

# CODE OF STUDENT CONDUCT



**Scottsboro City Board of Education  
Scottsboro, Alabama  
2017-2018**

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

### **Non-Discrimination Policy**

Scottsboro City Schools does not discriminate in admission, treatment, or access to programs 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 need 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. Inquiries regarding compliance with federal regulations concerning race, sex, religion, color, national origin, age, or disability may be directed to the Superintendent or the Americans With Disabilities Act Coordinator, Anna Watts, Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, Alabama 35768. Phone: (256) 218-2100.

Inquiries regarding compliance with federal regulations concerning disability under Section 504 of the Americans With Disabilities Act may be directed to the Section 504 Coordinator, Anna Watts, Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, AL 35768. Phone: (256) 218-2100.

### **Statement Related to Gifted Students**

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.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. To make a referral, please contact the School Counselor, the Teacher of the Gifted, or the Director of Special Education Services. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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

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

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

## **FOREWORD**

Special appreciation goes to the original committee who in 1981-82 developed the first Code of Student Conduct for Scottsboro City Schools. This committee was composed of students, teachers, administrators, parents and board members.

The resulting document has stood the test of time as a foundation for providing an atmosphere in Scottsboro City Schools that is conducive to teaching and learning. Changing laws, the continued need for growth, and an on-going effort to meet the needs of students provide the only basis for periodic review and revision.

The Scottsboro City Board of Education is committed to providing an atmosphere for learning in which high productivity can be guaranteed within a framework of high expectation. This task can be achieved only if an appropriate amount of time and resources are given to maintaining an environment of discipline and order conducive to an appropriate teaching/learning process.

Parents and students are urged to be supportive of this Code of Student Conduct and committed to the concept that no child has the right to interfere with any other child's "right to learn".

Each school in the Scottsboro City School System maintains and distributes a Student Handbook containing school rules and information for students and parents/guardians. All rules in the Student Handbook and Code of Conduct are found in approved Board of Education policies. If a discrepancy should arise, Board of Education Policy will supersede the Code of Conduct and the Student Handbook.

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

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**SCOTTSBORO CITY SCHOOLS**

<b>SCHOOL</b>	<b>PRINCIPAL</b>	<b>TELEPHONE</b>
Brownwood Elementary	Dr. Gary Speers	218-2400
Caldwell Elementary	Ms. Martha (Corky) Hood	218-2500
Nelson Elementary	Mr. Dale Hancock	218-2600
Collins Elementary	Ms. Julie Petty	218-2700
Scottsboro Junior High	Mr. Jason Hass	218-2300
Scottsboro High	Mr. Brad Dudley	218-2000

## **SCOTTSBORO CITY SCHOOL SYSTEM CODE OF STUDENT CONDUCT HANDBOOK**

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, 2004.
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.

### **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 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.

## GENERAL INFORMATION

### 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.

### Attendance/Truancy

#### 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.

- 6.1.4 Absences and Excuses – Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

- Personal illness
- Hospitalization
- Emergency
- Death in immediate family
- Court subpoena
- Religious holidays
- Absences approved by the principal

Documentation supporting an excused absence must be submitted in a timely manner or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation

#### ABSENCES

##### 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 reasons 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 (Limit 1)
  - A second visit may be approved for 12<sup>th</sup> grade students earning all A's/B's for the first semester

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 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.)

### **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.)

Administration of tests given during the unexcused absence period will be scheduled by the teacher(s) 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.

### **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.

## **TRUANCY**

6.1.5 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: ALA. CODE §16-28-1, *et seq.* (1975); Ala. Admin. Code 290-3-1-.02]

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:

<u>First Unexcused Absence:</u>	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.

### **Cafeteria Regulations**

Scottsboro City Schools participates in the National School Lunch Program. As a participant we are obligated to follow guidelines which include the following:

1. Students or parents may not bring fast foods or soft drinks into the lunchroom.
2. School staff may not bring fast food or beverage containers into the lunchroom.
3. No student or adult may charge the cost of any meal.

Complete regulations are available at each school. Parents and students are requested to become familiar with and to abide by the regulations of the school lunch program.

### **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 on page 24 of this booklet.

Acceptable Use Policy is included in the back of this booklet.

#### **4.12 *Student/Employee Harassment, Intimidation, Bullying and Cyber Bullying***

Scottsboro City Board of Education will consider harassment, intimidation, bullying, including cyberbullying, as any act that substantially interferes with a student's educational benefits, or the employee's daily duties, opportunities, or performance, and that has the effect of:

- (1) physically harming an individual or damaging an individual's property;
- (2) knowingly placing an individual in reasonable fear of physical harm to the individual or damage to the individual's property; or
- (3) creating a hostile educational environment

Cyber bullying is considered any of the above behavior via electronic means.

Scottsboro City Schools will investigate all reports and document such activity (herein defined as aggressive behavior) regardless of its origin or location. Such activity will be considered school-related regardless of its origin if such activity has any effect on academic, athletic, extra-curricular or any other school-related activities. Additionally, any off-campus or out-of-school behavior that disrupts normal school operations may also be met with appropriate disciplinary actions. This includes pictures/videos/audios made and placed on any part of the internet.

Every student is encouraged, and every staff member is required, to report any situation where they believe aggressive behavior is directed toward a student or employee. Any student or employee who believes he/she has been or is the victim of aggressive behavior should immediately report and provide all available evidence to the building principal, assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate administrator or Board official.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation

should be reported in the same manner as aggressive behavior. Intentionally making a false report about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making false reports may result in disciplinary action.

Disciplinary action for students will follow the Student Code of Conduct. Employee's disciplinary action will follow the Personnel Handbook.

Scottsboro City Schools will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate.

This policy will be included in the student handbooks, Scottsboro City School's policy manuals, Student Code of Conduct handbooks, and personnel handbooks as appropriate.

### **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, staff, and parents shall have the authority to establish a reasonable Student Dress Code for his/her school if deemed necessary.

### **Drug Use**

It shall be the policy of the Scottsboro City Board of Education to comply and cooperate with the laws regarding illegal drug use and drug abuse to the fullest extent and require all school system personnel to enforce the laws regarding such abuse and illegality.

### **Medications**

Students may not have in their possession any prescription or non-prescription medicines for use at school. All medication must be delivered to the office by the parent and will be dispensed by designated school personnel. Prescription medications are required to be in a pharmacy-labeled container, a medication consent form signed by the physician and parent authorizing school personnel to administer the medication. Non-prescription medications are required to be in the original container and have written parent permission.

### **Student Discipline**

The Scottsboro City Board of Education defines student discipline in this handbook as a descriptive and prescriptive educational method designed to maintain an atmosphere in the school setting that is conducive to teaching and learning. It is the policy of the Scottsboro City Board of Education, acting in the best interest of this community, to require principals, faculties and staff, students and parents to adhere to and comply with the Board approved Student Code of Conduct Handbook.

### **Student Parking**

On-campus parking by students is prohibited at any school except Scottsboro High School. Student parking spaces are limited and permits are provided at minimal cost on a first come basis each school year. Students are required to obtain a parking permit/decal at the time of registration. Proof of insurance is required in order to obtain a permit. Students are required to display the parking decal, to park in their assigned space, and to drive in a careful manner at all times. While parked on school property, student vehicles are subject to search by school authorities as outlined in the section of this Code of Conduct on Search and Seizure-School Property. 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.

### **Student Pregnancy**

A pregnant student shall be permitted to attend school and to participate in regular school programs until such time that the student's school attendance and participation in school programs endangers the health and safety of the student or the unborn child, as determined by the student's physician. Although school officials shall not exclude a pregnant student from the enrollment in school solely because of the student's pregnancy, school officials shall have the authority and responsibility to take appropriate disciplinary action against a pregnant student, as well as any other student, for any actions or misconduct on school property or conveyance which are either disruptive or in violation of school regulations.

If the pregnant student chooses to remain in school during the semester in which she expects to deliver the child, her attendance shall be governed by the same attendance policies, rules, and regulations which govern other students. The absence immediately preceding and following the delivery shall be an excused absence. The student shall be able to earn course credit only if minimum course requirements are met, as determined by the principal through consultation with the student's teachers.

The pregnant student who remains in school during the pregnancy shall be under the direct care of a licensed physician. Also, the pregnant student shall be expected to fulfill the following responsibilities. The student shall:

1. notify the school principal or counselor after the pregnancy is confirmed.
2. provide the principal with a written statement from the physician. This statement should include the physician's recommendation concerning school attendance for the pregnant student and confirmation of the expected date of delivery.
3. participate in a joint conference with the principal and the pregnant student's husband (parent if the pregnant student is unmarried). This required conference shall be conducted for the purpose of determining the duration of the student's school attendance before the date of delivery, based upon the physician's recommendation.
4. consult monthly with the school principal or counselor.

Within the limits of available resources, the-secondary schools shall attempt to provide courses and instructional units in such areas as family living, family planning, parenting and child care. Pregnant students shall be encouraged to enroll in such courses when practicable. To be re-admitted to school after delivery the student should have a written statement from her physician recommending her re-admission.

### **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).



## **SCHOOL PROPERTY**

### **Student Interrogations**

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) explosive device or fireworks, (3) drugs of any sort, including inhalants, (4) alcoholic beverages, (5) pornographic or otherwise obscene material, (6) stolen property, (7) 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.

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

### **Searches - Student's Person**

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 if at all possible, and the superintendent or her 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 every attempt to notify the student's parents/guardian prior to the search. 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. A member of the school faculty should be present as a witness with the principal, assistant principal or principal's designee.
- 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.

## **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.

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 Student Code of 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 extra curricular trips when teachers/chaperones are present.
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.

#### **Misbehavior on the Bus/Consequences**

Penalty is at the discretion of the Principal/Transportation Supervisor depending on circumstances (may include removal from bus for one (1) to ten (10) days or permanent removal from bus). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

**Discipline of Students with Disabilities under the  
Individuals with Disabilities Act Amendments of 1997 (IDEA)  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act (ADA)**

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 Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and 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) 218-2100.

## **Section 504 Policies and Procedures**

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. Parents wishing to file a grievance or make any of the requests referenced immediately above should contact the system 504 Coordinator, Anna Watts, either by phone at 256-218-2100 or by mail at 305 S. Scott Street, Scottsboro, AL, 35768. Parents or a student who is disabled may also file a civil rights complaint with the Office of Civil Rights (OCR) if they believe the student is being discriminated against because of his/her disability or if they believe they are being retaliated against because of their efforts to obtain an appropriate education for the student. Additional procedural safeguards and rights may be afforded students who are identified under Section 504. Persons who would like a full copy of the 504 Procedural Rights and Safeguards may download the document from the Special Program section of the Scottsboro City Schools website ([www.scottsboroschools.net](http://www.scottsboroschools.net)) or by contacting the system 504 Coordinator at 256-218-2100.

## **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) 218-2100.

## **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.

**Attendance**

**Philosophical Basis**

School administrators have an obligation under Alabama Law to enforce compulsory attendance laws. Regular attendance by students will facilitate the development of the skills and knowledge necessary for them to function in a modern democratic society.

Student Responsibilities

- To take advantage of their educational opportunity by attending all classes daily and on time.
- To provide the school with an adequate explanation with appropriate documentation indicating the reason(s) for an absence.
- To request makeup assignments from teachers upon return to school, and to complete this work within a reasonable length of time.

Student Rights

- To be informed of School Board policies and individual school rules regarding absenteeism and tardiness.
- To appeal a decision pertaining to an absence.
- To make up classwork within a reasonable length of time when there is an excused absence.

**Counseling**

**Philosophical Basis**

Personal concerns of students can seriously limit their educational development. Schools have the responsibility to provide an adequate counseling program appropriate for the particular age group of students and to make relevant and objective information available to students. Counseling and guidance are two distinct functions and should not be confused in process. Parents and students shall be provided with complete and accurate information.

Student Responsibilities

- To use guidance and counseling services for their own personal improvement.
- To schedule appointments in advance unless the problem or concern is one of an emergency.
- To work cooperatively with all school personnel.

Student Rights

- To be informed as to the nature of the guidance and counseling services available in their school.
- To have access to individual and group counseling.
- To request a change in counselors.

**Curriculum**

**Philosophical Basis**

The degree of curriculum involvement is a function of age, grade, maturity and sophistication on one hand and the level and complexities of courses on the other. Student opinion is extremely important and therefore deserves careful analysis and consideration.

Student Responsibilities

- To request participation in academic programs and extracurricular activities that are commensurate with ability.

Student Rights

- To have equal educational opportunity with regard to academic programs and extracurricular activities.

To seek assistance in course selection from informed persons in the school.

To receive distinct curriculum course descriptions that will facilitate informed choices.

To cooperate with teachers and contribute to an atmosphere free from bias and prejudice.

To receive instruction in courses of study under competent instructors in an atmosphere free from bias and prejudice.

To cooperate fully and exert every effort to achieve mastery of the basic skills

To participate in appropriate basic skills programs in elementary, junior and senior high school.

### **Textbooks/Library Materials**

#### **Philosophical Basis**

Textbooks and library materials are extremely important resources to the proper delivery of instruction and to the development of learning by children. Textbooks and library materials should be current and appropriate to the age level, maturity and needs of the students.

#### Student Responsibilities

To take appropriate steps to ensure the good care of textbooks/library materials so they may be used for the full adoption period.

To reimburse the cost of replacing lost or damaged textbooks/library materials.

#### Student Rights

To have available appropriate, up-to-date textbooks of good condition for all classes requiring the use of a textbook.

To have available an individual copy of any required textbook for classes using individual copies on a daily basis.

### **Free Speech/Expression**

#### **Philosophical Basis**

The courts have held that constitutional rights do not abandon students as they enter school. Students may express their opinions, even on controversial subjects, if doing so does not materially and substantially interfere with appropriate discipline in the operation of the school and does not collide with the rights of others.

#### Student Responsibilities

To respect the rights of other individuals, to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.

To act in a manner which preserves the dignity of patriotic observances.

To respect the religious beliefs of others.

#### Student Rights

To form and express viewpoints through speaking and writing in a manner which is not obscene, inflammatory, slanderous, or libelous.

To affirm their dignity with American ideals. (i.e. pledging allegiance to the flag.)

To refrain from any activities which violate the precepts of their religion.

To plan for, seek approval of, and conduct activities which are consistent with the educational objectives of the school.

To assemble peaceably on school grounds or in school buildings. Such assembly shall be consistent with all applicable federal, state and local regulations.

### **Sexual Harassment**

#### **Philosophical Basis**

Federal and state laws prohibit sexual harassment in any form or type in schools and the workplace. It is the responsibility of the Board to protect students and employees from unwanted sexual contact on school property or while engaged in extracurricular activities that are school-sponsored.

#### Student Responsibilities

To attend school and participate in extracurricular activities while treating each other with respect and fairness.

To refrain from sexually harassing others either physically, verbally, or non-verbally.

#### Student Rights

To attend school in an environment free of actions or speech that diminishes them because of their sex.

To be free of unwanted physical, verbal on non-verbal contact with anyone.

#### ***Student Sexual Harassment***

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

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

- a. Submission to the conduct is made explicitly or implicitly a term or condition of the student’s education, including any aspect of the student’s participation in school-sponsored activities, or any other aspect of the student’s education;
- b. Submission to or rejection of the conduct is used as the basis for decisions affecting the student’s academic performance, participation in school-sponsored activities, or any other aspect of the student’s education;
- c. The conduct has the purpose and effect of unreasonably interfering with a student’s academic performance or participation in school-sponsored activities or creating an intimidating, hostile, or offensive education environment.

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.

6.1.3 Sexual Harassment Complaint Procedures Authorized – The Superintendent is authorized and directed to establish, implement and revise more detailed sexual harassment complaint procedures that are designed to provide students who believe that they are victims of unlawful sexual harassment with a thorough, discreet, and prompt internal procedure for investigating and resolving sexual harassment complaints. The procedures will be drafted so as to facilitate the gathering of relevant facts and evidence, permit timely assessment of the merits of the complaint, provide an opportunity for informal resolution of complaint where appropriate, eliminate any harassment that is established by the investigation, and prevent any retaliation based upon the filing of the complaint. The procedures will reflect due regard for the legal rights and interests of all persons involved in the complaint, and will be drafted, explained, and implemented so as to be understandable and accessible to all student population groups and ages.

6.1.4 Initial Confrontation of Accused Harasser Not Required – 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 or to take such action as may be required by the procedures established under “Sexual Harassment Complaint Procedures Authorized” (6.11.3) above. 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.

6.1.5 Notice of Policy to be Promulgated – The Superintendent will promulgate and disseminate this policy and the complaint procedures to the schools and will take such other steps and measures as may be reasonably available and expedient for informing the school community of the conduct prohibited by this policy and the recourse available to students who believe that they have been subjected to sexual harassment.

**Philosophical Basis**

Federal and state laws prohibit sexual harassment in any form or type in schools and the workplace. It is the responsibility of the Board to protect students and employees from unwanted sexual contact on school property or while engaged in extracurricular activities that are school-sponsored.

<u>Student Responsibilities</u>	<u>Student Rights</u>
To attend school and participate in extracurricular activities while treating each other with respect and fairness.	To attend school in an environment free of actions or speech that diminishes them because of their sex.
To refrain from sexually harassing others either physically, verbally, or non-verbally.	To be free of unwanted physical, verbal on non-verbal contact with anyone.

Notice of Policy to be Promulgated – The Superintendent will promulgate and disseminate this policy and the complaint procedures to the schools and will take such other steps and measures as may be reasonably

available and expedient for informing the school community of the conduct prohibited by this policy and the recourse available to students who believe that they have been subjected to sexual harassment

### Grades

#### **Philosophical Basis**

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades should not be used as a means of maintaining order in the classroom nor should student behavior be included in calculating academic grades.

#### Student Responsibilities

To become informed of the grading criteria.

To maintain standards of academic performance commensurate with ability and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.

#### Student Rights

To receive a teacher's grading criteria at the beginning of each year or semester course.

To receive reasonable notification of failure or potential failure at any time during the grading period when it is apparent unsatisfactory work is being performed.

### Dishonesty/Cheating

#### **Philosophical Basis**

Lying, cheating, defrauding, or deceiving are all examples of dishonesty. Cheating is defined as to deceive by trickery. Acts of cheating include giving or receiving information, answers, ideas, or words on any quiz, test, project, or examination. It includes directly copying the work of another individual or plagiarism. Plagiarism is to steal and use, as one's own, the ideas or writings of others. Cheating may be as simple as looking on another student's paper or copying homework answers or as complex as purchasing or copying a research paper.

Students who cheat or are dishonest in any manner may be subject to a variety of consequences. The following list of examples is not inclusive or exhaustive:

- Teacher/student conference
- Parent/teacher conference
- Administrator conference
- Detention or suspension
- Loss of credit.

#### Student Responsibilities:

To observe a code of honesty in all aspects of life.  
To refrain from giving or receiving information in any form which will falsely improve one's grade.

#### Student Rights

To receive credit for individual accomplishment and to be free from harassment by fellow students who wish to share information.

### Privacy and Property Rights

#### **Philosophical Basis**

Federal and State laws provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students.

Student Responsibilities

To attend school and other School Board activities without bringing materials or objects prohibited by law or School Board policy or other items that will detract from the educational process.

To respect the property rights of the public at large as well as those of individuals, and to refrain from destruction of, or damage to, such property.

Student Rights

To maintain privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or School Board policy.

To attend school in an educational environment in which personal property is respected.

**Tobacco Free Environment**

**Philosophical Basis**

In recognition of the potential harmful effects of smoking and the use of other tobacco products both to the smoker and to those around him/her, the Scottsboro City Board of Education has deemed all school board property as Tobacco Free Environments. The use of any tobacco product is prohibited on any school board owned premises or property. This includes all school buildings, campuses, athletic fields, school buses or other school owned vehicles. This policy also includes all times during the regular or extended school day and on any school-sponsored activity including field trips, athletic events, band trips or other time/place in which the school is responsible for the conduct and welfare of students.

Responsibilities of Students,  
Parents, and Guardians

To be informed regarding the policy prohibiting use of tobacco products on any school property and to report the possession or use by any student to a school official.

Rights of Students,  
Parents, or Guardians

To attend school and school activities without exposure to tobacco by-products.

**Student Records**

**Philosophical Basis**

A well-developed student record file contains information needed for making appropriate educational decisions for the student. Student records are to be treated confidentially and should contain information that is relevant, accurate, and appropriate.

Responsibilities of Students,  
Parents, and Guardians

To inform the school of any information that may be useful in making appropriate educational decisions.

To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student. (Release of records of students 18 years old or younger who attend an elementary or secondary school requires

Rights of Students,  
Parents, or Guardians

To inspect, review, and challenge the information contained in records directly relating to the student.

To be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent, guardian, or eligible student. (Eligible students are those 18 years of age or older and/or

the signature of the parent or guardian.)

those attending a post-secondary institution.)

### **Student Government**

#### **Philosophical Basis**

Effective student governments are the forums for the training and involvement of students in the democratic process. Members of the school community share the responsibility for shaping governments into positive instruments for student involvement.

#### Student Responsibilities

To elect student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs.

To become knowledgeable of School Board policies and individual school rules and regulations governing the actions of students.

To conduct election campaigns in a positive mature manner with all due respect provided their opponents.

To attend regularly scheduled meetings, if an elected student government representative, and exhibit appropriate conduct at all times.

#### Student Rights

To form and operate a student government within the respective schools under the direction of a faculty advisor.

To have access to policies of the School Board and rules and regulations of the individual school(s).

To seek office in student government, or any school organization, regardless of race, sex, color, creed or political beliefs.

To attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal.

### **Student Publications**

#### **Philosophical Basis**

Education is the process of inquiry and learning, acquiring and imparting knowledge, and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the entire student body.

#### Student Responsibilities

To refrain from publishing libelous, obscene or inflammatory materials; to seek full information on the topics about which they write; and to observe the normal rules for responsible journalism under the guidance of a faculty advisor.

#### Student Rights

To participate in the development of publications as a part of the educational process.

## **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 (principal or teacher, etc.) 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 to a hearing before the Board.
2. The right to be represented by counsel.
3. The right to cross-examine witnesses.
4. The right to a written summary of the hearing and a copy of the audio tape of proceedings if requested.
5. The right to a written record of the Board's decision.
6. The right of appeal.

Prior to the application of the above procedures to a special education student, said student's IEP team shall be convened 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 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 Team. In the event the IEP team determines that the student's behavior is related to the disability, the student may not be corporally punished, suspended, or expelled; however, other appropriate disciplinary measures may be administered.

*CODE OF ALABAMA, 1975*

*Section 16-1-4. Removal, Separation or Grouping of pupils creating disciplinary problems.*

*In cases where the presence of the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed from school. In such cases, the notice and hearing should follow as soon as practical.*

## **FORMAL DISCIPLINARY ACTION AND PROCEDURE**

Definitions and/or Explanations Relating to Formal Disciplinary Actions

### **Before or After School Detention Hall**

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.

### **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.

### **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. Summer School attendance will be at the discretion of the School Board.

### **School Board Hearing**

Hearing by the School Board with the parents or guardian and the School Board staff being given the opportunity to speak before the Board. If the hearing is in connection with an expulsion proceeding, the parents/guardians shall have the right to counsel.

### **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.

NOTE: See page 15 of this book for information regarding discipline of students with disabilities.

## **APPEALS PROCESS**

In the event the student is not satisfied with an assigned disciplinary action, the following steps should be taken.

1. Using free and informal communication, the student should first appeal to the immediate teacher or principal.

2. If the student is not satisfied with the resulting action he/she may file an appeal in writing with the Superintendent of Education within five (5) working days.
3. If the student is not satisfied with the resulting action, he may request within five (5) work days, that the Superintendent or his designee schedule a hearing before the Board of Education at its next regular meeting.
4. The Board's decision is final.

## **PROCEDURES FOR ADMINISTRATION OF FORMAL DISCIPLINARY ACTION**

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.

It is the responsibility of the student to notify his/her parent/guardian of all written communications from the school. Failure to do so may result in further disciplinary action.

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. School administrators, Superintendent of Education, or Board of Education members in a Due Process Hearing, may assign students to the Alternative Education Program in lieu of expulsion. Students may be assigned to Alternative Education Program for a semester or for the remainder of the school year.

A written notice shall be sent to parents (in addition to a possible verbal notice) 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.

Students who are placed in the program are subject to random drug testing, which will be administered by the School Resource Officers and/or other designated school officials. 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. Alternative Education Program students will be required to wear uniforms, which will be purchased by the parents/guardians.

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 10 school days pending a hearing for expulsion. Parent/guardian contact should be made at the earliest reasonable time following the official allegation by the school principal.

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 list of witnesses and their statements when available.
4. Time and location of the offense(s) alleged.
5. A recommendation for expulsion.

The above documentation shall be forwarded to the Superintendent. The Superintendent shall review the principal's recommendation, conduct an investigation, and shall request a conference with the parents of the suspended student within the suspension period imposed. The purposes of the conference are:

1. To explain the expulsion process orally and in writing.
2. 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 but may enroll in the summer school program at the discretion of the principal.
- 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.
3. 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 Superintendent may conclude that disciplinary action other than expulsion as recommended is warranted because of mitigating or extenuating circumstances concerning a student's lack of intent to violate the Code. Accordingly, the student will be re-admitted to school.

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.

NOTE: See page 15 of this book for information regarding discipline of students with disabilities.

### **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 and 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 conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.
- 1.02 On campus participation in fraternities, sororities or illegal organizations.
- 1.03 Harassment, sexual harassment, bullying, cyber bullying, or intimidation of a student - the intentional unlawful threat by word or act to do violence to another student, or when some act creates a well formed fear in a student that violence is imminent.
- 1.04 Gambling - any participation in games of chance for money or anything of value.
- 1.05 Excessive tardiness -repeatedly reporting late to school or class. Secondary schools will consider excessiveness to be four (4) tardies. Tardies shall be cumulative class by class for one semester.
- 1.06 Intentional jamming of lockers.
- 1.07 Non-conformity to dress code. (See Dress Code p. 10)
- 1.08 Minor disruption on a school bus. (See Bus Conduct p. 14)
- 1.09 Inappropriate display of affection.
- 1.10 Possession of stolen property.
- 1.11 Continued refusal to complete class assignments regardless as to whether the assignments are to be

completed in class or at home.

- 1.12 Inappropriate use of the internet.
- 1.13 Unauthorized use or possession of any electronic device used for entertainment or communications purpose such as cell phones and or Ipods.
- 1.14 Dishonesty/Cheating (See p.21) Habitual violation will be considered a Class III offense.
- 1.15 Any other violation which the principal may reasonably deem to fall within this category.

**Disciplinary Actions/Consequences**

Elementary Students:

- First Offense: In-school conference and parental contact when warranted. In some instances the confiscation of items will occur and items will be held until such time as a parent/guardian can come to school to retrieve the item(s).
- Second Offense: Parental contact and disciplinary action.
- Subsequent Offenses: In-school disciplinary action such as detention, extra academic assignments, work assignments before or after school, corporal punishment, or suspension at the discretion of the principal or his/her designee.

Secondary Students:

- First Offense: In-school conferences with parental contact when warranted. Specific circumstances may warrant disciplinary action as outlined under subsequent offenses. In some instances the confiscation of items will be made and held until such time as a school administrator feels it is appropriate to return the item(s) to a parent/guardian or student.
- Subsequent Offenses: Detention, extra academic assignments before, during, or after school, corporal punishment, in-school suspension at the discretion of the principal or his/her designee.

**Intermediate Offenses - Class II**

- 2.01 Intentionally providing false information to a School Board employee including, but not limited to, student informational data and concealment of information directly relating to school business.
- 2.02 Unauthorized absence from class.
- 2.03 Defiance/disrespect of School Board employee's authority - any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee. Continued refusal to follow school rules will be considered as defiance.
- 2.04 Possession and/or use of tobacco products, including paraphernalia (lighters, matches, etc.) - possession on the person, in the locker, or in other effects of a student. This statement applies to students during regular school or participating in any school sponsored activity.
- 2.05 Assault upon students- intentionally touching, striking or causing bodily harm to another student.

- 2.06 Vandalism - intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.
- 2.07 Stealing - Larceny - Petit Theft - the intentional unlawful taking and/or carrying away of property valued at less than \$100 belonging to in the lawful possession or custody of another.
- 2.08 Possession of stolen property with knowledge that it is stolen.
- 2.09 Extortion – any communication(s) with the intent to extort money or any pecuniary advantage.  
NOTE: Completion of the act(s) constitutes a Class III offense.
- 2.10 Trespassing - willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited is warned by an authorized person to depart and refuses to do so.
- 2.11 Possession of and/or igniting fireworks or firecrackers.
- 2.12 Unjustified activation of a fire alarm system.  
  
NOTE: Disciplinary Actions- all options presently available will continue with the addition of the following. The cost of the Fire Department’s response to unjustified activation of the fire alarm will be assessed to the student found to be guilty of the activation. Cost shall be determined annually.
- 2.13 Offensive touching of another person.
- 2.14 Written or verbal propositions to engage in sexual acts.
- 2.15 Use of obscene or profane language/ messages (verbal, written, gesture).
- 2.16 Causing physical injury or harm to another person through negligent or reckless behavior.
- 2.17 Using racial, ethnic, or gender slurs, ridicule, or name-calling.
- 2.18 Any other violation which the principal or his/her designee may reasonably deem to fall within this category.

**Disciplinary Actions/Consequences**

Elementary Students

First and Second Offenses:	Parental contact and disciplinary action (may include corporal punishment)
Subsequent Offenses:	Suspension for one (1) to five (5) school days, in-school disciplinary action as probation, detention, extra academic assignments, work assignments before or after school, corporal punishment, or suspension at the discretion of the principal or his/her designee. Special circumstances may warrant a recommendation to the Superintendent for an educational program separate and apart from the normal setting.

Secondary Students:

First Offense:	In school suspension (1-3 days), corporal punishment, and/or extended work assignments before, during, or after school (3-9 hours served at the rate of one hour per day until complete) Out of school suspension
Subsequent Offenses:	Corporal punishment, in-school suspension for three (3) to five (5) days. Out of school suspension. Special circumstances may warrant a recommendation for expulsion. If so recommended, the expulsion procedures herein included will be followed.

**Major Offenses - Class III**

- 3.00 Drugs - unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages.
- 3.01 Fighting - any physical conflict between two or more individuals
- 3.02 Arson - the willful and malicious burning of any part of a building or its contents.
- 3.03 Assault upon a School Board employee - the actual unlawful touching or striking of a School Board employee against his/her will, or the causing of bodily harm to a School Board employee.
- 3.04 Robbery - the taking of money or other property which may be the subject of larceny from the person or custody by force, violence, assault, or putting in fear of the same.
- 3.05 Stealing - Larceny -Grand Theft - the intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.
- 3.06 Burglary of school property - entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.07 Criminal mischief - willful and malicious injury or damage at or in excess of \$200 to public property or to real or personal property belonging to another.
- 3.08 Possession of firearms – The unauthorized possession of any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile; the frame or receiver of such weapon; any firearm muffler or firearm silencer; any destructive device. (Violation may result in expulsion for one year at the discretion of the Board of Education.) Incident will be reported to law enforcement officials, parent will be contacted, student will be immediately suspended from school pending an investigation. If expelled, notation will be made on school records and student cannot attend any regular public school for one calendar year.
- 3.09 Possession of weapons - a switchblade knife, or any knife; metallic knuckles; tear gas gun; chemical weapon or device; or any other weapon, instrument, or object with the intent to be armed. Students may be expelled from school for a period of not less than one year and the matter will be referred to the appropriate law enforcement officials for further action.
- 3.10 Threats-any communication(s) directed at a School Board employee or student to do violence.
- 3.11 Bomb threats - any such communication(s) directed at a School Board employee or student which has the effect of interrupting the educational environment.
- 3.12 Explosions - preparing, possessing, or igniting on School Board property explosives likely to cause

serious bodily injury or property damages.

- 3.13 Sexual acts - acts of a sexual nature, including but not limited to, battery, intercourse, attempted rape or rape.
- 3.14 Aggravated assault- intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.15 Inciting or participating in major student disorder - leading, encouraging or assisting in (major) disruptions which result in destruction or damage of private or public property or personal injury to participants or others.
- 3.16 Lewd and/or indecent exposure of the human body.
- 3.17 Distributing, mass producing, or selling falsified school records, such as grade sheets, report cards, permanent records, computer files, etc.
- 3.18 Any other offense which the principal may reasonably deem to fall within this category.

### **Disciplinary Actions/Consequences**

#### Elementary and Secondary Students

Suspension (In-School or Out-of-School), Alternative Education Program, and/or recommendation for expulsion by the principal and superintendent as authorized in the procedures above. Pending final determination of the matter by the Board, the student will remain suspended from school.

#### **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.

## ACCEPTABLE USE POLICY (AUP) FOR SCOTTSBORO CITY SCHOOLS

### Information for Parents and Students

The Scottsboro City School's 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 School's 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 School's 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 School's 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 School's 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 School's 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.

I have read, understand, and agree to abide by the provisions of the  
Acceptable Use Procedures of Scottsboro City Schools

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

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_ Parent/Legal Guardian Signature: \_\_\_\_\_

**PLEASE DO NOT REMOVE THIS PAGE or THE NEXT PAGE . AN ACKNOWLEDGEMENT PAGE WAS SENT HOME WITH YOUR CHILD TO BE COMPLETED AND RETURNED TO THE SCHOOL PRINCIPAL.**

**Scottsboro City Schools**  
**Important Information Concerning Student Privacy Rights**

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.

The Family Education Rights and Privacy Act (FERPA) permits school districts to release "Directory Information" to certain people or institutions, such as news media, unless a child's parent or guardian requests that such information not be released. "Directory Information," as defined in the FERPA act includes the following:

- |   |  |
|---|--|
| *Student name, address and phone number   | *Date and place of birth   |
| *Major field of study   | *Dates of attendance   |
| *Participation in officially recognized activities and sports                       | *Awards Received   |
| *Weight and height of athletic team members   | *Publishing student names in the school website, or other publications |
| *The most recent previous educational agency or institution attended by the student |  |

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

If you have questions, please call the school.

**Yes, Directory Information, photography/videotape/class photograph and my child's name can be released as related to school business.**

*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.*

**IF YOU CHECK THIS BOX, SKIP THE NEXT SECTION AND SIGN THE BOTTOM.**

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**ALTERNATE OPTIONS**

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

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PARENT /GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_



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. ACM 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.