family Educational Rights and Privacy Act (FERPA).

Family Educational Right and Privacy Act (FERPA) Annual Notice for Disclosure of School Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from your child's educational records.

Sometimes our school or district may disclose some student information without written consent when information is designated "directory information" unless you have advised the school or district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow to include some types of information in certain school publications and is generally not considered harmful or an invasion of privacy if released. Examples of school publications include:

- A playbill or program showing your child's role in a school activity or event
- Honor roll or other recognition lists published at school or in newspapers
- School/student directory (Annual Yearbook)
- Sports statistics listed in programs

Directory information can also be disclosed to outside organizations without a parent's written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend (student records)
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws
- A court by order of subpoena
- School photographers
- Class ring manufacturers

Our school district has designated the following to be directory information:

Student Name	Dates of Attendance
Telephone Number	Grade Level
Photograph	Awards or Recognition Received
Participation in School Activities	Height and Weight of Athletic Team Members

If you do not want our school or district to disclose directory information about your child without your prior written consent, you must notify your child's principal.

Acceptable Use Policy (AUP) for Students and Employees

The Scottsboro City Schools' Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chatrooms and other forms of direct electronic communications or equipment provided by Scottsboro City Schools (the "network."). **Only current students or employees are authorized to use the network.**

The Scottsboro City Schools will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and/or harmful to minors* over the network. The Scottsboro City Schools reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of Scottsboro City School's property, network and/or Internet access or files, including email.

Acceptable Uses of the Scottsboro City Schools' Computer Network or the Internet

Schools must verify each year students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file. Once signed, that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the Scottsboro City School's network due to violation of this policy or is no longer a student of Scottsboro City Schools. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate Scottsboro City Schools' personnel. Access is provided primarily for education and Scottsboro City Schools' business. Staff may use the Internet, for incidental personal use during duty-free time. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate personnel of Scottsboro City Schools.

Unacceptable Uses of the Computer Network or Internet

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Causing harm to others or damage to their property, such as:**
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;

4. Using any Scottsboro City Schools computer to pursue "hacking," internal or external to Scottsboro City Schools, or attempting to access information protected by privacy laws; or
5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".

• **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**

1. Using another's account password(s) or identifier(s);
2. Interfering with other users' ability to access their account(s); or
3. Disclosing anyone's password to others or allowing them to use another's account(s).

• **Using the network or Internet for Commercial purposes:**

1. Using the Internet for personal financial gain;
2. Using the Internet for personal advertising, promotion, or financial gain; or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access Scottsboro City Schools' net accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all Scottsboro City Schools' security policies.

Penalties for Improper Use

The use of a Scottsboro City Schools' account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from Scottsboro City Schools' employment, or criminal prosecution by government authorities. The Scottsboro City Schools will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Scottsboro City Schools will provide education for all students regarding appropriate online behavior. These lessons will include, but not limited to, appropriate social networking, electronic messaging, cyberbullying awareness and appropriate harassment response.

Disclaimer

The Scottsboro City Schools makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of Scottsboro City Schools' network are to be borne by the user. The Scottsboro City Schools also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of Scottsboro City Schools, its affiliates, or employees.

Computer-Assisted Instruction and Internet Use

All use of computers must be in support of education, research, or business applications consistent with the purposes of the Board. Students are required to adhere to acceptable use practices.

Computers use may not be for the purpose of harming others or their work. No computer may be destroyed, modified, or abused in any way without express permission of the school administrator.

Antisocial behaviors (harassment, discriminatory remarks, etc.) are prohibited on the computer. The computer shall not be used to access Internet sites or to run programs which are offensive, illegal or otherwise not suitable or proper for use in public schools.

To gain access to e-mail and the Internet, all students under the age of 18 must provide a signed parental permission form to the school administrators. Students over age 18 may sign their own form.

The following are examples of behaviors that are prohibited. This list should not be considered as complete.

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work, or file.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

Disciplinary actions are outlined for penalties of improper use in the previous section under *Penalties for Improper Use*.

Alabama State Department of Education Suggested Guidelines for the Search of Digital Devices Seized During the Administration of a Secure Test

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 devices 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 and are subject to change as testing requirements change:

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 purpose 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, and
 - b. Determine whether it is reasonable under all the circumstance to believe that the student could have been using the device to cheat or for some other unpermitted 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 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 reasonable 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.

Use of Textbooks

1. All textbooks issued are the property of the State of Alabama and the public school system and shall be retained for normal use only during the period students are engaged in the course of study for which the textbooks are selected.
2. Textbooks issued to students may be used in the same manner and to the same extent as though such books were owned by the student, except that students must recognize their responsibility for the proper care of books checked out to them by observing the following practices:
 - a. Keeping the book clean outside and inside.
 - b. Refraining from marking the book with pen or pencil.
 - c. Keeping the pages free from fingerprints.
 - d. Avoiding turning down, tearing, or otherwise damaging pages.
 - e. Refraining from placing the book where it may become soiled or damaged by the weather.
 - f. Keeping the book protected with a book cover (optional).
3. Parents and students must accept liability for any loss, abuse, or damage in excess of that which would result from normal use.
 - a. For such loss or damage, the student will be assessed a variable of:
 1. Full price if new when issued.
 2. Seventy-five percent of full price for books except for first and last year of adoption.
 3. Fifty percent for books during last year of adoption.
 - b. No textbook will be issued to any student until all charges for lost or damaged textbook have been paid.

4. The student, when he/she is promoted or transferred or when he/she terminates attendance for any reason, must return all textbooks to the issuing school.

Scottsboro City Schools' Bullying Complaint Form

Submit a copy of the completed form to the Principal

Name of Person Completing Form: _____

Relationship to Student: Parent/Guardian Self

Student Name: _____ Grade: _____

School Name: _____ Program: _____

Type of Incident:

- Bullying Cyberbullying Sexual Harassment
 Intimidation Thoughts of Suicide Violence
 Threats of Violence Discrimination

Date of Incident: _____ Time: _____

Specific Location of Incident: _____

Description of Incident:

Evidence to Support Incident: Yes No Attach all relevant evidence

Witness (es) to Incident: Yes No List all witness (es) below:

Ala. Code 16-28B-3 (Act 2018-472). **Bullying.** A continuous pattern of intentional behavior that takes place on or off school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board, and implemented at each school. To constitute bullying, a pattern of behavior may do any of the following (check all that apply):

- A. Place a student in reasonable fear or harm to his/her person or damage to his/her property.
- B. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- C. Have the effect of substantially disrupting or interfering with the orderly operation of the school, whether the conduct occurs on or off school property, online, or electronically.
- D. Have the effect of creating a hostile environment in the school, on school property, on a school bus or at a school-sponsored function (including thoughts of suicide).
- E. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening or abusive educational environment for a student.

Signature of Person Reporting: _____ Date submitted to Principal: _____

Principal's Signature: _____ Date received: _____

Scottsboro City Schools
Permission to Release Student Information
2018-2019

During the school year, your child may make headlines as a hero of the big game, or he or she might win an academic honor. Often, stories about what is happening at school will feature student names or even pictures. We also might want to use your child's name, photograph, or video in our school district publication or presentation.

Scottsboro City Schools will not release student information for commercial or other purposes. The purpose of release will always be related to school business.

My child's name can be included in school newsletters, yearbooks, websites, and class photographs.

_____ YES _____ NO

My child's individual class photograph can be used in the school yearbook.

_____ YES _____ NO

My child's photograph/videotape can be release to the news media (local TV station, local paper, ex: The Daily Sentinel, The Clarion, North Jackson Progress, Huntsville Times) or any District-wide publication.

_____ YES _____ NO

My child's picture or video can be published on Scottsboro City Schools' web pages, other district/school licensed sites and/or district or school TV channels.

_____ YES _____ NO

My child's selected school materials/work may be published on the Internet, in authorized publications, and/or district TV channels.

_____ YES _____ NO

I waive any right to inspect and/or approve finished products and release Scottsboro City Schools from any liability by virtue of distortion by processing. I further agree that these terms may be used for publication, broadcast or reproduction without limitations, or reservation or fee. I accept responsibility, knowingly that this release is on file, to have it removed when and if I deem it is disadvantageous or inadvisable to have my child featured in such a manner.

Parent /Guardian Signature _____ **Date** _____

Child's Name _____ **Grade** _____

Please remove this page, complete the requested information, and return to your child's school.

Scottsboro City Schools

**Acceptable Use Policy-Permission to Access the Network and use
the Internet**

2018-2019

I have read, understand, and agree to abide by the provisions of the Acceptable Use Procedures of Scottsboro City Schools as listed on pages 37-40 of the *Code of Student Conduct*.

Date: _____ **School:** _____

Student Printed Name: _____

Student Signature: _____

Parent/Legal Guardian Printed Name: _____

Parent/Legal Guardian Signature: _____

Please remove this page, complete the requested information, and return to your child's school.

Scottsboro City Schools

Notice of Receipt of the Code of Student Conduct

2018-2019

Student Name: _____ Grade: _____

School: _____

Parent/Legal Guardian Printed Name: _____

We hereby acknowledge by our signatures that we have received and read the Scottsboro City Schools' *Code of Student Conduct*, to include the system's policy on Bullying, Sexual Harassment, Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and the Acceptable Use and Internet Safety Policy. Also, we have read and understand the Attendance Policy, and that it applies to any student enrolled in any grade in Scottsboro City Schools. We understand that all policies apply to all students and parents in Scottsboro City Schools.

Student Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

Please remove this page, complete the requested information, and return to your child's school.

Please keep the *Code of Student Conduct* for future reference.